



30<sup>th</sup> ANNUAL EQUIFEST OF KANSAS  
PRESENTED BY KANSAS HORSE COUNCIL  
FEBRUARY 26, 27, & 28, 2027  
STORMONT VAIL EVENTS CENTER  
TOPEKA, KANSAS



Dear Prospective Exhibitor,

Thank you for your interest in the 2027 EquiFest of KS event, presented by Kansas Horse Council. This event will be held February 26, 27 & 28, 2027 at Stormont Vail Events Center in Topeka, KS entering our 30<sup>th</sup> year.

This event runs Friday, Saturday & Sunday. This document contains the Vendor & Food Truck Exhibitor registration details. Please be sure to read the details of space rental, rules, and regulations, as well as timelines and due dates. NEW this year, the actual application form is an online form. **Completion of the online form acknowledges understanding and acceptance of all terms, conditions, rules, regulations and general information.** Sales tax at Stormont Vail Events Center is currently **11.35%** but is subject to change on a quarterly basis. The most current rate and sales tax remittance form will be included in your vendor packet available on site at check in during the event. A State of KS ST-36 Form which is specific for EquiFest of KS, or a generic CTE-50 is required to be remitted by all booth vendors within 25 days following event, even if you are not selling a product and are only displaying information. You would simply write “0” on the form if you do not sell anything.

If you are a current Kansas Horse Council member there is a \$50 discount on your contract fees. EquiFest of KS staff will verify that your KHC membership is up to date. To become a Kansas Horse Council member, visit [www.kansashorsecouncil.com](http://www.kansashorsecouncil.com) and join online, or to print a membership form and mail in, or call 785-776-0662 to join over the phone.

NON-PROFITS: There is a \$50 discount on your contract fees if you are non-profit, with proof. Vendors claiming non-profit MUST provide your IRS letter as proof of status when contract is submitted or with final payment, no later than January 20<sup>th</sup>, 2027.

ALL Vendors: Proof of General Liability Insurance (also known as Certificate of Insurance, COI, or Acord 25 form) with limits at \$1M per occurrence/ \$2M aggregate must be in our file no later than Final Payment deadline January 20<sup>th</sup>, 2027. If proof of insurance is not received by that date, you will be automatically billed \$100 and added to the General Liability insurance under Kansas Horse Council coverage for the 3 days of this event only. Certificate Holder on the Acord 25 form should be named EquiFest of KS/Kansas Horse Council, 8831 Quail Lane, Suite 201, Manhattan, KS 66502.

Returning vendors who committed early (paid \$100 at EquiFest 2026) will receive first option for booth location, but commitment with online application submitted by **October 1st, 2026**, and 50% of booth fee must be received within 10 days of invoice to confirm booth. New vendors will be assigned on a first come first serve basis starting **October 2nd**. All vendors MUST make a payment of 50% of balance due within 10 days after invoice date. **Final balance is due January 20th, 2027**. There is a timeline included in this document that gives deadlines and a checklist of items that need to be returned in addition to the contract. Event setup will begin on Tuesday **February 23<sup>rd</sup>** for bulk move in, and some on Wednesday **February 24<sup>th</sup>** based on assignment around pipe & drape set-up and closing at 6:00pm. Setup continues Thursday **February 24<sup>th</sup>** at 8am until 8pm.



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Vendors should be ready to open for event at 9am on Friday and Saturday and 10am on Sunday. Vendor exhibits will close on Friday and Saturday at 6:00pm and at 4:00pm on Sunday. On Sunday, ALL vendors are to remain open until 4:00pm, unless approval has been given for earlier move out. On Sunday Cowboy Church starts at 8am.

Consider upgrading from a vendor to a sponsor! Maximize your exposure with the advertising benefits that come with sponsorship. Sponsorships starting at \$3,500 are provided a 10' x 8' booths and ½ page program ad, plus arena announcements and more. For more information, visit [www.equifestofks.com](http://www.equifestofks.com), Sponsor tab, or contact the event manager, Justine Staten by phone or email. Call Kansas Horse Council office at 785-776-0662 or email [director@kansashorsecouncil.com](mailto:director@kansashorsecouncil.com).

