

# New Vendor Approval Process

As we enter our new show season, the OQHA will be evolving the way we approve/assign vendor space. We intend to create a standard method of approval to insure our exhibitors have the diversity of products they want available as well as try to create a healthy and balanced vendor community. The new criteria for the vendor approval process will be as follows:

1. All vendors must submit a vendor profile to the OQHA vendor committee. This profile will be reviewed by the committee for approval. One profile is all that is necessary UNLESS you change your business profile. Then you will need to submit a revised profile.
2. You must submit pictures of how you merchandise your goods/services with the profile. The more pictures you take the better image the committee will have of your operation.
3. You must be able to arrive/set up by the designated timeline prior to the event provided by show management. Special circumstances may be reviewed and accepted by show management with prior notification.

We are confident that this new approach will be one that will ultimately provide a reasonable marketplace for our valued vendors to sell the appropriate goods/services that our exhibitors have come to expect.

Mail completed profiles to:

OQHA

PO Box 537

Newberg, OR 97132

Or email to: [office@oregonqha.com](mailto:office@oregonqha.com)

# Vendor Profile

Business Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_ Cell Number: \_\_\_\_\_

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

Type(s) of products/services sold or represented:

Price Range on these goods/Services:

Type of merchandising format do you use:

What is the entire length & width of your merchandising footprint? Example: if you use a trailer-include the hitch, box & ramp length to come up with the “total length figure.

Do you need power?

Do you need an RV hook up?

How many OQHA shows do you attend on the average?

Are you willing to donate/sponsor to the OQHA?

What if any special needs do you have? Example: need the forklift to get in to some buildings etc

Are you willing to be outside?

The Classic deadline for vendor applications is April 1<sup>st</sup>. If you submit your request after the deadline-space will be assigned on a 1<sup>st</sup> come basis. Every “new” vendor will need to submit a vendor profile that must be reviewed by the committee prior to space being assigned. Deadlines for other OQHA shows are 1 week prior to the date of the show. Once you have your profile approval you will be set. All you need to do is submit your request for any show you wish to attend.