EQUESTRIAN PROMOTIONS, INC.
P O Box 924, Bel Air, MD 21014 ● 301-916-0852 ● FAX 301-916-0853
www.horseworldexpo.com ● info@horseworldexpo.com

Dear Theatre Equus Performer:

Thank you for joining us as a performer for Theatre Equus. The following information concerns 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 28 and Saturday, February 29,** 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 27***, beginning at approximately 7:00 pm. All performers should 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, Wayne Williams, will contact you prior to the performance. He will provide additional information about the show, assist you in preparing and answer any questions you may have. The Director will have the final say on all acts and performances as well as order of go. 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 to a family audience. Costumes are to be appropriate for an all-age audience, 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 that includes loud noises, spotlights and darkened arena environments. Each of our acts has been carefully selected to provide top notch equestrian entertainment to a family audience.

All performers should plan 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 other 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: high resolution color publicity photos, a brief description of your act(s), performer's biographies and how you would like the name of your performance and performers to appear in the program.

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

Accommodations Form

Please complete if accommodations are included in your Performer's Contract.

I/We will be participating in the following indicated event(s).
THEATRE EQUUS in conjunction with
PA HORSE WORLD EXPO – FEB 27 – Mar 1, 2020
Harrisburg, Pennsylvania
Farm Show Complex
This form must be returned at least 60 days prior to the event(s)

Name: _____

Please complete this section for hotel reservations:

Date of Arrival: _____

Date of Departure: _____

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

Room Type: ☐ King ☐ 2 Double Beds
(Please note – a request for room type will be made, but cannot be guaranteed, all hotels are non-smoking)

Other special needs: _____

_____

_____

Upon receipt of this completed form, Equestrian Promotions, Inc. will make your room reservation and notify you with the name and location of the hotel. Only room nights covered under the terms of your Performer's Contract will be paid for by Equestrian Promotions, Inc. No room incidentals (phone calls, food, etc.) will be paid by Equestrian Promotions, Inc. unless agreed to under the Performer's Contract. You will be required to provide a credit card to the hotel for incidentals.

Theatre Equus Requirements Form

Theatre Equus, A Musical Equine Revue in conjunction with
Pennsylvania Horse World Expo – Feb 27 – Mar 1, 2020
Farm Show Complex, Harrisburg, Pennsylvania

This form must be returned by January 30

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 Feb. 28 & 29 with a mandatory dress rehearsal on February 27, 2020. 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.**

Please update your website to include your appearance at Horse World Expo. Please be sure to provide a link to our event, www.horseworldexpo.com and, if possible, include our contact information, info@horseworldexpo.com; 301-916-0852. Cross promotion of the event through your appearance and by listing the event on your website benefits all who attend.

Please provide the following information via email to info@horseworldexpo.com no later than January 30:

1. Title and a brief description of all act.
2. Name of the performer(s) or group and a current biography of the group or performer
3. High resolution color publicity photos for our use in advertising.

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

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

_____

_____

_____

Organization contact name: _____

Phone Number: _____

Email Address: _____

Our organization has read the enclosed *Guidelines for Stabling, Parking and Participating in Horse Related Activities* and agrees to adhere to these guidelines.

_____ _____

(Signed) (Date)

If you will be bringing a horse, please refer to the Horse Paperwork Packet for additional information and the remainder of the required documents including Stall Reservation forms.

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

PERFORMER'S BADGE FORM

Theatre Equus – A Musical Equine Revue

1. **THIS FORM MUST BE RETURNED NO LATER THAN JANUARY 30.** Please fill out this form and return to:
   Equestrian Promotions, Inc.
   P.O. Box 924
   Bel Air, Maryland 21014 FAX: 301-916-0853

2. Organization or performer's name: (please type or print clearly).

   NAME: _____

3 **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. Equestrian Promotions, Inc. reserves the right to refuse badges to anyone not directly involved with Theatre Equus performances. All those wishing to see Theatre Equus and not performing must purchase tickets for the performance from our office. Badges are valid for back stage admittance only during Theatre Equus. Admission to general seating and Horse World Expo is via tickets purchased through Equestrian Promotions, Inc. box office only, while supplies last.

BADGES are valid only for the person in whose name it is issued and only for access back stage of Theatre Equus. Badges may be picked up at the Equine Barn during Horse World Expo show hours. **BADGES WILL NOT 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. _____ 7. _____
2. _____ 8. _____
3. _____ 9. _____
4. _____ 10. _____
5. _____ 11. _____
6. _____ 12. _____