### **Deadlines and Return Paperwork Checklist**

DATE	TASK	DONE? Check it off /date it here!
October 1, 2026	Application Deadline for returning vendors (\$100 pre-applied) to have first option.	
October 2, 2026	New Vendor applications placed with 50% payment.	
October 11, 2026	50% Deposit Deadline for returning vendor applications to be held.	
January 20, 2027	No New Vendor Contracts Accepted after this date.	
January 20, 2027	Contract Payment in Full Deadline unless other arrangements are communicated.	
January 20, 2027	Last day to purchase additional Vendor passes.	
January 21, 2027	Advertising Deadline for Official Program- This includes Vendor Listing	
January 21, 2027	Deadline for Program Ad Inserts & listings	
February 1, 2027	Booth assignments, updates & information communicated to vendors.	
February 1, 2027	Notify office if bulk move in needs or special requests.	
February 10, 2027	Last day to add or change electricity, tables & chairs, or other needs by subcontractors before Late Fee/Fee Increase assessment.	
February 18, 2027	Deadline for Proof of Insurance/ COI/ Acord 25 form to be on file or be billed \$100.	
February 18, 2027	Sponsors Radio Type Ad Scripts or Sound Files due for Announcer Books	



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## Paperwork required for Vendors:

- Contract
- KS ST-36 Form (remittance within **25** days following event)
- Proof of Insurance (no later than February 18, 2027)
- Payment (50% with contract within 10 days of invoice. Balance due in full by January 20, 2027)
- Additional Vendor passes (if needed) order due and payment due by January 20, 2027

## Information Needed on Proof of Insurance

Certificate Holder: EquiFest of KS/Kansas Horse Council  
8831 Quail Lane, Suite 201  
Manhattan, KS 66502

Must have Commercial GL showing Policy Number. Effective dates must cover event dates, February 26, 27 & 28, 2027. Limits must be no less than \$1M per occurrence and \$2M aggregate.

If policy limits are less than event requirements or event dates are not covered by policy effective dates, we reserve the right to add you to Kansas Horse Council policy and bill you \$100 for coverage during the event.

## Contract Terms and Conditions/ Rules and Regulations

1. All charges for exhibit space must be paid in full, with good US funds by date specified on the contract application (January 20, 2027) and provide proof of insurance by deadline (February 18, 2027) or be automatically added to Kansas Horse Council policy and be responsible for \$100 fee for 3-day coverage.
2. Exhibitors not complying will not be allowed to move in. This WILL BE enforced.
3. No refunds will be made if spaces engaged are not used, nor will refunds be given for only partial space used.
4. Pre-Event cancellations by vendors, made prior to October 11th will result in full refund of payment received, less \$50 handling fee. Event space cancellation by vendors on October 12th or thereafter will result in only 50% refund of vendor payment received.
5. Cancellation by Show Management for circumstances related to public or animal health ordinances, mandates, or regulatory restrictive measures by Federal, State or Local governments or Venue Management, will provide vendors two options of remedy:
  - a. Apply vendor contract and payments received to the following year's event
  - b. Opt for a full refund of payments applied, minus a \$50 handling fee.
6. Kansas Horse Council, Inc. reserves the right to decline or prohibit any exhibit, exhibitor, or proposed exhibitor, which in the Management's opinion is not suitable to or in keeping with the character of EquiFest of KS.



