

Please Read Carefully
Important Information for Theatre Equus Participants

The following information concerns your organization's participation in horse related activities during Theatre Equus, A Musical Equine Review. **Please refer to the enclosed "Horse Paperwork Checklist" (page 5) to ensure that you submit all required paperwork for your activity.**

Theatre Equus is a professionally choreographed and scripted performance with shows scheduled for **Friday, February 24 and Saturday, February 25**, 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 23*, 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 Theater Equus Director will contact you prior to the performance. He will provide additional information about the show, assist you in preparing and answer any questions. The 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. Additionally, all horses should be conditioned for a professional indoor event. Each of our acts has 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 made in writing and submitted with the rest of the forms requested in this package. Our Theater Equus Director will coordinate all music for the performances. If you have special music that you will use 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 immediately via email to info@horseworldexpo.com the following information: color 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.

Thank you

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.

Horse Paperwork Checklist

Theatre Equus, A Musical Equine Revue

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 30 - **Theatre Equus Requirements Form** due. See page 6.
- _____ November 15 - **Theatre Equus Performance Titles/Descriptions**, bios/publicity photos due. See page 6.
- _____ December 15 - **Personal Appearance Travel/Accommodations Form** due. See page 7.
- _____ 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 - Signed **Release Form** due in the office of Equestrian Promotions, Inc. (required by all that are riding or handling a horse). 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 – **Performer’s Badge Form** due in the office of Equestrian Promotions, Inc.. 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.

Theatre Equus Requirements Form

Theatre Equus, A Musical Equine Revue
Pennsylvania Horse World Expo - February 23 - 26, 2012
Farm Show Complex, Harrisburg, Pennsylvania

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, at the State Farm Show Complex in Harrisburg, PA. Theatre Equus performances will be on February 24 & 25 with a mandatory dress rehearsal on February 23. 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 January 30, 2012.**

Please provide act titles, as well as a brief description of act. These should be sent via email to info@horseworldexpo.com no later than November 15.

Please provide a current biography of the group or performer and **color publicity photos for our use in advertising and our web site.** These should be sent via email to info@horseworldexpo.com no later than November 15.

Please complete the attached Stall Reservation Form if you require stalls for your 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: _____

Email 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, 301-916-0852 or info@horseworldexpo.com

Personal Appearance Travel/Accommodations Form

Theatre Equus, A Musical Equine Revue
Pennsylvania Horse World Expo - February 23 - 26, 2012
Farm Show Complex, Harrisburg, Pennsylvania

This form must be returned by mail no later than December 15 - 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 Appearance Contract will be paid for by Equestrian Promotions, Inc. No room incidentals (phone, food, etc.) will be paid by Equestrian Promotions, Inc. unless agreed to under the Appearance 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: _____

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

Release Form

Theatre Equus, A Musical Equine Revue
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

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 and Theatre Equus. 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.

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

Stall Reservation Form

Theatre Equus, A Musical Equine Revue
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 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)

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 _____

