

Please Read Carefully – Pennsylvania Horse World Expo Important Information Attached for Demonstration Participants

This is a request for information required for your organization's participation in horse related activities during the Pennsylvania Horse World Expo. Below, you will find specific information about each type of activity and requirements for those activities.

1. ***The Parade of Breeds*** will be held Friday through Sunday at various times. After receipt of all requested information, each organization will be informed of the exact time for their demonstration. Please be sure to indicate the amount of time you would like for the demonstration – trying to keep it to 5-10 minutes, but limiting it to no more than 15 minutes. In addition, please be sure to indicate which day(s) your group will be available for performing. Please be aware, due to the large number of participants in the Parade of Breeds, it is possible that each breed may have only two opportunities to perform. Also be aware that you may request which two days you wish to perform, but those requests will be handled first come first served. You may choose only one day if you prefer, and if you are available for more than two days – please specify your two-day preference but also make a note of any other days your group will be available. Please remember that Parade of Breeds is to be an educational demonstration highlighting your breed – it is NOT to be used for commercial activities such as stallion promotions, sales or farm promotion. There will only be one representative for each breed handling the Parade of Breed Demonstrations, should there be more than one group representing a breed, Equestrian Promotions will designate which group will be responsible for organizing the demo. This representative will be responsible for organizing all Parade of Breed Demos for that particular breed at Horse World Expo. It is the representative organization's duty to organize the activities and include as many wishing to participate as possible – this is a time to put politics aside and promote your breed in its best light to the public, please do not exclude horses and riders because they do not belong to your club or group. If you are a breed organization and you are receiving this package – you are the designated organization for your breed. If you are a stallion owner and would like to participate in Parade of Breeds, please indicate this on the attached Demonstration Agreement and we will put you in touch with the designated organization for your breed. Due to demonstration ring and parking lot congestion, we are limiting breed participation to four horses per breed.
2. ***The Stallion Avenue Demonstration*** will be held each day, Friday through Sunday. This demonstration has been scheduled for two hours each day, and an order of appearance will be sent to you when all plans have been finalized. You should plan for 2-3 minutes per stallion for the demonstration. Please be ready to go at least 10 minutes prior to the time you will be given on the schedule. Only stallions exhibiting on Stallion Avenue may participate in the Stallion Avenue Demonstration. Stallions may also participate in Parade of Breeds. If you wish to participate with your stallion, and an existing organization representing your breed has already been designated as the representative of the breed, you will be given their contact information and will need to coordinate with them for your participation. If your stallion's breed is not represented by a local, regional or national club, then one representative for your breed will be designated by Equestrian Promotions, and all breed demonstrations will be handled by that representative (see info in Item 1 above for more info).
3. ***Other Demonstration*** – if you are bringing a horse for a demonstration other than that listed above, please list the particular demonstration in which you will be participating. This information should include the clinician name if applicable, the title of the demonstration, the date and time of the demonstration.

In order to participate in a demonstration, the attached Demonstration Agreement must be completed in its entirety. This form must be received in our office **NO LATER** than 12/15/07.

Guidelines for Stabling, Parking and Participating in Horse Related Activities

Stall Information

1. Anyone wishing to use a stall during Horse World Expo must complete the enclosed Stall Reservation form in its entirety.
 - a. **One form per horse** must be completed and a copy of this form will be placed on your assigned stall by our staff before your arrival.
 - b. The cost of these stalls is \$75 each for the weekend **must be remitted** with your fully completed Stall Reservation Form except for some clinicians and stallion owners – see item c. and d.
 - c. The stall fee may be waived for some clinicians. If this is the case, it will be listed in your individual Speaker Contracts, which you signed earlier this year.
 - d. The \$75 fee is waived for Stallion Avenue participants for one stall per Stallion Avenue Stall.
 - e. A completed Stall Reservation Form must be mailed in order to reserve a stall(s) even if they are complimentary or included with your Stallion Avenue space.
 - f. Stalls are limited to a maximum of four (4) per breed demonstration and one additional stall per Stallion Avenue stall, the \$75 fee applies to all of these stalls.
 - g. There are NO REFUNDS for unused stalls.
2. You may bring your own bedding to the show, or you may pre-order straw on the attached Stall Reservation Form. If you are planning on purchasing straw, this must be done IN ADVANCE via the Stall Reservation Form. The cost of straw is \$7.00 per bale if pre-ordered and \$8.00 per bale if purchased at the show.
3. **No** tack stalls will be available at this show. You may order an additional stall at the cost of \$75 for use as a tack stall, but this must be done in advance and must be paid for in advance. There are no refunds for unused stalls.
4. All stalls are assigned on a first come/first served basis and the Stall Reservation Form must be received by mail along with payments and coggins **no later than January 14, 2008**. No stall assignments will be made without full payment. We cannot guarantee any stalls if ordered after Jan. 14.
5. Horses must be placed in the stalls designated for that horse. If a change must be made, the Horse World Expo staff member located in the barns must be notified before the move is made.
6. Please keep in mind that there will be stallions housed in the barns with the demonstration horses. We will do what we can to accommodate mares by housing them away from the stallions, but please be aware that this may require us to separate them from the rest of your group.