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7. No exhibitor or display shall be sublet. Exhibitors found to be subletting space or providing space for items or persons not normally part of your business on a full-time basis will be ordered closed and moved off premises immediately.
8. Display will be permitted on exhibit floor only by official exhibitors. Exhibit materials are restricted to the purchased space only and must be maintained within the rented space. No encroachment into walkways will be allowed, in keeping with fire code regulations.
9. Distributions of advertising matter by representatives of organizations who are not official exhibitors is strictly forbidden without prior consent from management.
10. The management, at its discretion, reserves the right to assign exhibitors to the best space available and to make shifts in locations for the benefit of exhibitors and benefit of the event.
11. So that aisles are unobstructed, exhibitors must be arranged so that they are completely within allotted space. Ample space must be rented and arranged so that exhibits/exhibitors may be arranged within allotted space. Ample space must be provided for all personnel. Exhibitors planning to build or install their own exhibit background or signage must limit height to 8 feet unless booth is located on a perimeter wall allowing 10 feet height. Exhibits must conform to allocated size and space and must of such character or arrangement as not to obstruct view or interfere with arrangement of other exhibitors. **No pop-up tents or canopies will be allowed without prior arrangement. Pictures may be requested.** No noisy or obstructive work will be permitted during the hours of event operation, nor will noisily operating displays or exhibits producing objectionable odors be allowed. All decorations must be made of flameproof materials or be made flameproof. All packaging materials and containers must be removed from display floor. No damage of any nature may be done to the booth structures nor any part of the exhibit halls. Exhibitors will be held responsible for all damages. Displays are subject to inspection and approval for safety and appearance.
12. Liability for loss, theft, property damage, or destruction or personal injury:
  - a. Exhibitor hereby waives any and all claims against EquiFest of Kansas, the Kansas Horse Council, Inc. and its Board of Directors, Officers, Directors, Employees, the event management, and Stormont Vail Events Center (hereinafter “the released parties”) resulting from loss, theft, damage or destruction to its property, or from personal injuries to the losses arising from the alleged negligence of the released parties.
  - b. Exhibitors assume full and complete responsibility for any damage that may occur when moving exhibit materials in or out of facility, or destruction of property of others, or person(s) participating in the event. Exhibitor hereby waives any right of indemnification, which it may have against the released parties for any and all claims arising from this Agreement.
  - c. “WARNING: Under Kansas law, there is no liability for an injury to or the death of a participant in domestic animal activities resulting from the inherent risk of domestic animal activities, pursuant to sections 1 through 4. You are assuming the risk of participating in this domestic animal activity. Inherent risks of domestic animal activities include, but shall not be limited to:
    - i. The propensity of a domesticated animal to behave in ways, i.e. running, bucking, biting, kicking, shying, stumbling, rearing, falling or stepping on, that may result in an injury, harm or death to persons on or around them;
    - ii. The unpredictability of a domestic animal’s reaction to such things as sounds, sudden movement and unfamiliar objects, persons or other animals;



