



**COLLEGE OR SCHOOL RESERVATION FORM**  
**USPC CHAMPIONSHIPS EAST 2008 TRADE FAIR- LEXINGTON, VIRGINIA**  
*Please return signed Exhibitor Agreement, Insurance proof, this Form, and Deposit of 50% or full payment by May 15, 2008 to:*  
**United States Pony Clubs, Inc., 4041 Iron Works Pkwy, Lexington, KY 40511**

**Deadline for application and Deposit: May 15, 2008.** **Total Payment due: July 1, 2008**

Reservations for booths are accepted on a first come first served basis, no exceptions. Reservations **must** be accompanied by a check (for a deposit of 50% or full payment), signed Exhibitor agreement and insurance proof. All checks should be made payable to USPC, Inc. Vendor name and website will be listed on our website when all paperwork in order.

**Date of Event: July 24-27, 2008** (See [www.ponyclub.org](http://www.ponyclub.org) for more information).

**Location:** Coliseum, Virginia Horse Center, Lexington, Virginia

**Cost:** one 10' x 10' = \$225, one 10' x 20' = \$425

**Includes:** leased space only and electricity (if marked below). No tables, chairs or drapes provided.

**Other:** Tables \$20.00 each, Chairs \$3.00 each. Must be reserved below. Payment for add'l needs due May 15, 2008. If payment is not enclosed on May 15, the additional materials or needs will not be available.

**Sales Tax:** Sales Tax must be collected per directions from the Virginia Revenue Cabinet. [www.tax.virginia.gov](http://www.tax.virginia.gov)

**Insurance:** A certificate of liability insurance must accompany the reservation deposit as per paragraph #12 in the Exhibitor Contract Terms and Conditions.

**Confirmation:** A copy of the Exhibitor agreement signed by the appropriate USPC agent, payment confirmation and other information will be mailed upon receipt of payment and proof of insurance.

**Refunds:** Fees are refundable if a cancellation is received in writing postmarked on or before June 15, 2008 less a \$30 office fee, provided space can be resold (as specified in the exhibitor contract/terms and conditions.) Space is reserved on first come, first serve basis. If space is no longer available, the exhibitor deposit will be returned to sender and the exhibitor placed on a waiting list.

**Additional Important Notices:** The Virginia Horse Center allows dogs in the Coliseum **ONLY** if kept in crates. No tacks, nails, or screws may be driven into the floors or walls of the Coliseum.

Yes, \_\_\_\_\_ wishes to reserve a booth at the 2008 Trade Fair.  
 (College or School Name)

Contact Person: \_\_\_\_\_

Products/Services: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone/Fax: \_\_\_\_\_ Email: \_\_\_\_\_ Website: \_\_\_\_\_

Name(s) of personnel to be present at Trade Fair: 1. \_\_\_\_\_ 2. \_\_\_\_\_

**Information/Paperwork:**

**Nancy B. Bowling or Wayne Quarles (National Office)**  
**USPC National Office**  
**4041 Iron Works Pkwy**  
**Lexington, KY 40511**  
**859-254-7669, ext. 226 (Nancy) / FAX 859-233-4652**  
**Email: [Nancy@ponyclub.org](mailto:Nancy@ponyclub.org) or [activities@ponyclub.org](mailto:activities@ponyclub.org)**

**Reservation and Payment Totals:**

\$ \_\_\_\_\_ One 10 x10 Exhibit space @ \$225.00 each  
 (*Business Associates, please deduct \$22.50*)  
 \$ \_\_\_\_\_ One 10 x20 Exhibit space @ \$425.00 each  
 (*Business Associates, please deduct \$42.50*)  
 \$ \_\_\_\_\_ Table(s)- \$20 each, \_\_\_ Chairs(s)- \$3 each  
 \$ \_\_\_\_\_ **Total Due**  
 \$ \_\_\_\_\_ **Deposit Enclosed (50% of total) check or cc**  
 \$ \_\_\_\_\_ **Balance due July 1, 2008**

**Please complete the following:**

- Yes, I will need electricity.
- I have included my signed Exhibitor agreement.
- My insurance proof is included or has already been sent to you by my carrier.
- My deposit check or credit card information is enclosed.
- I understand my entry will be returned if any of the above items are missing.

**Credit Card payment (Visa or MC) Card Number:** \_\_\_\_\_ **Exp. Date:** \_\_\_\_\_

Name on card: \_\_\_\_\_ Daytime phone # of cardholder: \_\_\_\_\_

Zip code of billing address for card \_\_\_\_\_ Deposit amount to charge: \$ \_\_\_\_\_ (*Remaining will be charged on 7/1/08*)

**YES, I will donate a door prize item(s):** \_\_\_\_\_