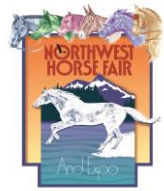


# Northwest Horse Fair & Expo - BREED SHOWCASE

## General Rules & Information



### Description/Purpose

The purpose of the Breed Showcase is to showcase the many breeds of equine, sports 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. No retail sales are permitted in the barn areas.

### Selection

Applications are to be completed and submitted to The Northwest Horse Fair & Expo by February 1, along with non-refundable 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

- A Hospitality Area may be purchased for \$300.00, and must be reserved with the application. The front panel of a stall will be removed to create your hospitality area. 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.)
- A hospitality area is not required, and exhibitors have the option to purchase horse/tack stalls only. The fee for stalls is \$65.00 per stall. If you purchase a hospitality area and need extra stalls, the fee is also \$65.00/stall for extras.
- All stalls must be ordered by the Feb. 1<sup>st</sup> deadline. Due to space constraints, the total number of stalls allowed is limited to 10 (including hospitality areas). Availability of stalls after the deadline is not guaranteed. Any last minute stalls at the event will cost \$100 each if available.
- 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.
- 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, including late script 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 removal of equipment). These programs should be designed to be both educational and entertaining, and may be accompanied by a script or music.
- **Scripts should primarily contain information regarding the breed and/or discipline being represented.** Mention about

the organization is encouraged, and recognition of the horses/riders participating should be limited. **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. We prefer scripts be emailed to the office in a word format that can be easily edited. **It is YOUR responsibility to confirm the receipt of the script in the office by the deadline. If you email the script and do not receive a confirmation reply, be sure to follow up with our office right away.**
- **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. Music is best provided on a thumb drive with the music actually downloaded (not a link to where you found it). Playing from phones does not always work because not all phones are now equipped to plug into the sound system directly. We can also use a CD.
- 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 stabled 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.
- 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 should be decorated. Tables, chairs, etc..... are the responsibility of the exhibitor.
- No tables or other large objects should be placed in the stall aisles.
- Bedding (shavings) may be provided on a limited basis.
- Awards will be given for the “Best Dressed” stall/hospitality area. Decorations should be complete at 10:00 am on Friday.

### 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.