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- iii. Certain hazards such as surface and subsurface conditions; collisions with other domestic animals or objects; and
  - iv. The potential of a participant to act in a negligent manner that may contribute to injury to the participant or others such as failing to maintain control over the domestic animal or not acting within such participant's ability." K.S.A. §60-4002 et. seq. (1994)
13. Insurance: Each exhibitor agrees to obtain General Liability insurance coverage during this event. Said insurance should cover (but not be limited to) theft, public liability, and property damage. The released parties are not responsible for damage to exhibitor's property, lost shipments or moving costs. Damage to inadequately packed property is the exhibitor's own responsibility. Each exhibitor must provide evidence of public liability insurance, naming EquiFest of KS/Kansas Horse Council, Inc. as the certificate holder with proof due no later than final payment due date or be subject to \$100 fee for automatic addition onto Kansas Horse Council Policy. Required CGL coverage from an accredited company and effective dates of coverage must cover event dates. Required limits are \$1,000,000 per occurrence and \$2,000,000 aggregate. **REFER TO TOP OF PAGE 3 FOR CERTIFICATE HOLDER ADDRESS.**
14. Only registered exhibitors will be admitted to the exhibit areas. All attendees must register to enter, present official pass such as lanyard, or purchase admission wristband where applicable. The management reserves the right to refuse admission to any person(s) in the interest of safety and welfare of those persons, the exhibitors, property, or animals. Pets of any kind (excluding approved demonstration animals and certified assist animals) are prohibited.
15. Your organization, its representatives, or agents, shall be held jointly collectively and individually responsible for any and all debts incurred for all exhibit costs, fees, charges and any violation of these Rules and Regulations.
16. All exhibitors are required to comply with all applicable federal, state, and local laws, rules, and regulations and to obtain any applicable licenses and/or permits (including but not limited to sales tax, raffle permits and others). Failure to comply may result in expulsion from the event. Exhibitor agrees to hold harmless this event, its sponsors, agents, and employees against any and all claims, charges and liabilities arising out of the activities of the exhibitor and to defend at its own expense any and all such claims, and charges, including the cost of defense for any claim filed against the Kansas Horse Council, Inc. The Kansas Horse Council, Inc. shall rule upon any questions, disputes or problems which may arise pertaining to matters not specifically covered and agreed upon in the foregoing paragraphs of this agreement and such rulings shall be binding upon all interested parties. A down payment of 50% is due within 10 days of the signed agreement. The balance of the amount is due not later than **January 20, 2027**. *Failure to remit payment in full may result in loss of your space.* Other payment schedules such as Program Advertising, Sponsorships, Competition Entries, etc. are designated separately. Vendor space will be assigned with priority given to returning exhibitors who commit by **October 1, 2026**. **No exhibitors will be allowed to set up for EquiFest of KS without payment received in full.** In addition to all other damages recoverable by the Kansas Horse Council, Inc. the Council shall additionally be entitled to recover all of its attorney fees and any other reasonable costs of collection with regards to any monies due and not paid in accordance with the terms of this agreement or which may be incurred by the Council in order to enforce any other term or provision of this agreement which has been breached by any party or parties signatory hereto.



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17. Due to contract requirements, EquiFest of KS will not permit the sale or distribution of helium balloons or other inflatable items, bumper stickers, or any other item with adhesive surfaces. If you have an item that falls within these descriptions, please notify the Kansas Horse Council, Inc. as we may be able to obtain special allowance case by case, but only with written permission. Due to contract requirements, if raffles or drawings are to be held at a vendor booth, vendor must notify management about planned activity.
18. Exhibitor agrees that he/she will not stage any act or performance in which fire or flame is involved without first having obtained the prior written permission of the Fire Chief or Fire Marshall. Exhibitor further agrees that he/she will not use any decorative materials prohibited by City ordinances, County resolutions, State or Federal laws and building regulations, including but not limited to crepe paper, cellophane, confetti, cotton, cornstalks, leaves, evergreen boughs, sheaves of grain, streamers, straw, paper, vines, moss or any similar flammable or combustible materials in or about the premises of Stormont Vail Events Center. Forges are only permitted in designated areas.
19. Choice of Law, Venue, Arbitration and Attorney Fees: The parties' signatory hereto stipulate and agree that this contract shall be governed by the laws of the State of Kansas. Venue shall be Manhattan, KS. The parties agree that any dispute arising out of this Agreement shall be submitted to binding arbitration before a neutral arbitrator mutually selected and subject to the rules of Commercial Arbitration of the American Arbitration Association. The Kansas Horse Council, Inc. shall be entitled to recover its costs and expenses, including reasonable attorney fees incurred by enforcing any provisions of this Agreement, but only if deemed the "prevailing party" in such action.

## GENERAL INFORMATION

1. 10x10 gets two lanyard access passes
2. 20x10 gets three lanyard access passes
3. 30x10 gets four lanyard access passes
4. 40x10 gets six lanyard access passes
5. 20x20 gets six lanyard access passes
6. Bulk Space gets six lanyard access passes
7. Corners and end caps are \$50 upgrade fee.
8. Non-Profit organizations and Kansas Horse Council members are eligible for \$50 discount, with proof. Must be confirmed by January 20, 2026.
9. Additional Vendor lanyards (please convey use) may be purchased until January 20, 2026. After this date, only full price admission is
  - a. Discounted 3-day Pass: \$37.50/ Regular Price 3-day Pass: \$75
10. All booths except Bulk Space will be decorated with pipe & drape. Please Note: No tables, table covers, chairs or wastebaskets come with booth space. These MUST be ordered by you through the decorator, Henry Helgerson Company. Order form is available on [www.equifestofks.com](http://www.equifestofks.com) or by request. It is up to YOU to order what you need directly from the decorator, by February 10, 2027, or earlier if the decorator provides an earlier due date.
11. Exhibitors selling or dispensing food, beverages or confections IN the Stormont Vail Events Center facility must have prior permission and pay the extra concessionaire fee (\$250).