Horse health requirements

1. All horses attending Horse World Expo must be current on all vaccinations.
2. A copy of a negative coggins, current with-in one year of February 25, 2008, must accompany the Stall Reservation Form for all horses – **no stall reservations** will be made without coggins.
3. Horse World Expo staff will be comparing coggins to the horses in stalls – for this reason DO NOT swap horses – please be sure to put your horse in the correct stall. Any horse not matching the coggins given may be asked to leave the grounds immediately.
4. A Health Certificate is required for all horses coming to the show and stabled outside of Pennsylvania. A copy of the health certificate must be received in our offices no later than February 14, 2008 for all horses stabled outside of Pennsylvania.
5. **NO** horse will be allowed to enter the stables or the show without the proper health papers as described above and no stalls will be assigned without these forms.
6. Please do not send originals, as they cannot be returned to you.
7. **ABSOLUTELY no paperwork will be accepted at the show – all forms MUST be mailed in advance – faxed copies will NOT be accepted – NO stalls will be assigned until all forms, required paperwork, and payments are received.**

Guidelines for Stabling, Parking and Participating in Horse Related Activities (con't)

Check-in Procedures - General

1. When you arrive at the show site, please check in and get your stall assignment at the barns. A Horse World Expo staff member will be available Wednesday 9-8, Thursday 9-8, Friday 9-8, Saturday 9-8, Sun. 9-5 in the barns to assist you.
2. Staff will only be available during the hours listed above – please plan accordingly. No horses may arrive outside of the hours listed below – **NO EXCEPTIONS.**
3. Do not unload your horses until you have received your stall assignment. For the safety of all horses attending the Expo, health paperwork must be verified before you may unload your horse.
4. No horses may arrive at the Farm Show Complex before Wednesday February 20 at 9:00am.
5. All horses must be off of the Farm Show Complex by 11:00am Monday February 25, 2008.

Parking information

1. All horse trailers **MUST** be parked in designated areas only – see attached parking map. **NO** vehicles or trailers may be parked in the blacktop parking area used by the public during the show. Please remember, if the public can't park to get to the show, there can't be a show.
2. Illegally parked trailers may be ticketed, towed or become blocked by other vehicles. All fines incurred by trailers parked illegally are the responsibility of the trailer owner.
3. At no time should trailers be stopped to load and unload horses in the traveled portion of the road or in designated fire lanes. **NO EXCEPTIONS.**
4. No horse trailers or pick-up trucks can be listed "For Sale while parked on the Fairgrounds Property. This is done to protect vendors exhibiting in Horse World Expo and is strictly enforced.
5. A \$5 per day parking fee is charged by the Farm Show Complex, this fee applies to show days only (Thu-Sun). You may pay this fee to the facility as you come and go each day, or you may purchase a parking pass at the Exhibitor Registration Desk when you arrive for each day that you will be driving in. The fee applies to each separate vehicle, but an attached truck/trailer only pays a single \$5 fee. There is no fee for leaving your vehicle parked on the grounds.

