

**USPC CONVENTION TRADE FAIR**  
**COLLEGE/SCHOOL/NON-PROFIT APPLICATION**  
January 22 – 26, 2025 / Grand Traverse Resort, Acme, MI

**Application and payment deadline: December 3, 2024**

**Location:** Grand Traverse Resort, 100 Grand Traverse Village Blvd. Acme MI 49610.

**Pricing – see below. Included:** One 6' **skirted** table and 2 chairs included per booth, plus basic wireless internet. Electrical service may be ordered/paid for through hotel - you will receive a form and contact info.

**Insurance:** A Certificate of Insurance for your business, **naming Pony Club as Certificate Holder**, must accompany the application as per paragraph #12 in the Exhibitor Agreement "terms and conditions". **CERTIFICATE OF INSURANCE IS DUE TO PONY CLUB BY DECEMBER 3, 2024.** Failure to comply with the insurance requirements will render null and void any contractual agreement formed by this application.

**Confirmation:** Payment confirmation is emailed upon receipt of payment and Certificate of Insurance. Space reserved on first come, first serve basis. If space is no longer available, payment is returned and the exhibitor placed on a waiting list. Application **must** include a check/cc info, signed Exhibitor Agreement **and** insurance proof. Vendor name and website posted on USPC website only when **all** paperwork and payments are complete.

**Cancellation Policy:** Fees are refundable if cancellation is received in writing emailed on or before January 3, 2025 less a \$50 office fee, provided space can be resold, as specified in the exhibitor contract/terms and conditions.

\_\_\_\_\_ wishes to reserve Convention Trade Fair space.  
*(College/School/Non-Profit Name as you wish it to appear)*  
Contact Person: \_\_\_\_\_

Brief Program Description: \_\_\_\_\_

Street: \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Website: \_\_\_\_\_

Names of personnel attending Trade Fair: 1. \_\_\_\_\_ 2. \_\_\_\_\_

**Space is limited – Send forms to:**

Pony Clubs, Inc. – Trade Fair  
4041 Iron Works Pkwy  
Lexington, KY 40511

Email: [Admin@ponyclub.org](mailto:Admin@ponyclub.org)

Phone: 859-559-0667 Fax: 859-233-4652

**Reservation and Payment Totals:**

\$ \_\_\_\_\_ One 10' x 10' Exhibit space @ \$250 each

\$ \_\_\_\_\_ One 10' x 20' Exhibit space @ \$400 each

\$ \_\_\_\_\_ **Total Due December 3, 2024 by cc or check**

**Please check off the following:**

My signed exhibitor agreement is included with #4 Goods and Services completed on the form

Insurance proof is included **OR** has been sent to USPC

Check payable to USPC, Inc. or Credit Card number called in -see below.

I do NOT need a table.

I do NOT need a chair.

I need an electrical outlet – **Order on Hotel's AV Form**

**Visa or Mastercard Number:**        SUBMIT Form then call 859-559-0667 with specifics        Code        Exp. Date:       

Name on card        Daytime phone of cardholder       

Billing Zip code       

**Yes, I will donate the following item(s) to the Silent Auction:** \_\_\_\_\_ **to help raise funds for Pony Club programs.**