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## MOVE IN INFORMATION

Move in assignments and details will be emailed and signage will be posted regarding vendor vehicle traffic pattern for move in/move out.

Move in times will be scheduled based on your transport size and booth space size. Large semis, large trailers, multiple box trucks/trailers for same vendor and bulk space move in will be FIRST IN on Tuesday 2/23/2027 and Wednesday 2/24/2027. NOTE: Vendor booths will be built following oversized move-in, therefore ALL oversized move in must be completed by 12:00pm on Wednesday 2/24/2027. If not completed on time, bulk booth may be relocated to accommodate show schedule.

Please notify in advance (by February 1st) with plans of your transport size if you fall in this category so we can schedule you around booth space creation. Do NOT assume we know. Bulk Space/Oversized move-in begins at 9:00am on Tuesday 2/23/2027.

NOTE: 20x20 booths and those who indicate a lot of small merchandise to set will likely be scheduled move in on Wednesday afternoon following booth build completion. Standby plan for 12:00pm or thereafter. If you feel you need “extra” move in time, please convey that request by February 1<sup>st</sup>, 2027.

All other move-in times begin on Thursday 2/25/2027. **Check in** at Stormont Vail Events Center (SVEC) Lobby **immediately upon arrival**. At move-out, all displays must be removed from the grounds by 10:00pm on Sunday 2/28/2027 following the event. If you have a special need for extension, please convey that early so accommodation might be possible. The venue immediately turns over for another event, so we have to be courteous of their staffing needs too.

Exhibits displayed must be completely ready for opening no later than 9:00am on Friday 2/26/2027. Show opens daily at 9:00am. Vendors are all invited to an appreciation reception of appetizers on Thursday evening at 5:30pm until 7:00pm. Location will be announced at check in.

VENDOR SHOW SCHEDULE:	ARENA SCHEDULE:	WORKSHOP SCHEDULE:
Friday: 9:00am to 6:00pm	Friday: 9:30am to 10:00pm	Friday: 9:30am to 5:00pm
Saturday: 9:00am to 6:00pm	Saturday: 9:30am to 10:00pm	Saturday: 9:30am to 5:00pm
**Sunday: 10:00am to 4:00pm	**Sunday: 10:00am to 4:00pm	**Sunday: 8:00am to 2:00pm

Exhibitors may access booths, by showing lanyard to door security, as early as 7:30am each morning to prepare and must remain open on Friday and Saturday until 6:00pm.

Show schedule regarding Sunday shows \*\* to indicate changes due to Cowboy Church schedule, also noted under the Workshop Schedule.

All exhibits must have all merchandise/ display materials moved in Thursday by 8:00pm. Exhibitors may complete set up of displays on Friday morning from within booth space but may not be moving materials in from outside so the building can remain secure. Friday, vendors may enter at 7:30 am and doors open to the public at 9:00am.



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Friday through Sunday admissions is permitted only with official event wristband, lanyard pass or event staff designation. You are responsible for handing out your staff lanyards or wristband passes. Make arrangements to meet your staff at the entry door if needed. It is NOT the responsibility of Vendor Office or event management to assist with this. **Please make sure you purchase all needed lanyards by or before deadline, January 20, 2027. Only full price wristbands will be available at the box office thereafter.**

Exhibits must be properly staffed at all times during exhibit hours. Partial or complete dismantling of displays before Sunday closing is expressly prohibited, unless early release has been granted by event management. Failure to follow these guidelines can result in denial of space at EquiFest of KS in future.