

# Northwest Horse Fair & Expo - BREED SHOWCASE

## General Rules & Information



### Description/Purpose

The purpose of the Breed Showcase is to showcase the many breeds of equine and/or areas of interest within the industry to both horse owners and equine enthusiasts. These fine representatives will be stalled in a designated Breed Showcase area. Participants in this area will be promoting their breed and/or discipline in short exhibitions in one of the main arenas. All horses attending the event must participate in the demonstration. This area and its corresponding demonstrations serve as an opportunity to educate the attendees, in an entertaining manner, about the various breeds and riding interests that comprise the equine world.

### Selection

Applications are to be completed and submitted to The Northwest Horse Fair & Expo by February 1, along with payment in full. No stall space or schedule time is reserved without the application and payment in full received in the office. Space is allotted on a first come, first serve basis. In an effort to provide demonstration opportunities for a wider range of breeds, only one representative per breed will initially be considered. Event management retains the right to limit the number of representatives per breed or to decline or prohibit participation by an animal/farm/owner, which in the management's opinion is not suitable to and in keeping with the character of The Northwest Horse Fair & Expo. Further, the event management retains the right to dismiss from the event an animal/farm/owner/ individual without refund, which in the management's opinion imposes safety concerns for itself or others and/or is not suitable to and in keeping with the character of the event.

### Fees & Passes

- Participants will be charged \$65.00 per stall. All stalls must be ordered by the Feb. 1<sup>st</sup> deadline. Availability of stalls after the deadline is not guaranteed. Any last minute stalls at the event will cost \$100 each if available.
- An adjoining hospitality area may be purchased for \$300.00, and must be reserved with the application. The front panel of the hospitality area will be removed for display. Removal of additional panels from your hospitality stall will cost \$25 per panel. Opening a second stall for use as a hospitality area will be an additional \$300. Electricity is available to hospitality areas only (not to tack stalls or horse stalls) for \$30.00.
- The purchase of a hospitality area includes 3 stalls at no additional charge. (If you opt for a 10 x 20 hospitality area, you get 6 stalls at no additional charge.)
- Due to space constraints, the total number of stalls allowed is limited to 10 (including hospitality areas).
- Each group will receive 1 weekend pass per horse/tack stall (hospitality areas not included in count for passes). **Every exhibitor and attendee must have a pass – even those staying on grounds for the weekend.** If wristbands are provided they **MUST** be worn or they are not valid for admission and will be confiscated.
- Additional passes for showcase participants and helpers may be purchased at a special rate until February 15 and must be ordered in writing from the contact person on the application only, and paid in full if ordered separately from the original application. **Groups of 4 horses or more, limit 10 additional passes per day. Groups of 3 horses or less, limit 4 additional passes per day.** No orders accepted after Feb. 15<sup>th</sup>.
- In the event you will not see all exhibitors prior to Friday morning of the event, you may leave passes with the stall office the night before with a list of names of the individuals who will be arriving to claim these passes. These passes will be left at the exhibitors/vendors entrance at the back of the facility for your exhibitors to claim as they arrive.
- If passes are not left the night before, any exhibitors without passes must pay full price at the gate. No refunds will be given.
- All fees must be paid in full prior to set up.
- **If staying overnight on Sunday, an additional fee of \$20 will be due. This fee can be paid on Sunday to the stall office.**

### Stallions

While stallions are permitted to participate in the breed/discipline showcase please note there are some guidelines to consider.

- No special stabling arrangements will be made to accommodate your stallion. If he causes disruptions and/or cannot get along with neighboring horses (including mares), either beside or behind him, he should not be in this venue and you should consider Stallion Review. Show management reserves the right to move stallions (or other animals) that are disruptive to alleviate problems (including moving them to outside stalls).
- Stallions participating on Stallion Review (for a separate fee) may participate in your breed demo if they are part of your organization/group and prior arrangements have been made between your group and the stallion owner.
- Stallions participating in the breed/discipline showcase may NOT participate in Stallion Review.

