



Millbrook Horse Trials

2021 Trade Fair Contract

Wednesday, August 4: Set-Up • Thursday, August 5 through Sunday, August 8: 9:00 am - 5:00 pm

Vendor Name _____

Contact Name _____ Title _____

Address _____ City _____ State ____ Zip _____

Office Phone _____ Mobile _____ Fax _____

Email _____ Website Listing _____

Email your logo for website listing to: tradefair@millbrookhorsetrials.com

Description of Business _____

What do you need?

SITE FEE:

Approx. 10' x 20': Site fee - \$800 \$ _____

Approx. 10' x 10': Site fee - \$400 \$ _____

Do you need electricity? Yes _____ Specify _____

Total Site Fee \$ _____

RENTALS:

10' x 10' tent: \$185 \$ _____

10' x 20' tent: \$300 \$ _____

Other tent sizes available upon request.

We encourage you to rent our tents, which have proved to be more resilient than most in the event of inclement weather.

A discount of 20% on the site fee is offered to those who rent our tents.

Rentals: 6' & 8' tables - \$10 each Qty 6' _____ Qty 8' _____ \$ _____

White Tablecloths - \$15 each Quantity _____ \$ _____

Folding Chairs - \$5 each Quantity _____ \$ _____

Total Rentals \$ _____

Grand Total \$ _____

Full payment due by June 1.

As you may know, the Millbrook Horse Trials is run on property generously lent to us for the event by several landowners. The landowners, in order to ensure that they are appropriately protected from liability, require that the Millbrook Horse Trials have contracts in place with all service providers who will be operating on their properties, and that such contracts expressly require that the landowners be named as additional insureds on the liability policies of the service providers. Accordingly, your reply to this email will acknowledge that your proposal and/or invoice, and our confirming correspondence (electronic or otherwise), has formed a contract between you and the Millbrook Horse Trials, and will further acknowledge that, as a condition of our contract, you are required to name as additional insureds the persons and entities listed below.

Millbrook Horse Trials
P.O. Box 893
Millbrook, NY 12545

Riga Meadow at Coole Park , LLC
1031 Bangall-Amenia Road
Amenia, NY 12501

The Millbrook School
131 Millbrook School Road
Millbrook, NY 12545

Riga Property, LLC
1031 Bangall-Amenia Road
Amenia, NY 12501

Please note that the additional insureds above must be named to your comprehensive general liability, as well as product and automotive, if applicable.

Signature _____ Date _____

Please Note: Your space is not guaranteed until we receive your paperwork and payment.

Please send your non-refundable vendor fee, signed contract, and up-to-date certificate of insurance to:
Steve Whitney • 91 Auburn Street, Suite J #1266 • Portland, ME 04103 • TradeFair@millbrookhorsetrials.com
Make checks payable to Millbrook Horse Trials • All paperwork and checks to be received by June 1, 2021