



VENDOR APPLICATION

& TRADE FAIR

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

APPLICATION DEADLINES
Early Bird: November 3, 2026
Final: December 3, 2026

VENDOR TABLE FEES
1 6-Foot Table: \$250 | 2 6-Foot Tables: \$500

VIRTUAL ADVERTISING
\$50

1 VENDOR INFORMATION

Vendor / Company Name	Contact Name
Email	Daytime Phone
Address	City / State / Zip
Website	Products / Services to be Exhibited

2 VENDOR TABLE / LISTING SELECTION Select one or more options

SELECT	OPTION	DESCRIPTION	FEE
☐	One 6-Foot Vendor Table	One 6-foot vendor table.	\$250
☐	Two 6-Foot Vendor Tables	Two 6-foot vendor tables.	\$500
☐	Affiliate Vendor Table	Affiliate vendor table.	\$100
☐	Virtual Advertising	Online company listing.	\$50

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

3 ADDITIONAL OPPORTUNITIES

☐ Sponsorship opportunities — please contact me with details.
☐ Welcome bag inclusion — we would like to include a giveaway or promotional item.
☐ Advertising in the Convention Program — please contact me.
☐ Other: _____

4 PAYMENT INFORMATION

Amount Enclosed	Payment Method ☐ Check ☐ Visa ☐ MasterCard ☐ AmEx
Credit Card Number	Expiration Date
CVV Code	Billing Zip Code
Name as it appears on card	Signature
Date	Check payable to USEA, Inc.

5 VENDOR FEES & SPECIFICATIONS

Vendor Tables: One 6-foot vendor table is \$250.00, or two 6-foot vendor tables are \$500.00.

Virtual Advertising: \$50.00. If you are not able to join us in person, you may still showcase your company through a USEA virtual advertising listing. Please provide your company website address, contact name, email, and an optional short video link.

WHAT'S INCLUDED

✓ Vendor table space	✓ Company listing in Convention materials and on the Convention website
✓ Access to networking opportunities during the Convention	✓ Convention registration discounted at 50% for vendor table staff to attend open meetings

6 TRADE FAIR LOCATION

REGENCY EF REGISTRATION FOYER

Vendors will be located in the Regency EF Registration Foyer, with direct access to meeting rooms, continental breakfast, the USEA registration desk, and more.

7 TRADE FAIR HOURS & VENDOR SET-UP

DATE	DETAILS
Thursday, December 10, 2026	Set-up / Trade Fair Hours: 12:00 p.m. – midnight
Friday, December 11, 2026	Trade Fair Hours: 8:00 a.m. – 5:00 p.m.
Saturday, December 12, 2026	Trade Fair Hours: 8:00 a.m. – 5:00 p.m.
Sunday, December 13, 2026	Trade Fair Hours: 8:00 a.m. – 12:00 p.m.
Tear Down	All items must be removed by 2:00 p.m. on Sunday, December 13, 2026.

Set-up note: All vendors are asked to set up on Thursday afternoon. Please make every attempt to set up as early as possible to avoid disruption to programs.

8 SHIPPING INFORMATION

[Your Name & Cell Number]
 HYATT REGENCY CRYSTAL CITY HOTEL, 2799 Richmond Hwy, Arlington, VA 22202
 (703) 418-1234
 CONFERENCE: USEA ANNUAL MEETING & CONVENTION
 Box(es) of _____ (Number multiple boxes)

SHIPPING NOTES

- Include the shipper's name, address, and phone number in the return address.
- Guests will be notified when packages arrive.
- Shipping and delivery charges are the guest's responsibility.
- Additional shipping information will be emailed.

Security: Hotel security will be available 24/7 when applicable. Please do not leave valuables unattended.

USEA Room Block: Make your reservation at the USEA discounted room block.

9 SUBMIT APPLICATION

MAIL FORMS & PAYMENT TO

USEA Convention

Attn: Jennifer Hardwick
 525 Old Waterford Rd. NW
 Leesburg, VA 20176

QUESTIONS / EMAIL

Jennifer Hardwick

Direct: (703) 669-9993
 Email: Jennifer@useventing.com

TRADE FAIR VENDOR AGREEMENT

2026 USEA Annual Meeting and Convention

Agreement Date: _____ day of _____, 2026
Between: United States Eventing Association, Inc. ("USEA" or "Management") and _____ ("Exhibitor").
Exhibition Description: _____

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AGREEMENT TERMS

1. 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.
2. 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.
3. 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.
4. 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.
5. 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.
6. 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.
7. 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.

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AGREEMENT TERMS • CONTINUED

8. The Exhibitor names _____ as its duly authorized representative responsible for this exhibit.
9. 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.
10. 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. Telephone cancellations will not be accepted.
11. 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.
12. This Agreement shall be binding upon the parties and their respective executors, administrators, successors, and assigns.
13. 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.
14. This Agreement and any amendment shall be governed by and construed in accordance with the laws of the Commonwealth of Virginia.

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AUTHORIZATION & SIGNATURE

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.