



USEA VENDOR FORM & TRADE FAIR

2025 USEA ANNUAL MEETING AND CONVENTION

HOSTED BY AREA V

VENDOR/COMPANY NAME: _____

Number of Spaces: _____ (Limited two spaces per vendor if available)

Contact Name: _____

E-mail: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Daytime Phone: _____ **Fax:** _____

FORMS AND PAYMENT ARE DUE ON OR BEFORE NOVEMBER 3, 2025.

PAYMENT:

Amount enclosed: _____ **Payment Method:** ☐ Check (made out to USEA, Inc.) ☐ Visa ☐ Master Card ☐ AmEx

Credit Card: _____ **Exp. Date:** _____

CV# Code (last 3 digits found on back of Card, or 4 digits on front of AmEx): _____ **Billing Zip code:** _____

Name as it appears on card: _____

X _____

Signature

Date

Accepted by (USEA): _____ **Date:** _____

VENDOR FEES AND SPECIFICATIONS:

\$375.00 per in-person exhibit space accommodates a 6' X 30" table. Exhibit space includes one draped 6' table, two chairs, electricity, website listings, video footage link.

Digital Vendor Listing: A **\$50** fee for Digital Vendor listing if you are not able to join us in person. Show your support with a USEA Digital Vendor listing. Provide us with your company website address, contact name, and email for prospects to reach out to you. Do you have a short video you would like us to link to your digital listing? Send that to us and we will include it in your listing.

To reserve space, please complete and sign this form along with the **2025 Trade Fair Agreement** and forward, together with full payment to the USEA.

Cancellation /Refund Policy: If the Trade Fair is canceled, Management will refund all payments made by the Exhibitor. Exhibitor cancellations before **November 3, 2025**, will incur a \$50.00 cancellation fee. All online payments incur a non-refundable processing fee. No refunds post-deadline. All cancellations must be submitted in writing via email at Jennifer@useventibg.com. Telephone Cancellations will not be accepted.

TRADE FAIR LOCATION:

Vendors will be located on the Third Floor Napoleon Foyer- Main foyer of the hotel meeting Space. Direct access to meeting rooms, Continental breakfast, USEA Registration desk and much more.

TRADE FAIR HOURS/VENDOR SET UP:

All vendors are required to set up on Wednesday afternoon. However, we do understand certain circumstances may arise to prevent this. Please make every attempt to set up as early as possible to avoid disruption to the programs.

- **Wednesday, December 10, 2025**- 12:00 p.m. - Midnight
- **Thursday, December 11, 2025**- Trade Fair Hours: 8:00 a.m. – 5:00p.m.
- **Friday, December 12, 2025** - Trade Fair Hours: 8:00 a.m. – 5:00 p.m.
- **Saturday, December 13, 2025** - Trade Fair Hours: 8:00 a.m. – 5:00 p.m.
- **Sunday, December 14, 2025**- Trade Fair Hours: 8:00 a.m. – 12:00p.m.
- **TEAR DOWN: MUST BE REMOVED BY 2:00 P.M Sunday, December 14, 2025**

SHIPPING INFORMATION:

Vendors may ship merchandise directly to:

[YOUR NAME & CELL NUMBER]
THE SHERATON NEW ORLEANS HOTEL
500 Canal Street
New Orleans, LA 70130
(504) 525-2500

CONFERENCE: USEA ANNUAL MEETING & CONVENTION

Box(es) of _____ (Multiple boxes MUST be numbered)

The Shipper's Return Address should include: Shipper's name, address, and telephone number. Guest will be notified upon receipt of package. All Shipping charges, and package deliveries are the responsibility of the guest.

- **STORAGE FEE:** Due to limited storage space, The Sheraton New Orleans Hotel cannot accept shipments from exhibits, trade shows more than **THREE DAYS prior** to the group or guest arrival.

Packages delivered COD will be refused by the Hotel and no notification will be made by the Hotel to the shipper. All vendors and guests will be responsible for all shipments arriving and leaving the hotel.

MORE SHIPPING INFORMATION WILL BE SENT IN A SEPARATE EMAIL!

- **SECURITY:** Hotel Security will be available 24/7. Security will be provided when applicable. Please Note, do not leave valuables unattended.

Sign and return the **Vendor Reservation** and **Trade Fair Agreement** forms with full payment to the address below. Forms and payment are due on or before **November 3, 2025**.

Mail, or e-mail forms to:

USEA Convention

Attn: Jennifer Hardwick
525 Old Waterford Rd, NW
Leesburg, VA 20176
(703) 669-9993 direct
E-mail: Jennifer@useventing.com

Reserve your rooms here: [HOTEL INFORMATION & ROOM BLOCK](#)

Trade Fair Vendor Agreement

AGREEMENT made this _____ day of _____, 2025 by and between the United States Evening Association, Inc. (hereinafter called "USEA" or "Management") and, _____ (hereinafter called the "Exhibitor").

