



EQUINE AFFAIRE

Ohio Expo Center

Columbus, OH

April 11-14, 2019

Dear Breed Demo Participant,

On behalf of Equine Affaire I want to welcome you as a participant in the 26th Equine Affaire in Columbus, OH, this April and thank you for supporting the presence of your horse's breed at the event. The breed demonstrations at Equine Affaire are a very important and popular part of our educational program. They provide great opportunities for breed associations to educate horse enthusiasts about the qualities of their horses. We greatly appreciate your willingness to assist your association in promoting your horse's breed and share your horse and equestrian talents with Equine Affaire attendees.

What Equine Affaire Will Do for You:

Horses that participate in breed demos at Equine Affaire include horses that will be exhibiting in the Breed Pavilion and/or Horse & Farm Exhibits area as well as horses that are brought to the show solely for the purpose of participating in breed demos. If you are bringing one or more horse(s) to Equine Affaire *solely* for the purpose of participating in your breed's demonstration, Equine Affaire will provide you with **four** daily admission tickets for the day of your demo and 24 hours of stabling for each horse that you bring if **your Stall Reservation Form is received by the Barn Manager by March 15th**. Admission tickets and stalls are not extended to horses that will be coming to the event for exhibiting/marketing purposes.

What You Need to Do to Participate in Your Breed's Demo at Equine Affaire:

To assist you in planning for your participation in Equine Affaire, the coordinator for your breed demonstration should have forwarded to you along with this letter the following documents:

- 1. Stall Reservation Form:** The **deadline** for submitting this form is **March 15th**.
If your completed documents are not received by March 15th, the envelope containing your admission tickets and documents containing important information about accessing and participating in Equine Affaire might not arrive prior to your departure for the event!
If your association has an exhibit stall in the Breed Pavilion, it will also have access to a stall in the Private Stabling area throughout the event. If you wish to have your stall next to your association's stall, please complete the second question on the Stall Reservation Form.
- 2. Each horse owner or owner's agent (e.g. trainer) who brings a horse to Equine Affaire must also complete, sign, and submit the following documents to the Barn Manager with the Stall Reservation Form:**
 - (a) Rules & Regulations Pertaining to Bringing Horses to Equine Affaire:** This form should be completed by the owner, if the owner is bringing one or more horse(s); it may be completed by an agent of the owner if an agent is bringing one or more horse(s) to Equine Affaire on behalf of an owner.
 - (b) Statement of Responsibility & Hold Harmless Agreement:** Two copies of this form must be completed and signed by either the owner or an agent of the owner (e.g. trainer) of any horse that is brought to Equine Affaire.
 - (c) Waiver and Release from Liability Form:** Any person who is listed on or signs a Statement of Responsibility & Hold Harmless Agreement must also complete a Waiver and Release of Liability form. An adult must sign for any minor.

Please complete two copies of each document, submit one set to the Barn Office manager and keep one set for your records.

- 3. Youth Rider Application Form:** This application must be completed and submitted by the parent or legal guardian of any rider under the age of 18 who would like to ride in a breed demo at Equine Affaire.

To ensure the safety of youth riders at Equine Affaire, the management of Equine Affaire reserves the right to review the information provided on the Youth Rider Application and either approve or reject participation by a youth rider in a breed demo. **This application must be received by March 1st.** I will notify the breed demo coordinator and the parent/guardian within one week of receipt whether or not the youth has been approved to ride at the expo.

In addition to completing and submitting the various forms listed above to Equine Affaire, **you should provide the following information to your Breed Coordinator prior to March 1st:**

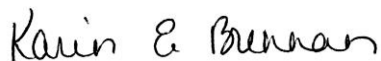
(1) a brief summary (three sentences) about your horse, including the horse's name, breeding, accomplishments, or whatever else you would like to have said about your horse in the script of your breed's demo; and **(2)** the dates/times you plan to arrive and depart Equine Affaire.

When You Arrive at Equine Affaire:

After your stall reservation form is received, our Barn Manager will send you an event map, two informational summaries, and four single-day admission tickets for each horse you are bringing to Equine Affaire. Before you arrive at the show, please read the summaries...they contain essential information about accessing and participating in Equine Affaire. When you arrive at the event you will need to check in first with the show vet (to show your horse's health papers) and then with the Barn Manager (to receive your stall number if you are in private stabling). Both will be located in the Show Office in the Gilligan Complex. **If you have chosen to exhibit in the Horse & Farm Exhibits, please check-in at the Breed Coordinator's Office on the west side of the green wall in the Gilligan Complex to obtain your stall numbers.**

Developing a quality breed demonstration requires the commitment of dedicated owners/members. By working closely with your Breed Demo Coordinator and submitting all required paperwork to Equine Affaire by March 15th, you will enable your association to attain its goal of showcasing your horse breed at Equine Affaire—benefiting both your fellow association members and event attendees. Thank you again for contributing your time and talents to your breed association's promotional efforts.

Sincerely,



Karin Brennan, *Breed Exhibits & Special Features Manager*
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