

Please Read Carefully Important Information for Demonstration Participants

Thank you for your participation in Horse World Expo! We appreciate your business and look forward to working with you and your organization. The following information concerns your organization's participation in horse related activities during Horse World Expo. These guidelines have been developed to enhance your Expo experience before and during the event and to help ensure the safety of your horses, riders and the general public. This packet includes specific information about each type of activity and requirements for those activities. **Please refer to the enclosed "Horse Paperwork Check Lists" (page 6) to ensure that you submit all required paperwork for your activity.**

1. **The Parade of Breeds** will be held throughout the weekend 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; please try to keep it to 5-10 minutes, but no more than 15 minutes. In addition, please be sure to indicate which day(s) 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 not be able to perform each day. Also, when you are requesting the days you wish to perform, please keep in mind that it may not be possible to honor all requests; requests will be handled on a first come first served basis.

Please remember that Parade of Breeds is an educational demonstration highlighting your breed. It should not to be used for commercial purposes such as stallion promotions, sales, farm promotion etc. There will be one representative designated 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 Demo activities for that particular breed. It is the representative organization's duty to assign a point of contact to organize the activities, assist members in getting information and answers to questions, organize stall and health papers and be the point of contact between the group and Equestrian Promotions.

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 stallion owner and would like to participate in Parade of Breeds, please indicate this on the included Demonstration Agreement and we will put you in touch with the designated organization for your breed; if no other organizations will be attending with your breed, you will be designated as the breed contact for the event..

2. **The Stallion Avenue Demonstration** will be held each day and an order of appearance will be sent when all plans have been finalized. You should plan for 2-3 minutes per stallion for the demonstration. 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 or belonging to a vendor purchasing a retail booth at the Expo 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 breed representative, 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 have been selected to participate in another demonstration or clinic and are bringing a horse, 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 Parade of Breeds or Stallion Avenue demonstrations, the attached Demonstration Agreement must be completed in its entirety and received in our office at least 45 days prior to of the start of the event.

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. Our staff will place a copy of this form on your assigned stall prior to your arrival.
 - b. Stall fees must be remitted with your completed Stall Reservation Form. There is an exception for some clinicians and stallion owner and Breed Row participants; 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 stall fee is waived for Stallion Avenue and Breed Row participants, but only for **one** stall per Stallion Avenue Stall 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.
2. You may bring your own bedding to the show or you may pre-order bedding on the attached Stall Reservation Form. If you are purchasing bedding you should do so in advance via the Stall Reservation Form. The cost of bedding is \$7.00 per bale if pre-ordered and \$8.00 per bale if purchased at the show. The Pennsylvania show requires the use of **STRAW**.
3. For groups of four horses or more, you may purchase an additional stall to be used for tack. Tack stalls may be available and will be assigned on a first-come/first-served basis, but only after all stall assignments have been made for all demonstration horses. No tack stalls will be assigned until **ALL** horses have been accommodated. Please be prepared to make other arrangements for equipment storage should it become necessary.
4. All stalls are assigned on a first come/first served basis and the **Stall Reservation Form** must be received by mail or Email along **with payments and negative Coggins test at least 30 days prior to each event**. Stalls will not be assigned without receipt of full payment. We cannot guarantee a stall if not reserved in advance.
5. There are **NO REFUNDS** for unused stalls.
6. Please keep in mind there will be stallions housed in the barn with the demonstration horses. Horses must be placed in the stalls designated for that horse. If a change needs to be made, Horse World Expo staff will be located in the barn during regular show hours. Staff should be notified and will assist you with the stall change.
7. Although we try to keep all groups together when making stall assignments, we are unable to guarantee that all group horses will be stabled together.

Horse Health Requirements

1. All horses attending Horse World Expo should be current on vaccinations.
2. A **negative Coggins**, current within one year of the last day of the event is required for all horses. Horse World Expo staff will be verifying Coggins, please be sure to put your horse in the correct stall.
3. A **Health Certificate** is required, current within thirty (30) days of the event for any horses crossing state lines. This is a federal requirement. A copy of the Health Certificate should be sent to our office at least 2 weeks before each event.
4. Horses will not be allowed to enter the stables or the expo without the proper health papers. Copies need to **be sent in advance and can be mailed, faxed or emailed**. **Stall reservations will not be finalized until all required paperwork and payments are received**. Please do not send originals, we are unable to return them to you. Any horses with visible signs of illness will be asked to leave the grounds.