AGREEMENT

Management, for and in consideration of the consideration and mutual agreements on the part of the Exhibitor to be made and performed in accordance with the terms of this Agreement, hereby grants to the Exhibitor the right to use the space in the Sheraton New Orleans Hotel, 500 Canal Street, New Orleans, LA 70130. USEA Annual Meeting and Convention Trade Fair, December 11-14, 2025, for the exhibition of _____

With the following terms and conditions:

1. Exhibitor agrees to be bound by and to use the space in strict conformity to the Rules and Regulations, attached hereto as Exhibit A and to any and all further rules and regulations hereafter adopted by Management for the conduct of the Trade Fair (collectively, the "Rules and Regulations"), which are made a part of the Agreement.
2. Management will issue to the Exhibitor one (1) exhibitor credential (master pass) for one vendor space. This entitles one person to free registration for all seminar forums. Entry to all special activities is not included in such exhibitor credential and must be purchased on or before the date of said function.
3. Exhibitor assumes the entire responsibility and liability for losses, damages and claims arising out of Exhibitor's activities on the Hotel Premises and will indemnify, defend, and hold harmless the **USEA and The Sheraton New Orleans Hotel**, it's owners, and its management company, as well as each of their respective officers, directors, agents, servants, and employees from any such losses and damages and claims. **THE EXHIBITOR UNDERSTANDS THAT NEITHER THE USEA NOR THE SHERATON NEW ORLEANS HOTEL MAINTAIN, NOR WILL MAINTAIN DURING THE TRADE FAIR, INSURANCE COVERING THE EXHIBITOR'S PROPERTY, AND IT IS THE SOLE RESPONSIBILITY OF THE EXHIBITOR TO OBTAIN SUCH INSURANCE.**
4. The Exhibitor agrees to pay for the right to use the space. Exhibitor agrees to complete the Space Reservation Form and return it, along with full payment, on or before **November 3, 2025. THE ASSEMBLY OF THE EXHIBIT OR THE ISSUING OF EXHIBITOR CREDENTIALS CANNOT BE PERMITTED UNTIL THE SPACE IS PAID FOR IN FULL.**
5. The Exhibitor recognizes and acknowledges that Management has incurred expenses and has obligated itself for expenses in organizing and arranging for the Trade Fair, including expenses for rent and advertisement that are for the benefit of the Exhibitor. It is hereby agreed that should the Exhibitor fail to make payment in full, or should Exhibitor otherwise terminate this Agreement or not appear on or before 10:00 a.m. on Management's designated opening day and participate in the Trade Fair, all rights of the Exhibitor shall cease and terminate, and any payments made by Exhibitor shall be retained by Management as liquidated damages for breach of the Agreement and that Management may resell or otherwise reuse the space.
6. The Agreement may be terminated by Management at any time on the breach of this Agreement or

the Rules and Regulations, and all rights of the Exhibitor shall cease and terminate, and any payments made prior to the termination shall be retained by Management as liquidated damages for such breach, and Management may resell or otherwise reuse the space.

7. The Exhibitor names _____ as its duly authorized representative(s) responsible for this exhibit.

8. If, for any reason, the Trade Fair is not held as proposed, Management shall reimburse any payments made by Exhibitor and shall be released from all claims and damages incurred by Exhibitor. Exhibitor hereby agrees that in such case Management shall be released from any claims and shall not be liable for damages to Exhibitor, which may arise from any circumstances which prevent the Trade Fair from being held.

9. **Cancellation /Refund Policy:** If the Trade Fair is canceled, Management will refund all payments made by the Exhibitor. Exhibitor cancellations before November 3, 2025, will incur a **\$50.00 cancellation fee**. All online payments incur a non-refundable processing fee. No refunds post-deadline. All cancellations must be submitted in writing via email at Jennifer@useventing.com. Telephone Cancellation will not be accepted.

10. Management may, but is not obligated to, provide security for the Trade Fair. Regardless, Exhibitor is responsible for the exhibit and exhibit material and each Exhibitor should obtain their own insurance, including public liability insurance, against robbery, fire, accidents or for any other loss, which may occur.

11. This Agreement shall be binding upon the parties and their respective executors, administrators, successors, and assigns.

12. If either party retains the services of an attorney to enforce any term, condition or covenant of this Agreement, the prevailing party shall be entitled to reasonable attorney's fees and its costs and disbursements.

13. This Agreement and any amendment thereto shall be governed by and construed in accordance with the laws of the State of Virginia and the parties agree that any action arising out of or relating to this Agreement and any amendments therefore shall be governed by and constructed in accordance with the law of the state of Virginia.

IN WITNESS WHEREOF, the parties hereto have set their hands, the day and year first above-written.

UNITED STATES EVENTING ASSOCIATION EXHIBITOR

Company Name

By: _____ By: _____
Signature Signature

PLEASE SIGN AND RETURN THIS FORM ON OR BEFORE NOVEMBER 3, 2025
2025 USEA Convention

Attn: Jennifer Hardwick - E-mail: Jennifer@useventing.com