Rider Information

1. All individuals riding or handling horses must sign the enclosed Release Form. No one should be permitted to handle or ride your horses unless they have signed this form in advance.
2. Riders performing in Parade of Breeds or "Other" demonstrations will be allowed into the show at no charge, on the day that they are to perform only.
 - a. Indicate who the riders will be on the Release Form as this will be used to develop a list to admit these riders into the show.
 - b. **Anyone not listed on either your badge form, or listed as a rider on the Release will be required to purchase a full price ticket for the show.**
 - c. Only one rider per horse will be admitted at no charge **on the day(s) they are performing only** – we will use the horse's coggins and stall reservation forms to determine how many riders will be allowed into the show.
3. All Stallion Avenue participants and their riders and helpers must have badges and be listed on the Badge Form.
4. Riders for Parade of Breeds and "Other" demonstrations should check in at the Exhibitor Registration Desk or the barns each day and have their hand stamped, this will enable them to come and go during the show day. Badges will not be issued for these riders.
5. Anyone whose names are not on the Rider List as indicated in item 2 above or whose names are not on the exhibitor badge list, will be charged the daily admission fee to the show (adults \$12.00, ages 7-12 \$6.00).
6. Anyone with horses stabled in the Farm Show Complex barn will have access to them during the entire show. Show admission is not required to access the barn area.
7. Special barn badges will be issued to all people needing access to the barns. Please make sure that everyone in your group that needs access to your horses gets a barn badge. You can pick these up in the barn. This is being done to assure the safety of your horses and the general public. No one from the general public will be admitted to the barns during the show. These barn badges are for admittance to the barns only – they will not admit anyone to the Expo.
8. To gain admittance to the Expo – each rider must check-in and have their hand stamped on a daily basis. They may check-in at the barn or at the Exhibitor Registration Desk.
9. "Other Demonstration" riders must be on the show grounds **at least two hours prior** to the demonstration in which you will participate. You may arrive the day before your ride. We may choose to provide a substitute horse/rider for a demonstration if the assigned participant has not checked in within two hours of the demonstration.
 - a. Once your horse is situated go to the Exhibitor Registration Desk. You will be directed to the staff member coordinating the arena's activities. You will have your hand stamped for Expo entry at this time.
 - b. The Arena coordinator will inform you where and when you will need to arrive for your demonstration/clinic, what will be required from you and your horse, and how the horse should be tacked for your demonstration, if applicable.
 - c. Inform the Arena coordinator of where you will be just prior to your demonstration/clinic, so if any changes occur you can be notified in advance.

Guidelines for Stabling, Parking and Participating in Horse Related Activities (con't)

Badge Information

1. Anyone that will be working a booth, and not included on the rider list as described above, must have a badge or hand stamp to enter the Expo each day.
2. Badges, good for all three days of the show, will be issued for people working a booth as follows:
 - a. Three badges per 10 x 10 or Stallion Avenue Space at no charge
 - b. Three additional badges per 10 x 10 or Stallion Avenue Space at \$5 each
 - c. All additional passes needed are \$5 per person, per day. Please use your badge form to indicate these people. You must list the day the pass is needed. A "Day List" will be established for these people and they will receive a hand stamp for entry into the Expo the day they are listed.
3. Substitutions can be made to both the badge list and the "Day List", but only a person with a valid Exhibitor Badge can make this change. Anyone not appearing on the badge list or "Day List" will be required to purchase a full priced ticket.
4. Badges should be picked up at the Exhibitor Registration Desk.
5. People placed on the "Day List" should check in at the Exhibitor Registration Desk for a hand stamp.

General Expo Guidelines

1. For your safety, the safety of your horses and the safety of the general public, show security is on site at all times during the show. No horses or riders will be allowed in the building or rings before the show opens or after it closes (please refer to your Exhibitor Package for show hours) **NO EXCEPTIONS**.
2. No one will be permitted to bring their horses into the arenas for practice. Events are scheduled in our arenas at all times during show hours. Immediately before and after the show each day, rings are closed for maintenance.
3. Access to barns is available 24 hours per day during the show for all horse owners. Only those with official arm bands will be admitted into the barns. Please be sure to pick up arm bands when you arrive with your horses
4. Organizations, whose members ignore requests from or who are abusive to, any Horse World Expo or Farm Show Complex employee may be asked to leave the facility and forfeit all monies paid. Please make sure all members of your organization are aware of the guidelines outlined in this package. Individuals or organizations violating this provision may also lose the privilege of participating in future Horse World Expos.
5. Please remember that all booths must be completely set up prior to the show opening on Thursday, February 21 at noon, and must remain set up until the show closes on Sunday, February 24 at 6:00 pm. Any individual or group who violates this provision may lose the privilege of participating in future Horse World Expo activities.
6. Copies of these guidelines should be given to all members of your organization who are bringing horses, trailers or working with your horses during the Expo.

