

October 2007

Please Read Carefully

Important Information Attached for Theatre Equus Participants

This is a request for information required for your organization's participation in horse related activities during Theatre Equus, A Musical Equine Review.

Theatre Equus is a professionally choreographed and scripted performance with shows scheduled for Friday, February 22, 2008, and Saturday, February 23, 2008, beginning at 8:30 pm and lasting approximately 2 hours. In addition to the two evening performances, a **mandatory** dress rehearsal will be held on Thursday, February 21, 2008, beginning at 6:00 pm. All performers must attend the rehearsal in full costume and be prepared to perform their routine at least twice; additional practice runs may be required if deemed necessary. We ask that you schedule a minimum of four hours for the rehearsal.

Our Evening Performance Director, will contact you prior to the performance and provide additional information about the show, assist you in preparing and answer any questions. Our Director will have the final say on all acts and performances. We have delegated this responsibility in an effort to assure a smoothly running show, one that flows from one act to the next with a common theme.

All Theatre Equus performers are required to conduct themselves in a professional manner during their performances. Costumes are to be properly cleaned, maintained and of high quality to reflect the professional manner in which this show is conducted. All horses are to be properly groomed, clipped, and if appropriate for your performance, banded or braided as well as conditioned for a professional indoor event. Each of our acts have been carefully selected to provide top notch equestrian entertainment to a discerning public.

All performers are required to provide all necessary props for their performance unless arranged in advance with Equestrian Promotions, Inc. A request for props should be done in writing and submitted with the rest of the forms requested in this package. Our Evening Performance Director will be coordinating all music for Theatre Equus – if you have special music that you will be using during your performance, please arrange this with him in advance.

A show program will be distributed to the public before and during Theatre Equus. Please forward publicity photos, a brief description of your act(s), performer's biographies, and how you would like the name of your performance to appear in the program to us immediately via E-Mail, 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 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 – Theatre Equus Performance titles and descriptions, biographies and publicity photos due via E-Mail.

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

_____ 12/01/07 – Theatre Equus 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 how 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. This fee has been waived for some Theatre Equus performers – see item c. and d.
 - c. The stall fee may be waived for some clinicians and Theatre Equus performers. If this is the case, it will be listed in your individual Contract, 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.
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 unless they are included in your Contract. If you wish to order an extra stall for tack, you may do so at the cost of \$75 per stall. This MUST be done in advance and must be paid for in advance.
4. There are NO REFUNDS on unused stalls.
5. 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 stalls will be reserved without payment.
6. 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.
7. 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 can not be returned to you.

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.

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, 2008, at 9:00am.
5. All horses must be off of the Farm Show Complex by 11:00am Monday, February 25, 2008.

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

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. 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.
3. 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.

Badge Information

1. Anyone needing access to the area behind the Large Arena during Theatre Equus must show a valid Theatre Equus performer's badge.
2. These badges are issued for performers and their assistants only, and give access to the Performer's Staging Area on the lower concourse of the Large Arena where performers will enter and exit the arena during Theatre Equus
3. Badges will not give access to the general seating areas of the Large Arena. Access to this area is via reserved seating tickets only, which can be purchased in advance from Equestrian Promotions via our web site at www.horseworldexpo.com. Seats are limited and first come, first served.
4. Theatre Equus performer's badges will not give access to Horse World Expo activities, tickets may be purchased in advance, or at the show.

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, except during the scheduled rehearsal for Theatre Equus. 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 armbands will be admitted into the barns. Please be sure to pick up barn badges 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. 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 and Theatre Equus 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.

Theatre Equus Requirements Form Pennsylvania Horse World Expo, 2008

Performer name: _____

You have been scheduled to appear as a performer at Theatre Equus, A Musical Equine Revue held in conjunction with the Pennsylvania Horse World Expo, being held at the State Farm Show Complex in Harrisburg, PA, February 21-24, 2008. Performances will be on February 22, 23 with a mandatory dress rehearsal on February 21, 2008. Please complete the following form (using separate paper if necessary) so that all performance requirements can be planned in advance of your arrival. In order to give ample time to order props, **please return this form by mail to our offices no later than November 14, 2007.**

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

Please provide a current biography of the group or performer and publicity photos 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.

Please complete the attached Stall Reservation Form if you require stalls for your own horses.

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

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)

Equestrian Promotions, Inc, P.O. Box 924, Bel Air, MD 21014, 301-916-0852, 301-916-0853 Fax
info@horseworldexpo.com, www.horseworldexpo.com

Release Form

Theatre Equus, A Musical Equine Revue
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 and Theatre Equus, A Musical Equine Revue. 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.

**Equestrian Promotions, Inc, P.O. Box 924, Bel Air, MD 21014, 301-916-0852, 301-916-0853 Fax
info@horseworldexpo.com, www.horseworldexpo.com**

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

Release

Coggins

(Office Use Only)

Health Cert Req'd Y/N

Health Cert

Stall Number _____

Payment \$ _____

of Straw _____

PERFORMER'S BADGE FORM
2008 Theatre Equus – A Musical Equine Review

1. **THIS FORM MUST BE RETURNED NO LATER THAN JANUARY 14, 2008.** Please fill out this form and return to:

Equestrian Promotions, Inc.
P.O. Box 924
Bel Air, Maryland 21014

Exhibitor or firm name as you want it to appear on the Program: (please type or print clearly).

