



HORSE WORLD EXPO

2025 APPLICATION FOR BOOTH SPACE

HORSE WORLD EXPO – Feb 27-Mar 2, 2025
Farm Show Complex, Harrisburg, PA

Our company would like to participate in Horse World Expo. Please send a contract confirming our booth location(s).

Company Name: _____

Name as you want it to appear in the Show Program: _____

Name of Contact Person: _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

E-Mail: _____ Web: _____

Booth Preference: 1st Booth Choice _____
(Indicate "same" if you would 2nd Booth Choice _____
like the same location) 3rd Booth Choice _____

Product and/or service to be exhibited (if large equipment, please list manufacturer; if breed group or stallion owner, please list breed):

Program Category Listing (1 per vendor) complimentary: _____

Each additional per vendor - \$20 to be paid in full with Application

(see page 2 of Application for available program category listings)

(Each additional listing is \$20 to be paid in full with the Application. See page 2 of Application for available program category listings)

Payment Policy:

Appropriate payment must be received with this Application and all subsequent payments must be made by dates indicated. New Exhibitor booth assignments are handled on a first come, first served basis after returning Exhibitors have been accommodated. **Applications will be processed and booths reserved once your Application and appropriate deposit have been received. Please be aware that all checks drawn on non-US banks incur a \$30 per check processing fee, please include this fee with your payment. Exhibitors who use non-US banks may pay by credit card and avoid the processing fees. All booth fees are in US Dollars. All returned checks will incur a service charge of \$25.**

RETURNING VENDOR DEADLINE : In order to retain your 2024 booth location the Application and 25% deposit deadline is 11/1/24.

Returning vendors who wish to retain the same booth space that you rented in 2024 or your booth selection seniority if you choose to change your location, will need to complete an Application and return a 25% deposit by Nov. 1. New vendors are assigned first come, first served from remaining booths after all returning vendors have been assigned. New vendor Applications will be considered until all booths have been filled for your selected category; there is no specific deadline for new vendors.

Vendor Booth Deposits/Payments are due as follows:

A deposit of 25% of booth rent is due if received before 11/1/24, 60% if received between 11/1/24 and 12/31/24, 100% if received on or after 12/31/24. **After your initial deposit, additional booth payments are 60% of full booth rent due by 11/1/24, total booth rent due by 1/15/24.**

Deposit included: \$ _____

Electricity

Electricity for your booth, if needed, must be ordered separately. Information for ordering electricity will be included in your Exhibitor Information Package, which will be mailed to you after this Application is processed. If you would like to pre-order your electric at this time, please complete the following and include payment:

Single 120v, 20amp, 1500 Watt outlet \$135 Qty _____

Please charge my electric as follows (please check):

Charge Now _____

Charge on order deadline 2/1/23 _____

Charge with final booth payment
(if Autopay option selected below) _____

Electric is NOT included with your booth. A walkthrough is done at the event and any vendor using electric who has not paid is subject to the full electric fee plus a \$50 late order fee to be paid at the event, please plan accordingly.

Insurance Requirements

All exhibitors must obtain liability insurance and have Equestrian Promotions, Inc. named as an additional insured on that policy. Exhibitors must also have a Certificate of Insurance forwarded to Equestrian Promotions, Inc. **at least 30 days prior to the event.** A new certificate is required each year. Exhibitors will not be permitted to set up their booths without this certificate, regardless of type of booth. No refund of booth rent will be made for failure to comply with this Insurance Certificate requirement. The company named on this Application must be the company named on the Insurance Certificate as the policyholder. If you do not currently have business liability insurance you may obtain single event coverage through companies like <https://securevendorinsurance.com/DeanJR> 239-445-2002.

Refund Policy

All refund requests must be made in writing to Equestrian Promotions, Inc., P.O. Box 924, Bel Air, Maryland 21014 or by email to info@horseworldexpo.com by dates shown below. Deposits are not transferrable to future Horse World Expo events. Refunds of booth deposits and booth rental payments will be made if requested as follows: Full refund if requested by 11/1/24, 50% if requested after 11/1/24, and before 12/15/24. No refunds will be made after 12/15/24.

The person signing this Application for Booth Space expressly represents and warrants to Equestrian Promotions, Inc. that he/she is authorized by the exhibitor to bind it to the terms and conditions of this Application. The signer of this Application understands and agrees that he/she is personally bound and liable pursuant to the terms and conditions hereof in the event that such authority to bind the exhibitor does not exist.

Signature _____
Title _____
Date _____

PAYMENT BY CREDIT CARD:

Card Holder Name (Please Print): _____

Billing Zip Code: _____ **Security Code:** _____ (located on back of card)

Credit Card Number: _____ **Expiration:** _____

Amount: \$ _____ **Authorized Signature:** _____

Initial here to have future payments automatically deducted from the above card.

By signing in this box you authorize Equestrian Promotions, Inc. to deduct your additional booth payments in the percentages shown on page 1 on or after the due dates shown. You may stop automatic payments at any time by notifying us in writing or by phone.

If you are paying with a credit card, you may fax this application, scan/email or mail completed Application and deposit to:

Equestrian Promotions, Inc.,
P.O. Box 924, Bel Air, Maryland 21014
Office: 301-916-0852 - Fax: 301-916-0853
email: info@horseworldexpo.com

Each exhibitor will receive one category listing in the Expo Show Program. Additional listings may be purchased for \$20 per category and must be paid in full with the Application for Booth Space. From the below list, please select the category where you would like your business listed. If you do not see a category that fits your business, please select "Other" and describe the category you believe fits your business. If you do not select a category, Equestrian Promotions staff will select a category it feels best fits your business. Equestrian Promotions reserves the right to change or consolidate vendor categories.