We value your participation; these guidelines are in place to make Horse World Expo an enjoyable and positive experience for all who attend.

Enclosed is a **Stall Reservation** form and **Release** for your use, please make copies as needed. These forms, as well as the copy of your horse's **Coggins**, the **health certificate** if applicable, and all **stall and straw payments** due, must be received in our office **by deadlines listed above**. Stall assignments will not be made if these items are not received by these deadlines. **The required paperwork will not be accepted after these deadlines**. We have enclosed a "Check List" to help you keep track of appropriate due dates, we hope that you find this check list helpful. We look forward to working with you, and if you have any questions, please call our office on 301-916-0852 or e-mail on info@horseworldexpo.com.

**2008 Pennsylvania Horse World Expo
Horse Paperwork Check List
For your personal use – do not return to Equestrian Promotions**

This checklist is being provided to help you organize important deadlines and as a reminder for other items concerning your participation in the 2007 Pennsylvania Horse World Expo. Information on each item can be found enclosed with this form. Please plan ahead to avoid unnecessary costs and delays. Please remember that all forms must be mailed in time to meet deadlines. **No faxed forms will be accepted.**

- _____ 12/15/07 – Demonstration Agreement Form due in the office of Equestrian Promotions, Inc. (required from anyone participating in a ridden demonstration)

- _____ 01/14/08 – Stall Reservation Form due in the office of Equestrian Promotions, Inc. (required from anyone needing a stall – including complimentary stalls – one form per stall)

- _____ 01/14/08 – Copy of current negative coggins due in the office of Equestrian Promotions, Inc. (required for all horses brought onto the fairground property)

- _____ 01/14/08 – Signed Release Form due in the office of Equestrian Promotions, Inc. (required by all who are riding or handling a horse)

- _____ 02/14/08 – Health Certificate due in the office of Equestrian Promotions, Inc. (required for all horses stabled outside of Pennsylvania)

Notes: _____

IMPORTANT NOTICE

A mandatory participant meeting will be held on Thursday February 21 at 10am. This mandatory meeting is for all participants of Parade of Breeds and Stallion Avenue. At least one member from each organization MUST attend this meeting. Please bring any scripts and music with you to this meeting. Please gather at large center roll-up door in the Cow Palace nearest the barns and Stallion Avenue to meet with our staff.

Please note, all scripts must be typed (no handwritten scripts will be accepted) and must be double spaced and at least 12 pt fonts. If you will be participating in both Parade of Breeds and Stallion Avenue, separate copies of music and scripts must be provided for each demonstration (even if they will be the same for both). If you will not have your own music, please arrange with the announcer ahead of time for appropriate music. Be sure to label all scripts and music with your company or group name and booth number.

Demonstration Agreement

Pennsylvania Horse World Expo
Farm Show Complex, Harrisburg, Pennsylvania
February 21-24, 2008

This form must be returned by mail no later than 12/15/07 - NO EXCEPTIONS

Our organization would like to participate in the following demonstration (s):

(check all that apply)

Parade of Breeds _____
(list breed)

Stallion owners may participate in Parade of Breeds, but if the breed is represented by a state or regional organization, that group will be responsible for coordinating all breed demonstrations. You should contact our offices to find out who the breed representative is for your breed.

Demo will be _____ minutes (maximum 15 minutes) on Thurs / Sat. or Fri / Sun (circle preference – preferences honored on a first come first served basis), at a time to be designated by Equestrian Promotions, Inc. If your group will be available for only one day, or more than two, please indicate that below, but circle your two-day preference even if you will be available for more than one day.

Stallion Avenue (must have Stallion Avenue space in show to participate)

Other: Demo or Clinician Name _____

Demo Day and time _____

(Use separate sheet if needed)

Equestrian Promotions, Inc. will hire a professional announcer for the show. Your organization may supply a script, which our announcer will read during the demonstration. This script must be provided to the announcer at the show when you arrive. Music may be used for the demonstration. Your organization can provide its own music on cassette or CD, or make arrangements ahead of time with the announcer for that music. To allow proper pronunciation of names, please show both correct spelling and a phonetic spelling of all difficult names. All information, scripts, music, etc. that needs to go to the announcer should be brought to the mandatory demo participant meeting being held on Thursday February 21. See enclosed letter for more details.