Check-in Procedures

1. When you arrive at the show site, please check in at the barn and get your stall assignment. Horse World Expo staff will be available to assist you at the barn during all advertised show hours and vendor set-up hours. Staff will only be available during the hours listed, so please plan accordingly:
 Maryland; Thursday 8am-8pm, Friday 8am-8pm, Saturday 8am-7pm, Sunday 8am-5pm
 Pennsylvania; Wednesday 8am-8pm, Thursday 8am-8pm, Friday 9am-8pm, Saturday 8am-8pm, Sunday 8am-5pm
2. Please do not unload your horses until you have received your stall assignment. For the safety of all horses, health paperwork must be verified before you unload your horse.
3. All horses need to be removed from the event facility by 11:00 am Monday following each event.

Parking Information

1. All horse trailers must be parked in designated areas only. Expo staff will assist you with parking information and maps when you arrive. Vehicles or trailers may not be parked in 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. Please be aware of fire lanes when you are parking your trailer.
3. Trailers should not be stopped for loading and unloading on the traveled portion of the road or in designated fire lanes. Please do not block traffic.
4. No "For Sale" signs may be exhibited while parked on Fairgrounds/Farm Show property.

Rider Information

1. All individuals riding or handling horses must sign the enclosed Release Form. No one will be permitted into an arena or stall 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(s) they are to perform.
 - 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 at no additional charge.
 - b. **Anyone not listed on either an exhibitor's badge form for booth workers or listed as a rider on the Release will be required to purchase a full price admission ticket for the show.**
 - c. One rider per horse will be admitted at no charge **on the day(s) they are performing only.** We will use the horses' Coggins and stall reservation forms to determine how many riders will be allowed into the show.
3. All Stallion Avenue participants and their riders and helpers must have badges and be listed on the Exhibitor Badge Form.
4. Riders for Parade of Breeds and "Other" demonstrations should check in at the Exhibitor Registration Desk **in the building where your booth is located** and have their hand stamped. This hand stamp will enable them to come and go at the Expo during the show day. Badges will be issued for riders who will be participating for all days of the show. In Pennsylvania only, riders may also check in at the barn to receive a hand-stamp on the day they are riding.
5. Anyone with horses stabled in the event facility barn will have access to them 24/7 during the entire show. Show admission is not required to access the barn areas, however, Barn Passes will be required in Pennsylvania. Only those signing the Release Form will be issued a Barn Pass.
6. Riders should plan to arrive on the show grounds **at least two hours prior** to the demonstration in which they will participate. You may arrive the day before your ride if you have reserved a stall. We may choose to provide a substitute horse/rider for a demonstration if the assigned participant has not checked in at least two hours prior to the demonstration.
 - a. Once you have checked in at the barn you will be directed to the arena coordinator who 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.
 - b. Inform the Arena coordinator of where you will be just prior to your demonstration/clinic, so if changes occur you can be notified.
 - c.

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 buildings before the show opens or after it closes (please refer to your Exhibitor Package for show hours).
2. Schooling is not permitted in the arenas once the Expo begins. Events are scheduled in our arenas at all times during show hours so please plan accordingly. Immediately before and after the show each day, arenas may be closed for maintenance. Please check with the Arena Coordinator for times when you will be allowed to school.
3. We appreciate your participation in Horse World Expo. To make the Expo experience safe and enjoyable for all of our customers, we ask that all participants follow instructions given by Expo staff or Fairgrounds employees. Organizations whose members ignore requests from, or who are abusive to any Horse World Expo or Fairgrounds' employee, may be asked to leave the facility and forfeit any monies paid. Please make sure all members of your organization are aware of the guidelines outlined in this package.

4. Camping is permitted on event grounds. A separate daily fee applies and will be collected by Fairgrounds employees. Electric is available for campers, but water will not be available due to the winter season. Please refer to your Exhibitor Information Package for detailed pricing and information on camping on site.
5. **Electricity** is available in the barn at our Maryland event at no additional charge. If you are attending our Pennsylvania event, electricity is available for an **additional fee** and should be paid in advance. Please use the order form included in the Exhibitor Information Package for ordering electricity in the barn for the Pennsylvania show.
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.

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 bedding payments** due, must be received in our office **by deadlines listed**. Stalls may not be available if these items are not received by these deadlines. We have enclosed a "Check List" to help you keep track of appropriate due dates; we hope you find this check list helpful. 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.

IMPORTANT NOTICE

A participant meeting will be held on the opening day of the Expo at 10 am. This mandatory meeting is for all participants of Equi-Tainment, 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 Education Corral in the Cow Palace at the Maryland Show and the Equine Barn registration area at the Pennsylvania show to meet with our staff.

