

IOWA EQUESTRIAN CENTER
VENDOR APPLICATION & AGREEMENT

Online Form

Name/Organization: _____

Contact Person: _____ E-Mail: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Website: _____

Emergency Contact (Name and Phone #): _____

Event Name: _____

Dates Requested: _____

List all products/services to be sold: _____

Iowa Equestrian Center management reserves the right of approval of all products or services to be rendered for the entire contract term. **Iowa Equestrian Center reserves the right to ask Vendor to remove any misrepresented items or any items deemed to be offensive in booth.** Subletting of leased space by vendor is prohibited.

Cancellation: This Contract may be cancelled by Kirkwood Community College/Iowa Equestrian Center at any time. If Kirkwood Community College/Iowa Equestrian Center cancels the Contract, the deposit paid by Vendor shall be refunded.

Assigned Location and Fees:

Please contact the facility for outdoor vendor space availability. Indoor vendor space may be leased in 8 x5 foot increments at the rate of \$25 per day. Additional space after the first 8 feet may be leased in 2 foot increments at the rate of \$5 per day. The depth of each space may not exceed 5 feet. One table per 8 foot space will be provided for Vendor use.

Electricity will not be available for Vendor use unless Vendor makes a special request.

(Completed by Vendor) Location Requested: _____ Location Size: x **5ft** Number of Days: _____

(Completed by Iowa Equestrian Center Rep) **Assigned Location:** **Location Size:** x **5ft** **Fee Due:** \$

LIABILITY: Neither Kirkwood Community College, nor Iowa Equestrian Center, or the employees thereof, nor their representatives, or employees of representatives thereof, will be responsible for an injury to Vendor, their employees, agents or property, or for loss by fire, theft, damage, delay, mechanical failure, labor trouble, or any case whatsoever, while exhibits and merchandise are in transit, within Iowa Equestrian Center or while being moved into or out of Iowa Equestrian Center. Vendor shall, and does by means of this contract covenant and agree to indemnify and save harmless Kirkwood Community College and any and all liability that may arise out of bodily injuries or property damage resulting from the use of the premises by Vendor, as well as any and all equipment, devices of every kind, make and description. No alteration shall be made to Iowa Equestrian Center's property and any damage to said property shall be paid by Vendor.

This form is an application for vendor space and is not considered a contract until it has been signed by an Iowa Equestrian Center representative. Vendor will be notified if application is accepted with an Email or telephone confirmation.

PLEASE, COMPLETE AND RETURN FORM BY: One full week prior to the start of each event

Email, mail or fax to: Mailing Address: Iowa Equestrian Center
Attention: Liz Lindner
6301 Kirkwood Blvd. SW
Cedar Rapids, Iowa 52406
Call or Email with any questions
Email: Liz.Lindner@kirkwood.edu
Fax: 319-398-1275
Phone: 319-398-7107

Iowa Equestrian Center Date Vendor Date