### Scripts

- Programs are to be 5 - 10 minutes in length and are not to exceed ten (10) minutes (including any necessary set up and tear down of equipment). These programs should be designed to be both educational and entertaining, and may be accompanied by a script or music. Examples are a freestyle reining or dressage routine, a drill team presentation, demonstrations of various styles of exhibiting any and all breeds or type's of Equine and styles of riding.
- **Scripts should primarily contain information regarding the breed and/or discipline being represented.** Mention about the organization and recognition of the horses/riders participating is allowed at the end of the program. **Based on audience**

**feedback, we suggest limiting details of each participant and horse.**

- Programs are subject to editing by the event management and **must be received by February 1**. No changes to scripts will be accepted after February 1. Script does not have to accompany application if the application is submitted prior to application deadline. Scripts may be mailed, e-mailed or faxed to the office. **It is YOUR responsibility to confirm the receipt of the script in the office by the deadline.**
- **Music** may be used to accompany your presentation. Do not send music in advance, bring it with you to the show and make sure the correct announcer has your music prior to your performance each day. Make sure the music is clearly marked with your group name and the tract to be played. Announcers and staff will not be responsible for errors with music and will not be responsible for taking your music to the arena each day.
- You may not utilize your own announcer at the event. If you provide a pre-recorded script you **MUST** submit a written script for back-up by the deadline or late fees will still be assessed.
- Phonetic spelling of difficult words and/or names is greatly appreciated. We also encourage you to sit with our announcers prior to your demonstration to be sure they can easily pronounce difficult names.
- **Any group/individual not providing a script by the deadline of Feb. 1 will be charged \$25.00. Scripts received after Feb. 20 will be charged an additional \$50. Repeated script changes will be assessed a \$25 fee. \* scripts that are not complete at the time of submission will be assessed a late fee accordingly**
- **No changes to or substitutions of the script will be permitted at the event.**

### **Arrival, Departure & Stabling**

- Stalls will be available beginning at 8:00 A.M. on Thursday.
- Check in with the area coordinator in the stall office upon arrival to get your stall assignment and pick up your packet containing information and event passes.
- Breed Showcase areas must be completed and horses stalled in stalls provided by the facility (no substitutions accepted) by 8:00 A.M. on Friday. Doors will open to the public at 10:00 A.M. and it will be both difficult and dangerous to move horses through the crowd at that time.
- **All horses must stay on the event grounds till 6:00 PM Sunday.** Early departures will not be eligible for stall awards and may not be permitted to return in future years. The Quality of our show is due largely to the quality of our exhibitors. **Breaking down your area early is disrespectful to the paying attendees, your neighbors and to show management.** Partial or complete dismantling of displays or removal of horses before 6:00 P.M. on Sunday is prohibited.
- **If you decide to remain overnight Sunday, an additional fee of \$20 per stall will be due for horse hotel fees.**
- Admission to the event grounds will be with official tickets/passes only beginning Friday morning. Exhibitors without the proper tickets/passes will have to pay full price at the admission doors.
- Your area should be properly staffed at all times during exhibit hours and kept clean and neat.
- For safety reasons, horses are to remain in their stalls at all times, with the exception of preparation for the scheduled demonstration. **You may NOT block the aisles at any time.**
- **You must comply with all fire & life safety requirements set forth by the City of Albany Fire dept. and the Linn Co. Fair & Expo Center.**
- **NO PETS are permitted at The Northwest Horse Fair & Expo – only certified assist animals are permitted.** Although we love pets too, for the safety of the public, the horses and especially your pets, please do not bring them with you. Crowds make it very hazardous for your pet, and we would hate for your beloved to be injured.
- Failure to follow these guidelines can result in denial of participation at The Northwest Horse Fair & Expo in future years or a request to discontinue participation in the current year.

### **Stall Decorations & Awards**

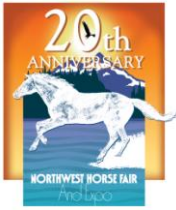
- The stall and hospitality area must be decorated. Tables, chairs, etc..... are the responsibility of the exhibitor.
- No tables should be placed in the stall aisles.
- Bedding (shavings) is provided. If you wish to add shavings you will need a wheelbarrow and pitchfork/shovel. If you wish to have one stall left un-bedded for a tack stall you must send that request in writing with your application.
- Awards will be given for the “Best Dressed” stall/hospitality area.

### **Program Opportunity**

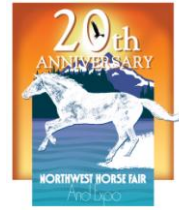
Participants in the Breed Showcase may purchase an ad in the official program and will receive 15% off the cost of the ad space of a half page or larger advertisement (discount does not apply to typesetting fees). Ad must be purchased in the same name that appears on the Breed Showcase application.