NAME: _____

2. Please list the names of individuals needing access to the Arena during Theatre Equus.

BADGES must be shown in order to be admitted to the arena during Theatre Equus show hours. No one without a badge will be permitted back stage during Theatre Equus. Only performers and those necessary to help performers will be permitted back stage – **NO EXCEPTIONS.** Equestrian Promotions, Inc. reserves the right to refuse badges to anyone not directly related with the Theatre Equus performances. All those wishing to see Theatre Equus and not performing, must purchase regular tickets for the performance from our offices. Badges are only good for admittance back stage during Theatre Equus – admittance to general seating and Horse World Expo is via tickets purchased through the Equestrian Promotions, Inc. offices only, while supplies last.

BADGES are valid only for the person in whose name it is issued and only for access to back stage of Theatre Equus.

BADGES may be picked up at the Equine Barn during Horse World Expo show hours.
NO BADGES WILL BE MAILED.

PLEASE RETURN AS SOON AS POSSIBLE: (PLEASE TYPE OR PRINT CLEARLY)
USE REVERSE SIDE OF THIS PAGE IF MORE BADGES ARE NEEDED

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

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) _____

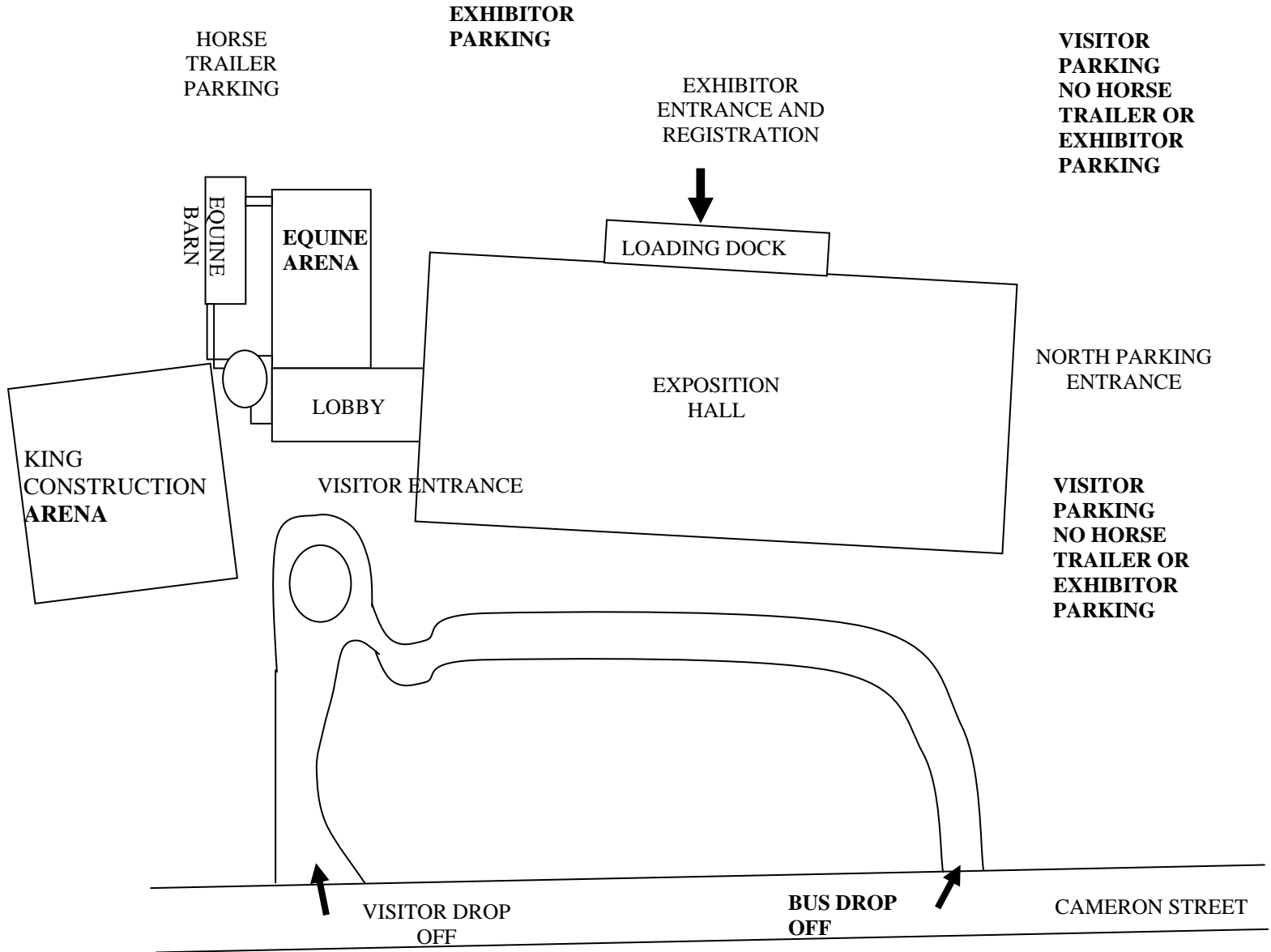
Room preference: Smoking _____ Non-smoking _____

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



ELMERTON AVENUE

TO INTERSTATE
81 AND ROUTE
322

