

## Please Read Carefully

### Important Information for Demonstration Participants

The following information concerns your organization's participation in horse related activities during Horse World Expo. This material includes specific information about each type of activity and requirements for those activities. **Please refer to the enclosed "Horse Paperwork Checklist" (page 6) to ensure you submit all required paperwork for your activity.**

1. ***The Parade of Breeds*** will be held Thursday 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 your demonstration, trying to keep it to 5-10 minutes, but no more than 15 minutes. In addition, please be sure to indicate which days your group will be available for performing. Please be aware that 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, while you are requesting which days you wish to perform, it may not be possible to honor all requests; requests will be handled first come first served.

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. 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 contact with the designated organization for your breed. Due to demonstration ring and parking lot congestion, breed participation is limited to four horses per breed, unless approved in advance by Equestrian Promotions.

2. ***The Stallion Avenue Demonstration*** will be held each day, Thursday through Sunday. An order of appearance will be sent to you when all plans have been finalized. You should plan for a 2-3 minutes demonstration per stallion. Please be ready to go at least 10 minutes prior to the time you are 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 your participation with them. 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 specific demonstration in which you will be participating. This information should include the clinician name if applicable, the title of the demonstration and 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 01/15/12**.

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## 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 for stalls is \$75 each for the weekend. This fee **must be remitted** with your fully completed Stall Reservation Form. There is an exception for some clinicians and stallion owners; please see items “c” and “d” below.
  - c. The stall fee may be waived for some clinicians. If this is the case, it will be listed in your individual Speaker Contract which you signed earlier.
  - d. The \$75 fee is waived for Stallion Avenue and Breed Row participants for one stall per Stallion Avenue or Breed Row Stall.
  - e. A Stall Reservation Form must be completed in order to reserve a stall(s) even if they are complimentary or included with your Stallion Avenue or Breed Row space.
  - f. Stalls are limited to a maximum of four (4) per breed demonstration and one additional stall per Stallion Avenue stall, unless agreed to in advance by Equestrian Promotions; the \$75 fee applies to all of these 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 plan 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 ordered and 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 30**. No stalls will be assigned without payment in full. We cannot guarantee stalls if ordered after Jan. 30.
5. There are **NO REFUNDS** for unused stalls.
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 and must approve the stall change before the move is made.
7. Please keep in mind 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 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 within one year of February 27, 2012, 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 horses in stalls. 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 15, 2012** for all horses stabled outside of Pennsylvania. A Health Certificate is valid for 30 days from the last day of the show.
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. **Paperwork must be mailed in advance and will not be accepted at the show – NO EXCEPTIONS.** Faxed or emailed copies can be accepted, however, please make sure to copy all Coggins on a dark setting before sending. Stalls will not be assigned until all required paperwork and payments are received.

### Check-in Procedure – 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 to assist you at the barns on Wednesday 9-8, Thursday 9-8, Friday 9-8, Saturday 9-7 and Sunday 9-4.
2. Staff will only be available during the hours listed above, so please plan accordingly. You may only bring horses in during the times listed above.
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 unload your horse.
4. No horses may arrive at the Farm Show Complex before 9 am on Wednesday.
5. All horses must be off of Farm Show Complex property by 11:00 am on Monday.

### Parking Information

1. All horse trailers must be parked in designated areas only; see attached parking map. Vehicles or trailers may not be parked on the blacktop parking areas which are used by show attendees; please use areas designated for exhibitor parking.
2. Illegally parked trailers may be ticketed, towed or become blocked by other vehicles. All fines incurred by illegally parked trailers are the responsibility of the trailer owner.
3. At no time should trailers be stopped for loading and unloading on the traveled portion of the road or in designated fire lanes.
4. Horse trailers, trucks, other vehicles or equipment may not be listed “For Sale” while parked on the Farm Show property. This is done to protect vendors exhibiting in Horse World Expo and is strictly enforced.
5. An \$8 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 set-up for \$5 per day. The fee applies to each separate vehicle, but an attached truck/trailer only pays a single daily 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. **UNDER NO CIRCUMSTANCES** should anyone be allowed to handle or ride a horse unless they have signed and submitted the release form.
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 the rider’s names on the Release Form as this form will be used to develop a list for admitting 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 and Breed Row 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 hand stamp will enable them to come and go during the show day. Badges will not be issued for these riders.
5. Anyone whose name is not on the Rider List as indicated in item 2 above or whose name is 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 get 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 they will participate. You may arrive the day before you 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. The staff person at the Exhibitor Registration Desk will stamp your hand for Expo entry. You will then be directed to the staff member coordinating that arena’s activities.
  - 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.

