



# VENDOR APPLICATION & TRADE FAIR

2026 USEA Annual Meeting and Convention | Hosted by Area II  
Arlington, Virginia | December 11–13, 2026

**APPLICATION DEADLINE**  
December 3, 2026

**BOOTH FEES**  
10 × 10: \$250 | 10 × 20: \$500

**VIRTUAL ADVERTISING**  
\$50

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## VENDOR INFORMATION

Vendor / Company Name

Contact Name

Email

Daytime Phone

Address

City / State / Zip

Website

Products / Services to be Exhibited

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## BOOTH / LISTING SELECTION

| SELECT                   | OPTION              | DESCRIPTION                                          | FEE   |
|--------------------------|---------------------|------------------------------------------------------|-------|
| <input type="checkbox"/> | 10 × 10 Booth       | One 10 × 10 exhibit space.                           | \$250 |
| <input type="checkbox"/> | 10 × 20 Booth       | two 10 × 10 exhibit space.                           | \$500 |
| <input type="checkbox"/> | Virtual Advertising | Website, contact, email + optional short video link. | \$50  |

Number of Spaces: \_\_\_\_\_ Limited to two spaces per vendor, if available.

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## ADDITIONAL OPPORTUNITIES

☐ Sponsorship details ☐ Welcome bag inclusion ☐ Convention Program advertising ☐ Other: \_\_\_\_\_

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## PAYMENT INFORMATION

Amount Enclosed:

Payment: ☐ Check ☐ Visa ☐ MasterCard ☐ AmEx

Credit Card #:

Expiration: \_\_\_\_\_ CVV: \_\_\_\_\_

Name on Card:

Billing Zip: \_\_\_\_\_

Signature:

Date: \_\_\_\_\_

Check payable to USEA, Inc. • Return completed application, signed Trade Fair Vendor Agreement, and full payment to reserve space.

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## KEY VENDOR DETAILS

### LOCATION & HOURS

Regency EF Registration Foyer

- Thu. Dec. 10: Set-up, 12 p.m.–midnight
- Fri. Dec. 11: 8 a.m.–5 p.m.
- Sat. Dec. 12: 8 a.m.–5 p.m.
- Sun. Dec. 13: 8 a.m.–12 p.m.
- Tear down by 2 p.m. Sunday.

### WHAT'S INCLUDED

- Booth space • one draped 6-ft table per 10 × 10 -two chairs
- Electricity
- Company listing in Convention materials/website
- Networking access
- 50% discounted Convention registration for booth staff to attend all open meetings
- Access to purchase Awards Luncheon or Hall of Fame Tickets

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## SUBMIT APPLICATION

### MAIL FORMS & PAYMENT TO

USEA Convention,

Attn: Jennifer Hardwick

525 Old Waterford Rd. NW, Leesburg, VA 20176

Questions: (703) 669-9993 • Jennifer@useventing.com

### BEFORE YOU SUBMIT

- ☐ Vendor information complete
- ☐ Selection marked
- ☐ Full payment included
- ☐ Vendor Agreement signed
- ☐ Submit by December 3, 2026

United States Eventing Association | 525 Old Waterford Rd. NW, Leesburg, VA 20176 | 703-779-0440 x 3

# Trade Fair Vendor Agreement

**Agreement Date:** \_\_\_\_\_ day of \_\_\_\_\_, 2026

**Between:** United States Eventing Association, Inc. ("USEA" or "Management") and \_\_\_\_\_ ("Exhibitor").

**Exhibition Description:** \_\_\_\_\_

## AGREEMENT TERMS

- Exhibitor agrees to be bound by and to use the space in strict conformity with the Rules and Regulations adopted by Management for the conduct of the Trade Fair.
- Management will issue one exhibitor credential for one vendor space. This entitles one person to registration for seminar forums. Special activities are not included and must be purchased separately on or before the date of the function.
- Exhibitor assumes 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 USEA and the hotel, including their respective officers, directors, agents, servants, and employees.
- Exhibitor understands that neither USEA nor the hotel maintains insurance covering Exhibitor's property. It is the sole responsibility of the Exhibitor to obtain such insurance.
- Exhibitor agrees to pay for the right to use the space. The completed application and full payment are due on or before December 3, 2026. Exhibit assembly and exhibitor credentials cannot be permitted until the space is paid for in full.
- If Exhibitor fails to make payment in full, terminates this Agreement, or does not appear by Management's designated opening time, all rights of the Exhibitor shall cease and terminate, and any payments made may be retained by Management as liquidated damages.
- This Agreement may be terminated by Management upon breach of this Agreement or the Rules and Regulations. Upon termination, all rights of Exhibitor shall cease, and Management may resell or reuse the space.
- The Exhibitor names \_\_\_\_\_ as its duly authorized representative responsible for this exhibit.
- If the Trade Fair is not held as proposed, Management shall reimburse payments made by Exhibitor and shall be released from claims and damages incurred by Exhibitor.
- Cancellation / Refund Policy:** If the Trade Fair is canceled, Management will refund payments made by Exhibitor. Exhibitor cancellations before November 3, 2026, will incur a \$50 cancellation fee. All online payments incur a non-refundable processing fee. No refunds will be issued after the deadline. All cancellations must be submitted in writing by email to [Jennifer@useventing.com](mailto:Jennifer@useventing.com). Telephone cancellations will not be accepted.
- Management may, but is not obligated to, provide security for the Trade Fair. Exhibitor remains responsible for the exhibit and materials and should obtain appropriate insurance, including public liability insurance.
- This Agreement shall be binding upon the parties and their respective executors, administrators, successors, and assigns.
- If either party retains an attorney to enforce any term of this Agreement, the prevailing party shall be entitled to reasonable attorney's fees, costs, and disbursements.
- This Agreement and any amendment shall be governed by and construed in accordance with the laws of the Commonwealth of Virginia.

## Authorization and Signature

In witness whereof, the parties have set their hands below.

| United States Eventing Association | Exhibitor           |
|------------------------------------|---------------------|
| By: _____                          | Company Name: _____ |
| Signature: _____                   | By: _____           |
| Date: _____                        | Signature: _____    |
|                                    | Date: _____         |

Please sign and return this form on or before December 3, 2026.

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