



Important Deadlines & Information

Equine Affaire | November 11-14, 2021

Required Documents to Obtain & Provide:

- Massachusetts Seller's Registration Certificate:** Massachusetts law requires any exhibitor selling merchandise to display a Massachusetts Seller's Registration Certificate. If you have not already submitted a copy of your Massachusetts Seller's Registration Certificate showing your Tax ID number to Equine Affaire, Inc., please do so. If you need to obtain one, contact *Patcharee Rotasayne* at rotasaynep@dor.state.ma.us or visit their website at <https://www.mass.gov/how-to/register-your-business-with-masstaxconnect>.
- Certificate of Liability Insurance:** In order to participate in Equine Affaire you must obtain liability insurance coverage and provide a Certificate of Liability Insurance for the time period of November 8-15, 2021. **Please mail or fax your Certificate of Liability Insurance to our office by September 27, 2021.** You will not be permitted to move in at the event unless your Certificate of Liability Insurance is provided in a timely manner.

Important Deadlines:

July 31	CONTRACT DEADLINE TO RECEIVE FREE EVENT PROGRAM AD
August 20	PROGRAM ADVERTISING space reservation deadline
August 27	PROGRAM ADVERTISING copy deadline
September 3	FINAL PAYMENT DUE – A late payment penalty of 15% of any balance due will be assessed after this date.
September 10	HORSE & FARM EXHIBITS APPLICATION & CONTRACTS DUE HOTEL RESERVATION – Room blocks & discounted rates at host hotels expire early October.
September 27	CERTIFICATE OF LIABILITY INSURANCE DUE
October 1	RAFFLE APPROVAL – Deadline to submit a request to conduct a “free raffle” at Equine Affaire.
October 1	EQUINE FUNDAMENTALS FORUM BREED VIDEO DUE - optional amenity
October 1	YOUTH RIDER APPLICATIONS DUE
October 1	NO CHECKS ACCEPTED: Payments must be made by credit card or bank check/money order.
October 4	ELECTRICAL SERVICE ORDER– Deadline to receive discounted pre-event rate.
October 4	BADGE ORDER FORM – Due date to request customized badges &/or to purchase badges.
October 11	BREED DEMONSTRATION SCRIPT DUE
October 11	STALL RESERVATION FORMS DUE
At Show	WIRELESS SERVICE – Your order can be placed in advance or at the event.
November 10	Move in of Breed Pavilion exhibitors: 12:00noon-8:00pm Move in of Horse & Farm exhibitors: 10:00am-8:00pm Barn Office open: 10:00am-8:00pm

Contact Information:

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