The contact person on the application is responsible for communicating the above listed rules and guidelines to all participants prior to the event. Read also enclosed Northwest Horse Fair & Expo Rules, Regulations and General Information, as these rules apply. Changes in ticket orders, stall orders, scripts (prior to the deadline) etc. will only be accepted from the contact person on the application and should be submitted in writing.

At the discretion of the Northwest Horse Fair & Expo this event may be videotaped and/or photographed for promotional use. By participating in this event, participants give permission to be videotaped and photographed and release all such material for publicity or promotional use.



**Northwest Horse Fair & Expo Breed Showcase Application**  
**March 22-24, 2019**  
**Entry Form**  
**Deadline for Reservations: February 1**  
**Payment (non-refundable) in full must accompany application.**



Breed/Discipline: \_\_\_\_\_

Owner/Organization Represented: \_\_\_\_\_  
**(if a group is represented, please list all owners on back)**

Contact Person: \_\_\_\_\_ Cell (\_\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Alt. Phone: (\_\_\_\_\_) \_\_\_\_\_ website \_\_\_\_\_

No. of Horses: \_\_\_\_\_ No. of Stalls \_\_\_\_\_ @ \$65.00 Each \$ \_\_\_\_\_  
(limit 6 if purchasing hosp., 10 if no hosp.)

Adjoining Hospitality Area (\$300 each)  Yes  No \$ \_\_\_\_\_  
(You will receive up to 3 free stalls with the purchase of hospitality area. Please note if all 3 stalls will not be needed.)

Electricity for your Hospitality Area  Yes  No (\$30) \$ \_\_\_\_\_

Second Panel removed from Hospitality Area  Yes  No (\$25) \$ \_\_\_\_\_

Daily Exhibitor's Passes \_\_\_\_\_ @ \$7.00 per person per day \$ \_\_\_\_\_

Weekend Exhibitor's Passes \_\_\_\_\_ @ \$21.00 per person \$ \_\_\_\_\_

Limit 10 total per day – including weekend passes (which counts as 1 pass/day) – weekend passes cannot be shared, 1 per person  
 Groups with 3 horses or less – limit 4 total per day. **Deadline for ordering additional passes is February 15**

Total Enclosed \$ \_\_\_\_\_

**Script Deadline Feb. 1 - \$25 late fee charged for scripts received after the deadline. An additional \$50 late fee will be charged for scripts not received by February 20. Repeated changes to scripts will be assessed a replacement fee of \$25**

I/We understand that I, my farm and employees have read and will be exhibiting under the rules and regulations set forth by the Northwest Horse Fair & Expo. All participants associated with my exhibit area are aware of these regulations and guidelines and agree to abide by them. Further I/we understand and agree that the Northwest Horse Fair & Expo employees and agents will not be held responsible for any injury, loss or damage to any person, animal or equipment. I/we understand that all applications are subject to approval. In addition to all other damages which may be recoverable by the Northwest Horse Fair & Expo, the Northwest Horse Fair & Expo shall additionally be entitled to recover all of its attorneys fees, and any other reasonable costs of collection with regard to any monies due it and not paid in accordance with the terms of this agreement, or which may be incurred by the Northwest Horse Fair & Expo in order to enforce any other term or provision of this agreement which has been breached by any other party or parties signatory hereto. The parties signatory hereto stipulate and agree that this contract shall be governed by the laws of the state of Indiana and any suit by either party to enforce any term or provision of this agreement, or for breach of this contract must be filed in a court of general jurisdiction located in Greencastle, Putnam County, Indiana. Signing this form shall be acceptance of this waiver. In compliance with the Oregon Inherent Risk Law #ORS 30.687-30.697

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Make Checks Payable to:** Northwest Horse Fair & Expo *(credit card accepted with 4% service charge added)*

**Complete and Submit Forms to:** Northwest Horse Fair & Expo

P.O. Box 858 - Greencastle, IN 46135

(765) 655-2107 Fax (765) 655-2117

Email [jjcloe@equinepromotions.net](mailto:jjcloe@equinepromotions.net) <http://www.equinepromotions.net>

**OFFICE USE ONLY**

Date Rec'd. \_\_\_\_\_ Date Script Received: \_\_\_\_\_

Hosp. Area  Yes  No No. of Stalls \_\_\_\_\_ No. Exhibitors Tickets: \_\_\_\_\_

Amt. Pd. \$ \_\_\_\_\_ Pymt. Method \_\_\_\_\_