Category Code and Description - Horse World Expo			
AAC Apparel Accessories/Purses	SIG Farm/Vehicle Signs	JUM Jumps	SCH Schools
AEB Apparel-Embroidery	FES Feed & Horse Treats	LTH Leather Care	SNK Snacks & Specialty Food
AEN Apparel-English	FNO Fencing & Round Pens	LEG Legal Services	STA Stallions & Breeding Services
AFT Apparel-Footwear	FIN Financial Services	MIN Miniature Horse Tack	STL Stalls & Barn Hardware
AOT Apparel-Other	FOT Footing	MOD Model Horses & Supplies	SUP Supplements
AWS Apparel-Western	GIF Gifts-Equestrian Motif	ORO Organizations/Clubs	TAA Tack-Australian
APA Artwork-Paintings/Prints	HSG Grooming Supplies	OTH - Other (Describe):	TAE Tack-English
ASC Artwork-Pottery/Sculpture	HAY Hay and Straw	PET Pet Products	TAW Tack-Western
AWW Automatic Waterers	HOM Home Furnishings	PHO Photography	TRI Therapeutic Riding
CON Barn Building/Construction	HRS Horse Shows	BOK Publications - Books	MHR Therapy Products-Horse
BED Bedding	HSB Horse Supplies-Blankets	PER Publications - Periodicals	MHU Therapy Products-Rider
BOR Boarding Services	HSH Horse Supplies-Halters	RAC Race Tracks & Racing	TRA Tractors and Farm Vehicles
BRO Breed Organizations	HSC Horse Supplies-Hoof Care	REE Real Estate	TRN Training-Horse/Rider
BRS Breeding Supplies	HSO Horse Supplies-Other	RES Rescue Organizations	TVA Travel-Equestrian Vacations
CAR Carriages & Driving Supplies	HSS Horse Supplies-Saddle Pads	RIF Rider Fitness	TRR Travel-Trail Rides
CHA Children's Activities	HIT Horse Trailer Repairs/Hitches	RIL Riding Lessons	TRO Travel-Other
CSI Computer Services/Internet	HRT Horse Trailers	RIP Riding Programs/Camps	TRU Trucks & Automotive
CRM Cremation Services	INF Insurance-Farm/Horse	RIN Ring Construction	VET Veterinary Services
EQD Equine Dentistry	JEG Jewelry-Gold	MAT Rubber Mats	OTH Other:
FEQ Farm Equipment/Supplies	JEO Jewelry-Other	SAD Saddlery MFG	
FSV Farm Services	JES Jewelry-Silver	SAL Sales-Horse	

Booth Rates - 2024	Show Schedule & Installation:	Show Hours:
First 10 x 10 (Includes 1 parking pass) \$ 775	Tue Feb 26 Trailer move-in**	Thu Feb 27 Noon to 8:00pm
Corner Booths - additional \$ 75	Wed Feb 27 8:00am to 8:00pm	Fri Feb 28 10:00am to 8:00pm
Second 10 x 10..... \$ 675	Thu Feb 28 8:00am to Noon	Sat Mar 1 9:00am to 8:00pm
Third & Fourth 10 x 10..... \$ 650	Dismantling and Exhibit Removal	Sun Mar 2 9:00am to 5:00pm
Each Add'l 10 x 10 (5 th - 8 th booth) \$ 575	Sun Mar 2 5:00pm to 10:00pm	<p>Vendors will be allowed into the show for set up one hour prior to the doors opening to the public each day of the show.</p> <p>The facility charges for parking of vehicles and trailers.</p> <p>Please refer to your Exhibitor Information Package for parking prices. Trailers may be parked offsite on the Elmerton lot at no additional charge after unloading.</p>
Each Add'l 10 x 10 (9 th - 12 th P booth) \$ 525	Mon Mar 3 8:00am to 11:00am	
Each Add'l 10 x 10 (13 th booth & up) \$ 475	**Trailer and large equipment move-in times will be assigned in advance. Only those vendors with assigned times given in advance in writing will be permitted to set up during this time. NO EXCEPTIONS	
10 x 20 End Cap (Includes 1 parking pass)..... \$ 1650	All vendors are required to remain set up until Sunday 5:00 pm unless otherwise previously agreed to in writing. All displays must be removed no later than Monday 11 am.	
Stallion Ave booth & stall \$ 775		
Stallion Avenue additional stall only \$ 575		
Breed Row booth and stall * \$ 475		
Breed Row additional stall only * \$ 300		
Non-Profit 10x10 * \$ 475		
Large Equipment Space to 1900 sq ft \$ **2.50/sq ft		
Large Equipment Space over 1900 sq ft \$ **2.25/sq ft		
Tack Vendor Bulk Space over 1800 sq ft \$ **4.25/sq ft		

*Non-profit space and designated Breed Row space is available to promote non-profit groups for information purposes only; no commercial business advertising and no product sales other than group logoed merchandise is permitted. Space is limited and booth selection will be available after all full-priced booths have been assigned.

** Bulk Space pricing is available in designated locations. Bulk spaces include one parking pass per vendor.