Please list any special requirements for your demonstration. All demonstration props will be provided by your organization unless agreed to before the show. All set up and removal of props must be done during the allotted time for your demonstration; no additional time can be given for set up or removal.

Organization contact name: _____

Address: _____

Phone Number: _____

E-Mail Address: _____

Our organization has read the enclosed *Guidelines for Stabling, Parking and Participating in Horse Related Activities* and agree to adhere to these guidelines.

(Signed)

(Date)

Mail To: Equestrian Promotions, Inc., P.O. Box 924, Bel Air, MD 21014, 301-916-0852

Release Form

Pennsylvania Horse World Expo
Farm Show Complex, Harrisburg, Pennsylvania
February 21-24, 2008

This form must be returned by mail no later than 01/14/08 NO EXCEPTIONS

We, as undersigned below, understand that horses and horse related activities are inherently dangerous. We agree that we are riding at our own risk. By signing this agreement, the undersigned expressly releases Equestrian Promotions, Inc. of and from any and all liability for any damage, injury or loss to any persons or goods, which may arise from participation in any equestrian related event at the Pennsylvania Horse World Expo 2008. Equestrian Promotions, Inc. is hereby released and discharged from any and all liability from any loss, injury or damage to persons or property that may be sustained while at the Farm Show Complex, Harrisburg, Pennsylvania.

Equestrian Promotions, Inc. highly recommends the use of an approved safety helmet at all times while riding a horse. Jumping will not be permitted without the use of a properly fitted and fastened ASTM approved safety helmet – **NO EXCEPTIONS**. All children under the age of 18 **MUST** wear a properly fitted and fastened ASTM approved safety helmet at all times while mounted.

(organization name)

(Print Name)

(Signed)

(Date)

(Print Name)

(Signed)

(Date)

(Print Name)

(Signed)

(Date)

(Print Name)

(Signed)

(Date)

(Print Name)

(Signed)

(Date)

(Print Name)

(Signed)

(Date)

(Print Name)

(Signed)

(Date)

(Print Name)

(Signed)

(Date)

If under the age of 18, a parent or legal guardian must sign for the minor.

Mail To: Equestrian Promotions, Inc., P.O. Box 924, Bel Air, MD 21014, 301-916-0852

Stall Reservation Form

Pennsylvania Horse World Expo
Farm Show Complex, Harrisburg, Pennsylvania
February 21-24, 2008

This form must be returned by mail no later than 01/14/08 NO EXCEPTIONS

Organization Name _____

Booth number _____

Horse's name _____

Coggins Number _____

Expiration Date _____

(*copy* of coggins must be attached)

Mare Gelding Stallion (circle one)

State where horse is stabled _____

(attach copy of health certificate if horse is stabled outside of Pennsylvania)

Owner's name _____

Address _____

Phone number _____

E-mail address _____

Rider's name (if different) _____

Emergency contact information to be used during the Expo:

Regular vet's name _____

Regular vet's phone _____

Numbers where owner can be reached during show hours _____

Numbers where owner can be reached after show hours _____

Alternate emergency number if owner can't be reached _____

Quantity of straw required (\$7 per bale). _____ (1 bale per Stallion Ave. space included in booth fee)

Quantity of additional shavings required (\$7 per bale) _____ (for use on show floor stall for Stallion Avenue only, 2 bales per Stallion Ave. space included in booth fee)

Stalls are \$75 for the weekend, payment in full must accompany this form. One form per stall must be completed. Tack stalls will be available for \$75 if ordered and paid for in advance. NO REFUNDS for unused stalls.

I have read the enclosed *Guidelines for Stabling, Parking and Participating in Horse Related Activities* and agree to adhere to these guidelines. I am enclosing a copy of my current negative coggins, Health Certificate (if applicable), Release of Liability, and all stall and shavings fees. I understand that no stalls will be assigned without these items, full payment and this form completed in its entirety.

(Signed)

(Date)

Mail to: Equestrian Promotions, Inc., P.O. Box 924, Bel Air, MD 21014, 301-916-0852

Release

Coggins

(Office Use Only)

Health Cert Req'd Y/N

Health Cert

Stall Number _____

Payment \$ _____

of Straw _____