Please note that all scripts must be typed (no handwritten scripts will be accepted) 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 should be provided for each demonstration (even if they will be the same for both). **If you are providing your own music, it must be brought with you to the meeting and must be on a CD with appropriate track written on the CD. We are unable accept music brought on USB drives, iPods, Phones or other devices, they will not work with our audio system. If you do not have your own music, please arrange with the announcer for appropriate music during this meeting. Be sure to label all scripts and music with your company or group name and booth number. You will also be told at this meeting where you can pick up your music at the end of the show if you would like it returned.**

Thank you.

Horse Paperwork Check List

This checklist is provided to help you organize important deadlines and as a reminder for other items concerning your participation in the Maryland Horse World Expo. Information on each item is 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. All forms may be mailed, faxed or emailed. If faxing, please make sure health papers are dark enough to be legible.

- _____ 45 days before the event - **Demonstration Agreement Form** due in the office of Equestrian Promotions, Inc. (required from anyone participating in a riding demonstration). See page 7.
- _____ 30 days before the event - **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 8.
- _____ 30 days before the event - Copy of **current negative Coggins** due in the office of Equestrian Promotions, Inc. (required for all horses brought onto the event location property). See page 2.
- _____ 30 days before the event - **Release Form** due in the office of Equestrian Promotions, Inc. (required by all who are riding or handling a horse). See page 9.
- _____ 20 days before the event - **Health Certificate** due in the office of Equestrian Promotions, Inc. for any horses travelling across state lines per Federal requirements. See page 2.

Notes: _____

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

Demonstration Agreement

I/We would like to participate in the following indicated demonstration(s).

(Please check the Expos in which you will be participating)

MD HORSE WORLD EXPO – JANUARY 20-22

Timonium, Maryland
Maryland State Fairgrounds

PA HORSE WORLD EXPO – MAR. 2-5

Harrisburg, Pennsylvania
Farm Show Complex

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 state or regional group will be responsible for coordinating all breed demonstrations. You should contact our offices for the name and contact info for the representative of your breed.

Demo will be _____ minutes (maximum 15 minutes) on Thurs*, Fri, Sat, and/or Sun (circle preference; preferences honored on a first come first served basis), at a time to be designated by Equestrian Promotions, Inc.

*Thursday is for the Pennsylvania show only

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 that our announcer will read during the demonstration. This script must be provided to the announcer at the show when you arrive. Music may be used for the demonstration. Your organization can provide its own music on a CD, or make arrangements ahead of time with the announcer for that music. To allow proper pronunciation of names, please show both correct spelling and a phonetic spelling of all difficult names. All information, scripts, music, etc. for the announcer should be brought to the **mandatory demo participant meeting on opening day of each event**. 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 agrees to adhere to these guidelines.

(Signed)

(Date)

**Send To: Equestrian Promotions, Inc., P.O. Box 924, Bel Air, MD 21014 or
info@horseworldexpo.com or fax to 301-916-0853**

Please return this completed form at least 45 days prior to the event indicated

Stall Reservation Form

I/We would like to reserve a stall at the following event(s).

(Please check the Expos in which you will be participating)

MD HORSE WORLD EXPO – JANUARY 20-22

PA HORSE WORLD EXPO – MAR. 2-5

Timonium, Maryland
Maryland State Fairgrounds

Harrisburg, Pennsylvania
Farm Show Complex

Please return this completed form at least 30 days prior to the event indicated

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 _____

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 bales of bedding requested (\$7 per bale). _____

Weekend Stalls fees are: Maryland, \$50; Pennsylvania \$100 per stall; payment in full must accompany this form. One form per stall should be completed. 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 and this completed form.

(Signed)

(Date)

Send to: Equestrian Promotions, Inc., P.O. Box 924, Bel Air, MD 21014 or info@horseworldexpo.com or fax to 301-916-0853 if faxing, please copy your health papers on a dark setting before faxing.

(Office Use Only)

Release Coggins Health Cert Req'd Y/N Health Cert

Stall Number _____ Payment \$ _____ # of Shavings _____

Release Form

I/We will be participating in the following indicated event(s).

(Please check the Expos in which you will be participating)

MD HORSE WORLD EXPO – JANUARY 20-22

PA HORSE WORLD EXPO – MAR. 2-5

Timonium, Maryland
Maryland State Fairgrounds

Harrisburg, Pennsylvania
Farm Show Complex

Please return this completed form at least 30 days prior to the event indicated

We, as undersigned below, understand that horses and horse related activities are inherently dangerous. We understand and 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 Horse World Expo. 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 Maryland State Fairgrounds in Timonium, MD and/or the Farm Show Complex in Harrisburg, PA.

