



**COLLEGE OR SCHOOL RESERVATION FORM
EQUINE SYMPOSIUM & CONVENTION TRADE FAIR
Hilton Stamford Hotel, Stamford, CT**

Application and deposit deadline: November 15, 2018 Total Payment due: January 3, 2019

Reservations are accepted on a first come first served basis, no exceptions. Reservation **must** be accompanied by a check/cc number with minimum 50% deposit, signed exhibitor agreement **and** insurance proof or Pony Club insurance application. Vendor name and website posted on our website only when **all** paperwork and payments are complete.

Date of Event: January 30 – Feb. 3, 2019 See Events tab on www.ponyclub.org for more information.

Location: Hilton Stamford Hotel, 1 First Stamford Pl, Stamford CT 06902. For hotel reservations visit www.ponyclub.org Click on [Events/Equine Symposium/Local Amenities](#), or 203-967-2222 and ask for the Pony Club block. USPC group rate is \$129 plus tax/night. Book by Jan 9.

See pricing below. One 8' skirted table and 2 chairs included per 10' x 10' space. Complimentary wireless internet included. Electrical service may be ordered through hotel. You will receive forms and contacts.

Sales Tax: For directions on Sales and Use Tax permits and collecting tax visit [Connecticut Department of Revenue Services](#)

Insurance: A certificate of liability insurance for your business, **naming Pony Club as Certificate Holder**, must accompany the reservation deposit as per paragraph #12 in the exhibitor agreement "terms and conditions". **PROOF OF INSURANCE MUST BE RECEIVED IN THE PONY CLUB OFFICE PRIOR TO JANUARY 3, 2019 OR MERCHANT WILL NOT BE ALLOWED TO SET UP AND WILL FORFEIT ALL EXHIBIT FEES.**

Confirmation: Payment confirmation and other information is emailed upon receipt of payment and proof of insurance. Space is reserved on first come, first serve basis. If space is no longer available, the exhibitor deposit is returned to sender and the exhibitor placed on a waiting list.

Cancellation Policy: Fees are refundable if a cancellation is received in writing postmarked on or before January 3, 2019 less a \$50 office fee, provided space can be resold (as specified in the exhibitor contract/terms and conditions.)

_____ wishes to reserve a 2019 Equine Symposium & Convention Trade Fair booth.
(College/School Name as you wish it to appear)
Contact Person: _____

Products/Services: _____

Mailing Address: _____

Phone: _____ Email: _____ Website: _____

Name(s) of personnel attending Trade Fair: 1. _____ 2. _____

Information, questions and paperwork to:

Caryn Sappelli, Trade Fair Organizer
Pony Clubs, Inc.
4041 Iron Works Pkwy
Lexington, KY 40511

Email: Admin@ponyclub.org or Activities@ponyclub.org

Phone: 859-559-0667 Fax: 859-233-4652

Reservation and Payment Totals:

\$ _____ One 10' x 10' Exhibit space @ \$350. each

\$ _____ One 10' x 20' Exhibit space @ \$575. each

\$ _____ **Total Due**

\$ _____ **Deposit Enclosed (50% of total) cc or check**

\$ _____ **Balance due January 3, 2019**

Please check off the following:

- I understand my reservation will be returned if any items below are missing.
- My signed exhibitor agreement is included with #4 Goods and Services completed on the form.
- My insurance proof is included **OR** has been sent to USPC by my carrier.
- A deposit check payable to USPC, Inc. or Credit Card information is enclosed
- I need an electrical outlet – **See Hotel's AV Form to order**
- I do NOT need a table. I do NOT need chairs.
- I understand final payment is due January 3 by check, or my credit card will be charged on this date. Deposit/payment must be received to reserve my space.

Credit Card payment Visa or MC Card Number: _____ 3 digit security code _____ Exp. Date: _____

Name on card: _____ Daytime phone # of cardholder: _____

Billing address: Street, Zip code: _____

Deposit amount: \$ _____ *I understand the remaining balance will be charged on 01/03/2019*

Yes, I will donate the following item(s) to the Silent Auction: _____