

October 2007

Dear Pennsylvania Horse World Expo Clinician,

Please find enclosed, several forms that I need you to complete. Please return the completed forms and all other requested information to our office by the deadlines shown on the forms. To ensure a smooth running event, it is important that all forms are completed in their entirety and returned by the deadlines. Please make sure to include all equipment you will need for your lectures and demonstrations, so that they can be available for your use during the show. Anyone from your organization handling or riding a horse during the show is required to sign the attached release form. **ABSOLUTELY NO ONE** is permitted to handle or ride a horse or permitted inside an arena unless the attached release is signed in advance. Copies or faxes of this release form cannot be accepted, this is a legal document and only original signatures can be accepted. Please plan accordingly so that you can mail the forms in time to meet our deadlines. No paperwork will be accepted at the show.

For the safety of all concerned, at no time will anyone from the public or anyone who has not signed the attached release form in advance, be permitted inside of any arena. Nor shall they be permitted to handle a horse in any way.

If you will be bringing horses and would like to use the Farm Show Complex stalls during the show, please complete the enclosed Stall Reservation Form (one form per horse). This form is for reserving stalls for your personal horses. Please refer to the instructions below for demonstration horses that are not a part of your organization. Please instruct your riders, handlers and drivers to follow Guidelines for Stabling, Parking and Participating in Horse Related Activities. A copy of the parking map has been included for your convenience. Illegally parked trailers and vehicles may be ticketed, towed or become blocked by other vehicles. **At no time should trailers be stopped to load and unload horses in the travel portion of the road.** Your cooperation is appreciated.

If you will not require any demonstration horses for your lectures or demonstrations, please ignore the associated portions on the enclosed forms. If you need demonstration horses and will not be making your own arrangements to bring horses, please provide a brief description of what type of horse you would like for your demonstrations. There will be many horses on the grounds so you are not obligated to bring horses for your demonstrations provided we are notified in advance, and by deadlines listed, as to your requirements. If you will be making your own arrangements for demonstration horses, and these horses are not owned by your organization, please forward the name, address, E-Mail and phone number of the horse owner so the appropriate instructions and forms can be sent to them by our office.

Thank you for your cooperation, and I look forward to working with you. If you have any questions, please don't hesitate to call.

Sincerely,
Denise Parsons
President

**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 2008 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.**

_____ 11/14/07 – Clinician demonstration/lecture titles and descriptions, biographies and publicity photos due via E-Mail.

_____ 12/01/07 – Personal Appearance Travel/Accommodations Form due.

_____ 12/01/07 – Clinician Requirements Form due

_____ 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: _____

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.
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.

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 (Fri-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 special 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, 2008 at noon, and must remain set up until the show closes on Sunday, February 24, 2008, 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 brining 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.

Clinician Requirements Form – Pennsylvania Horse World Expo, 2008

Clinician name: _____

You have been scheduled to appear as a clinician at the Pennsylvania Horse World Expo, being held at the State Farm Show Complex in Harrisburg, PA, February 21-24, 2008. Please complete the following form (using separate paper if necessary) so that all demonstration and lecture requirements can be planned in advance of your arrival. In order to give ample time to order material and secure necessary demonstration horses, **please return this form by mail to our offices no later than November 14, 2007.**

Please provide lecture and demonstration titles, as well as a brief description of the lectures and demonstrations. These should be sent via E-Mail to info@horseworldexpo.com no later than November 14, 2007.

Please provide a current biography and publicity photo for our use in advertising and our web site. These should be sent via E-Mail to info@horseworldexpo.com no later than November 14, 2007.

If you will be arranging for your own demonstration horses, or do not need a demonstration horse, please skip to the A/V section of this form. Please complete the attached Stall Reservation Form if you require stalls for your own demonstration horses. If you will be using customer's horses, please provide Equestrian Promotions, Inc. with contact names, addresses, E-Mail and phone numbers so that we can send them appropriate instructions and forms. If demo horses have not been requested by December 1, we will assume you are supplying or arranging your own horses – we will not be able to provide horses if the request is not made by December 1.

Demo Horse Requirements – I need Equestrian Promotions, Inc. to arrange for demo horses for the following demonstrations (list which titles). Provide a brief description of the type horse and/or rider you are looking for and the way the horse should be presented – ie. Horse and rider in English tack, Horse only – no tack, etc.: _____

Audio/Video Requirements – I will need the following Audio and/or Video equipment for my seminars for the following demonstrations (list which titles). A wireless lapel microphone will be available in all arenas and halls and a stage will be placed in each seminar hall. Please keep in mind when planning lectures that the area is a fairly large and bright area. Slides, overhead projectors and televisions are very difficult for people to view. Multi-media projectors and computers can not be provided.

Demonstration Props – I will need Equestrian Promotions, Inc. to provide the following props for my demonstration (list which titles): _____

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 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

(Office Use Only)

Release

Coggins

Health Cert Req'd Y/N

Health Cert

Stall Number _____

Payment \$ _____

of Straw _____

Personal Appearance Travel/Accommodations Form
Pennsylvania Horse World Expo / Theatre Equus
Farm Show Complex
Harrisburg, Pennsylvania
February 21-24, 2008

This form must be returned by mail no later than 12/01/07 NO EXCEPTIONS

Name: _____

Please complete this section if traveling by means other than airplane:

Date & Time of Arrival: _____

Date & Time of Departure: _____

Please complete this section if arriving and/or departing by airplane:
(reservations to be made by speaker's organization)

Airport: _____

Arrival Flt #: _____ Arrival Time: _____ Airline: _____

Depart Flt #: _____ Depart Time: _____ Airline: _____

Do you need transportation to and from the airport?
Yes _____ No _____

Please list the date(s) you require hotel accommodations, your preference for a "smoking" or "non-smoking" room and any other special needs associated with your accommodations. Equestrian Promotions, Inc. will make your room reservation and notify you in advance with the name and location of the hotel. Only rooms nights covered under the terms of your Speaker Contract will be paid for by Equestrian Promotions, Inc. No room incidentals (phones, food, etc.) will be paid by Equestrian Promotions, Inc. unless agreed to under the Speaker Contract. You will be required to provide a credit card to the hotel for incidentals upon check in.

Reserve room for nights of _____

Number of rooms required (1 unless agreed to previously) _____

Room preference: Smoking _____ Non-smoking _____

Room Type: King _____ 2 Double Beds _____
(Please note – a request for room type will be made, but can't be guaranteed)

Other special needs: _____

Comments: _____

Equestrian Promotions, Inc.
P.O. Box 924
Bel Air, MD 21014
301-916-0852
info@horseworldexpo.com