Equestrian Promotions, Inc. highly recommends the use of an approved safety helmet at all times while riding a horse. Participation in the Trail Champions Challenge and any jumping will not be permitted without the use of a properly fitted and fastened ASTM approved safety helmet. All minors under the age of 18 **MUST** wear a properly fitted and fastened ASTM approved safety helmet at all times while mounted.

(Name of organization)

(Print Name)

(Signed)

(Date)

(Print Name)

(Signed)

(Date)

(Print Name)

(Signed)

(Date)

(Print Name)

(Signed)

(Date)

(Print Name)

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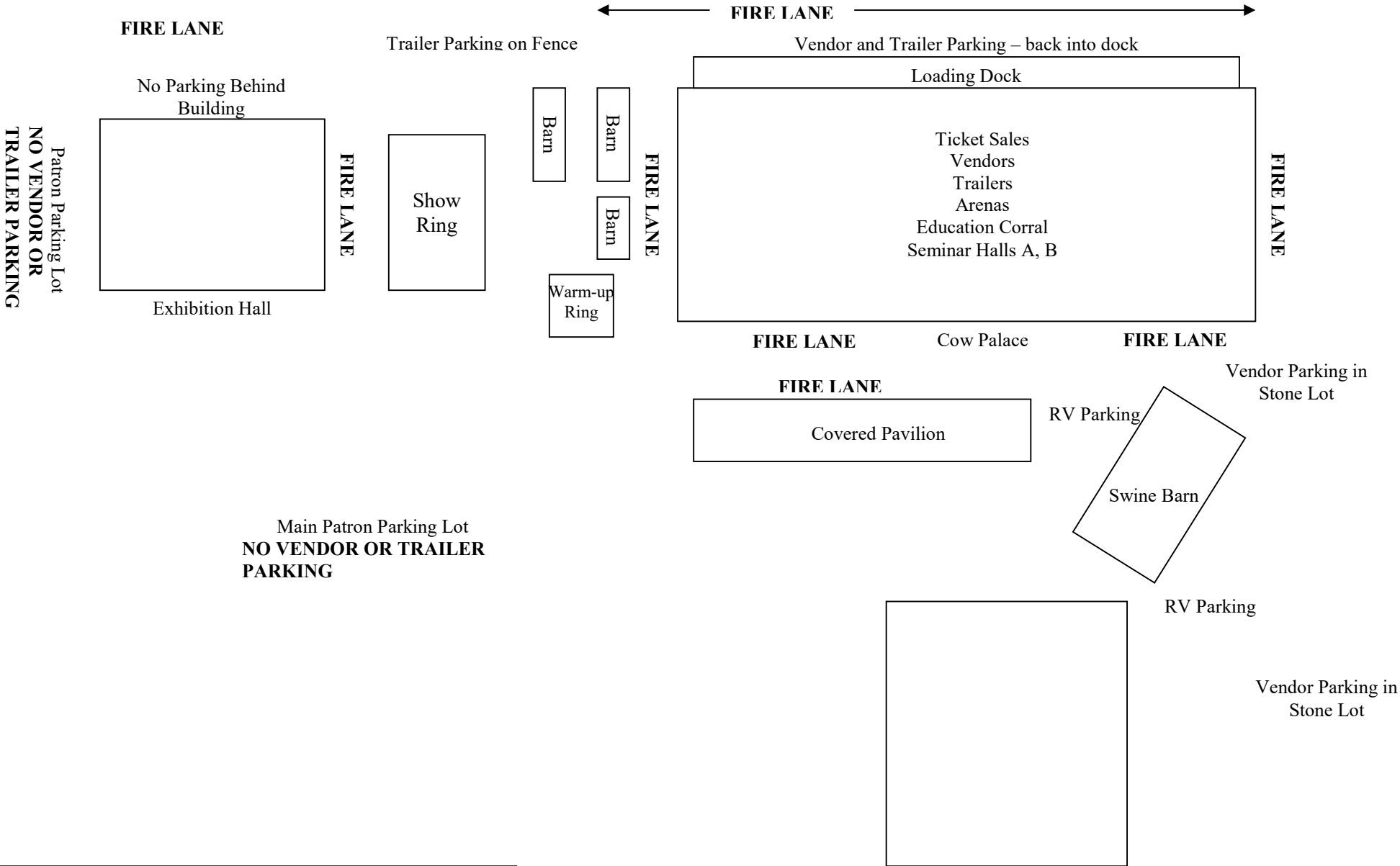
(Signed)

(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
or info@horseworldexpo.com or fax to 301-916-0853**

Maryland Horse World Expo Parking Map



Pennsylvania Horse World Expo Parking Map

