

## EQUINE AFFAIRE STALL RESERVATION INSTRUCTIONS

**Stall Reservation Deadline:** Stall Reservation Forms must be received by the Barn Office Manager in South Vienna, OH, by March 15th. If your complete documents arrive by March 15th your admission tickets and important information regarding accessing the site, parking, and checking in will arrive via mail prior to your departure for the event.

**Stabling Fees:** The stabling fee is \$40.00 per night or \$120.00 for three or four nights. If you stay four (4) nights and receive a free night for demo participation, the stall fee is \$120.00.

**Definition of a “night” of stabling:** Each stall may be occupied only for the nights for which a reservation is made and paid/owed. A “night” is defined as a “24-hour period of time.” The 24-hour period for will commence upon check in at the Barn Office.

**“Free Nights”:** Those participating in an official breed demonstration are eligible for one free “night” of stabling per horse, **if their Stall Reservation Forms are received by the March 15th** deadline. Participants may reserve and pay for additional nights of stabling beyond the “free” night provided.

If a horse participates in one breed demo and stays for four nights, the stabling fee is \$120.00 (as one free night of stabling has already been factored into the four-day rate.)

If a horse participates in two official breed demos and stays for four nights, the fee for stabling fee is \$80.00.

**Stabling Together:** We will make every effort to accommodate requests from owners expressing an interest in stabling together, but we cannot guarantee specific stabling arrangements.

**Bedding:** You may bring your own stall bedding or purchase bales of straw and/or bags of shavings at the event.

**NO horse may be left in a trailer overnight at Equine Affaire.**

**Arrival & Check In:** Horse owners may check in and receive their stall assignments at the Barn Office in the Gilligan Complex during the Barn Office Hours: Wednesday 10:00am-8:00pm, Thursday through Saturday 8:30am-6:30pm, and Sunday 8:30am-3:00pm. If you are unable to arrive when the office is open, please be sure to indicate your arrival time on your Stall Reservation Form. The Barn Office Manager will post your stall number on the door of the Barn Office; please check in as soon as the office reopens.

**Extensions of stay:** If you decide to extend your stay beyond your prepaid reservation, please notify the staff in the Barn Office at least two hours prior to its closing. A fee of \$40.00 for the extra night of stabling must be paid before an extension will be granted. Those who fail to provide sufficient notice and/or neglect to pay the fees will be asked to vacate as originally scheduled. **No horses will be permitted to stay over on Sunday evening.**

**NOTE: Personal checks will be accepted through March 15<sup>th</sup>. After March 15<sup>th</sup>, payment must be in the form of a credit card, bank check, or cashier’s check. No personal checks will be accepted after March 15<sup>th</sup>.**

Each horse owner or owner’s agent who brings a horse to Equine Affaire must complete and submit:

- (1) Stall Reservation Form
- (2) Rules & Regulations Pertaining to Bringing Horses to Equine Affaire
- (3) Statement of Responsibility & Hold Harmless Agreement
- (4) Waiver and Release of Liability (Any person who is listed on or signs a Statement of Responsibility & Hold Harmless Agreement must also complete a Waiver and Release of Liability. An adult must sign for each minor.)

***Please return one set of completed documents and keep one set for your records.***

*If you use an “overnight” delivery service, please waive the signature requirement.*

**Please send all forms together to:**

Stabling questions may be directed to Sue at:

**Susan Evans, Barn Manager**

**13349 Broadgauge Rd, South Vienna, OH 45369**

**Phone: (937) 215-9691 Email: bailey.susan39@yahoo.com**



# STALL RESERVATION FORM

Due Date: March 15, 2019

## EQUINE AFFAIRE

Ohio Expo Center

Columbus, OH

April 11-14, 2019

Dear Breed Demo Participant,

**Please thoroughly review the instructions page, complete the following three questions, and PRINT CLEARLY.**

1. Have you booked stalls in the Horse & Farm Exhibits area?  Yes  No
2. Would you like your stall(s) to be next to your association's stall in the Private Stabling area?  Yes  No
3. If possible, please stable me next to: Person's Name: \_\_\_\_\_ Breed: \_\_\_\_\_  
*Stall locations cannot be guaranteed, but we will make every effort to accommodate your needs.*

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **CELL PHONE:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**You must provide:** Arrival Date / Time: \_\_\_\_\_ / \_\_\_\_\_ Departure Date / Time: \_\_\_\_\_ / \_\_\_\_\_

Name of horse(s)	Breed	Check one:
1. _____	_____	<input type="checkbox"/> Stallion <input type="checkbox"/> Gelding <input type="checkbox"/> Mare
2. _____	_____	<input type="checkbox"/> Stallion <input type="checkbox"/> Gelding <input type="checkbox"/> Mare
3. _____	_____	<input type="checkbox"/> Stallion <input type="checkbox"/> Gelding <input type="checkbox"/> Mare

**Please list each official breed demonstration that entitles you to one night of free stabling.**

*(In-hand Breed Segments do **not** qualify for additional free nights of stabling.)*

Breed Name	Date	Time
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

Stabling Fees:	# of Nights	Fees
Free Nights <i>(See instructions)</i>	_____	\$ N/A
Number of nights at \$40.00/night	_____	\$ _____
or \$120.00/3 or 4 nights	_____	\$ _____
<b>TOTAL FEES DUE:</b>		<b>\$ _____</b>

<p><i>For Equine Affaire Use:</i>  Paid Ck# _____ Date of check _____  Last Name _____  Date order received _____  Stall #s: _____  Unpaid Balance Due _____  Paid in Full No Balance Due _____</p>
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Please mail the completed Stall Reservation Form with payment (made out to Equine Affaire, Inc.), and signed copies of the *Rules & Regulations Pertaining to Bringing Horses to Equine Affaire; Statement of Responsibility and Hold Harmless Agreement*, and the *Waiver and Release from Liability* forms (for each person handling, riding, or driving your horse(s)) **so they arrive by March 15<sup>th</sup>** to:

**Susan Evans, Barn Manager**  
**13349 Broadgauge Rd, South Vienna, OH 45369**