### **Badge Information**

1. Anyone working an Expo booth, and not included on the rider list as described above, must have a badge, hand stamp or Expo admission ticket to enter the Expo each day.
2. Badges, valid for all four days of the show, will be issued for people working a booth as follows:
  - a. Three badges per 10 x 10 booth, Stallion Avenue or Breed Row stall at no charge.
  - b. Three additional badges per 10 x 10 booth, Stallion Avenue or Breed Row stall at \$5 each.
  - c. Additional one-day passes (maximum of five), are \$5 per person, per day. Please use your badge form to indicate these people. You must list the day the pass is needed. Those receiving a day pass will receive a hand stamp for entry into the Expo for the day they are listed only. These persons should check in at the Exhibitor Desk in the rear of the Expo Hall.
  - d. If your group requires passes over those allowed, please contact our office to pre-purchase admission tickets.
3. Substitutions can be made to the badge form, but only a person with a valid Exhibitor Badge can make this change; those with a day pass may not make changes to the badge form. Anyone not appearing on the badge list will be required to purchase a full price ticket.
4. Badges should be picked up at the Exhibitor Desk in the building where your booth is located.
5. People placed on the “Day List” should check in at the Exhibitor Desk located in the building where your organization’s booth is located.

### **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 expo hall 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 horses into the arenas for practice during show hours. 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 barn passes will be admitted into the barns. Please be sure to pick up your barn pass 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 at noon on Thursday and must remain set up until the show closes at 5 pm on Sunday. 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** form 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 shavings 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 may not be accepted after these deadlines.** We have enclosed a "Check List" to help you keep track of appropriate due dates. We look forward to working with you and if you have any questions, please call our office on 301-916-0852 or email [info@horseworldexpo.com](mailto:info@horseworldexpo.com).

### Horse Paperwork Checklist

This checklist is being provided to help you organize important deadlines and as a reminder for other items concerning your participation in the 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.**

**Most requested forms can be completed online by going to: <http://www.horseworldexpo.com/Forms.shtml>**

- \_\_\_ January 15 - **Demonstration Agreement Form** due in the office of Equestrian Promotions, Inc. (required from anyone participating in a ridden demonstration). See page 8.
- \_\_\_ January 30 - **Stall Reservation Form** due in the office of Equestrian Promotions, Inc. (required from anyone needing a stall – including complimentary stalls – one form per stall). See page 9.
- \_\_\_ January 30 - Copy of **current negative coggins** due in the office of Equestrian Promotions, Inc. (required for all horses brought onto the fairground property). See page 2.
- \_\_\_ January 30 - **Release Form** due in the office of Equestrian Promotions, Inc. (required by all who are riding or handling a horse). See page 10.
- \_\_\_ February 15 - **Health Certificate** due in the office of Equestrian Promotions, Inc. (required for all horses stabled outside of Pennsylvania). See page 2.

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This form is for your use; please keep it for your records.

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## IMPORTANT NOTICE

**A mandatory participant meeting will be held on Thursday February 23 at 10 am. 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 the large roll up door at the rear of the barns near our staff table. Our Arena Manager will meet you there.**

**Please note that all scripts must be typed (no handwritten scripts will be accepted) and must be double spaced and in at least 12 pt fonts. If you are 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 do 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.**

**Thank you.**

### Demonstration Agreement

Pennsylvania Horse World Expo - February 23 - 26, 2012  
Farm Show Complex, Harrisburg, Pennsylvania

**This form must be returned by mail no later than January 15, 2012 - 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 obtain the contact info for your breed representative.

Demo will be \_\_\_\_\_minutes (maximum 15 minutes) on Thurs Fri Sat Sun (circle preference – preferences honored on a first come first served basis), at a time to be designated by Equestrian Promotions, Inc.

**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 when you arrive at the show. Music may be used for the demonstration. Your organization can provide its own music on cassette or CD, or make arrangements for that music with the announcer prior to the demo. 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 on Thursday** February 23. 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)

**Send To: Equestrian Promotions, Inc., P.O. Box 924, Bel Air, MD 21014 or  
info@horseworldexpo.com**

### Stall Reservation Form

Pennsylvania Horse World Expo - February 23 - 26, 2012  
Farm Show Complex, Harrisburg, Pennsylvania

**This form must be returned by mail no later than January 30 - 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 a copy of health certificate if horse is stabled outside of Maryland)

Owner's Name: \_\_\_\_\_

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

\_\_\_\_\_

Phone number: \_\_\_\_\_

Email 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)

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

Release  Coggins  (Office Use Only) Health Cert Req'd Y/N Health Cert

Stall Number \_\_\_\_\_ Payment \$ \_\_\_\_\_ # of Straw \_\_\_\_\_



