



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 Horse World Expo Clinician:

Thank you for your participation as a clinician at Horse World Expo. Enclosed you will find several forms that need to be completed and returned to our office by the deadlines shown on the forms. Please include all equipment needed for your lectures and demonstrations so that we may have those items available for you. All personnel from your organization that will be handling and/or riding a horse during the show, or inside any arena, must also sign a Release of Liability form. Please plan accordingly so that you can send the forms in time to meet our deadlines. **Paperwork needs to be received in advance of the show.**

If you are bringing horses and would like to use stalls during the show, please complete a Stall Reservation Form included with your Exhibitor Information Package. This form is for reserving stalls for your personal horses. Please refer to the instructions below for demonstration horses that are not a part of your organization. Please instruct your riders, handlers and vehicle drivers to follow the *Guidelines for Stabling, Parking and Participating in Horse Related Activities*. A copy of the parking map has been included for your convenience. Illegally parked trailers and vehicles may be ticketed, towed or become blocked by other vehicles. **At no time should trailers be stopped to load and unload horses in the traveled portion of the road.** Your cooperation is appreciated.

If you will not require any demonstration horses for your lectures or demonstrations, please disregard the associated portions on the enclosed forms. If you need demonstration horses and will not be making your own arrangements to bring horses, please provide a brief description of what type of horse you would like for your demonstrations. There will be many horses on the grounds so you are not required to bring horses for your demonstrations, provided we are notified of your requirements **at least 30-days prior to the show**. If you are making your own arrangements for demonstration horses and these horses are not owned by your organization, please forward the name, address, email and phone number of the horse owners so we can send the appropriate instructions and forms to them.

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,

A handwritten signature in cursive script that reads "Denise Parsons". The signature is written in black ink and is located below the word "Sincerely,".

Denise Parsons
President

Clinician Accommodations Form

Please complete if accommodations are included in your speaker contract.

I/We will be participating in the following indicated event(s). (Check all that apply)

MD HORSE WORLD EXPO – JANUARY 22-24

PA HORSE WORLD EXPO – MAR. 3-6

Timonium, Maryland
Maryland State Fairgrounds

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:

MD:

PA:

Date of Arrival: _____

Date of Departure: _____

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 cannot be guaranteed)

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 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.

Clinician Requirements Form

I/We will be participating in the following indicated event(s). (Check all that apply)

MD HORSE WORLD EXPO – JANUARY 22-24

PA HORSE WORLD EXPO – MAR. 3-6

Timonium, Maryland
Maryland State Fairgrounds

Harrisburg, Pennsylvania
Farm Show Complex

This form must be returned at least 45 days prior to the event(s)

Clinician name: _____

You are scheduled to appear as a clinician at Horse World Expo. **Please provide the following information by email to info@horseworldexpo.com no later than November 15 for MD and December 15 for PA.**

1. A current biography
2. A high resolution color photo to be used for publicizing your appearance at our event
3. Available lecture and/or demonstration titles and a brief description of each. This description will be used to let the audience know what to expect when they attend your presentation

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 complete the following form (using separate paper if necessary) so that all demonstration and lecture requirements can be planned in advance of your arrival. In order to give ample time to order material and secure necessary demonstration horses, **please return this form no later than 30 days before each event.**

If you are arranging for your own demonstration horses, or do not need a demonstration horse, please skip to the Lecture Hall Requirements section of this form. **Please complete the included Stall Reservation Form if you require stalls for your own demonstration horses.** If you are using customer's horses, please provide Equestrian Promotions, Inc. with contact names, addresses, E-Mail and phone numbers so that we can mail appropriate instructions and forms to them. If demo horses have not been requested 30 days prior to the event, we will assume you are supplying or arranging for your own horses.

Demo Horse Requirements – I need Equestrian Promotions, Inc. to arrange for demo horses for the following demonstrations (list demo titles). Provide a brief description of the type horse and/or rider you are looking for and the way the horse should be presented – ie. Horse and rider in English tack, horse only – no tack, etc.:

Lecture Hall Requirements – I will need the following equipment for my seminars (list seminar titles): .

A wireless lapel microphone will be available in all arenas and halls and a stage will be placed in each seminar hall. Please keep in mind when planning lectures that the area is a fairly large and bright area. A multi-media projector will be available; please let us know if you plan on using it. We recommend you bring your own laptop as not all software is compatible with all computers.

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

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 and Liability Release forms.