



## Important Deadlines & Information

Equine Affaire | November 10-13, 2022

### Required Documents to Obtain & Submit:

- 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, visit <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 9-14, 2022. **Please mail or fax your Certificate of Liability Insurance to our office by September 26, 2022.** 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:

<b>July 29</b>	CONTRACT DEADLINE TO RECEIVE FREE EVENT PROGRAM AD
<b>August 20</b>	PROGRAM ADVERTISING space reservation deadline
<b>August 27</b>	PROGRAM ADVERTISING copy deadline
<b>September 1</b>	<b>FINAL PAYMENT DUE</b> – A late payment penalty of 15% of any balance due will be assessed after this date.
<b>September 9</b>	<b>HORSE &amp; FARM EXHIBITS APPLICATION &amp; CONTRACTS DUE</b> HOTEL RESERVATION – Room blocks & discounted rates at host hotels expire early October.
<b>September 26</b>	<b>CERTIFICATE OF LIABILITY INSURANCE DUE</b>
<b>October 3</b>	RAFFLE APPROVAL – Deadline to submit a request to conduct a “free raffle” at Equine Affaire.
<b>October 3</b>	BREED VIDEO DUE - optional amenity
<b>October 3</b>	<b>YOUTH RIDER APPLICATIONS DUE</b>
<b>October 3</b>	<b>NO CHECKS ACCEPTED:</b> Payments must be made by credit card or bank check/money order.
<b>October 3</b>	ELECTRICAL SERVICE ORDER– Deadline to receive discounted pre-event rate.
<b>October 3</b>	BADGE ORDER FORM – Due date to request customized badges &/or to purchase badges.
<b>October 10</b>	<b>BREED DEMONSTRATION SCRIPT AND MUSIC DUE</b>
<b>October 10</b>	<b>STALL RESERVATION FORMS DUE</b>
<b>At Show</b>	WIRELESS SERVICE – Your order can be placed in advance or at the event.
<b>November 9</b>	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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