



10805 E. Bethany Dr.
 Aurora, CO 80014
 303.696.4500
 303.696.4599 fax
 www.ArabianHorses.org
 Marketing@arabianhorses.org

AHA & AHYA Booth Rental Application & Contract

EVENT INFORMATION: *(PLEASE PRINT and provide all information requested)*

Business Name: *(Club/Farm/Association Name)* _____
Event Name: _____ **Type of Event:** _____
Facility Name: _____ **City, State:** _____
Dates of Event: _____ **Expected Attendance:** _____
Arrival Date: _____ **Return Date:** _____

*Return shipment must occur within **two business days** after the event.
 Requestor will be responsible for return shipment charges.*

CONTACT INFORMATION: *(PLEASE PRINT. Booth and promotional materials will be shipped to this address)*

Contact Name: _____
Street Address: _____
City _____ **State, Zip:** _____
Phone: _____ **Email:** _____

WHAT YOU GET:

- **Two (2) Banner Stands**
- **Promotional Material Display**
- **Table Cloth and/or Table Runner**
- **One (1) Box Promotional Materials**
(For additional materials please see AHA Marketplace at ArabianHorses.org/marketplace)

Please check this box if you want the Booth to be youth focused. *(AHYA materials will be provided.)*

CREDIT CARD PAYMENT INFORMATION:

Your credit card information is required for shipment of banner and promotional materials

Total Amount Due: _____ **MasterCard** **Visa** **AmEx** **Discover**
Credit Card Number: _____ **Expiration Date:** _____
Name on Card: _____ **CVV:** _____
Cardholder's Billing Address: _____
Cardholder's Signature: _____

*Effective June 1, 2019: A 3% convenience fee will be added by AHA to payments made by credit card on all business transactions.
 The convenience fee charge does not apply if the customer submits payment by cash, check or money order.*



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The AHA/AHYA Booth comes complete with two (2) banner stands, promotional material display, one (1) box promotional materials, table cloth, and/or table runner. The Booth is reserved on a first-come, first-serve basis and can be reserved up to one year in advance of an event. The reservation is not confirmed until the Application & Contract is received by AHA for the dates requested. If a reservation is cancelled within 30 days of an event, a \$100 hold deposit will be charged to the requestor. Shipping costs of the Booth and promotional materials to and from AHA are the responsibility of the requestor. The requestor is responsible for the care of the Booth and will be charged for any damage or repairs required upon return up to \$4,000. Booth must remain in an indoor, climate controlled building.

This Application & Contract must be completed in full and signed by an authorized representative of the business named above. AHA/AHYA Booth reservations are NOT confirmed until a contract, complete with credit card information, has been received by the Arabian Horse Association. Applications are granted on a first-come, first-serve basis, and must be submitted in full within 30 days of the event date. The Arabian Horse Association reserves the right to approve or deny any requests without question or consent.

The undersigned agrees that the loaned use of the AHA/AHYA Booth shall be in all respects subject to and in full compliance with such Terms & Conditions as stated below:

I _____ (print contact name) hereby agree on this _____ day of _____ (month), _____ (year) to sole responsibility in the event of loss or damage to all materials being sent from the time they arrive to the time they leave my possession, including banner stands, graphics, fiber shipping containers and all other materials sent. If loss or damage does occur, I agree that I am liable for any loss or damage up to \$4,000 and will be charged accordingly. Because of the materials, the Booth will remain in an indoor, climate-controlled building. If I cancel my reservation within 30 days of the event, I will be subject to a \$100 non-refundable charge. I agree to sole responsibility of receiving all materials on the Arrival Date listed above and shipping all materials back to AHA on the Return Date listed above.

_____ I agree that the above information is correct *(Initial)*

_____ I acknowledge that I have read and understand the AHA/AHYA Booth Rental Terms & Conditions *(Initial)*

 Print Name

 Signature

 Date

Please mail, email or fax a copy of this contract to: The Arabian Horse Association: 10805 East Bethany Drive, Aurora, CO 80014; Marketing@arabianhorses.org; (303) 696-4599 fax. If you have questions, call us at (303) 696-4500, Mon – Fri, 9:00 am- 5:00 pm MST.