Important Deadlines & Information
Equine Affaire – April 13-16, 2023

Required Documents to Obtain & Submit:

Vendor's License / Tax ID Number: If you plan to sell merchandise at the event and have not submitted your Ohio tax ID number to Equine Affaire, Inc., please return the completed tax form to our office by March 1, 2023. Ohio law requires any exhibitor selling merchandise at the event to be in possession of a Franklin County or Ohio Transient Vendor's License. Equine Affaire, Inc. is required to provide your Ohio tax ID number to the Ohio Department of Taxation.
If you have any questions please contact Monya Monroe of the Ohio Department of Taxation. *You may obtain a vendor's license by completing the application and submitting it, along with a check for $25, to the Ohio Department of Taxation: online through the Ohio Business Gateway at www.business.ohio.gov or by calling their offices at (888) 405-4039.*

Certificate of Liability Insurance: In order to participate in Equine Affaire you must obtain liability insurance coverage and provide a Certificate of Liability Insurance that (a) lists Equine Affaire, Inc. as an additional insured and (b) **covers the time period of April 12-April 16, 2023**. **Please email or fax your Certificate of Liability Insurance by March 1, 2023**. 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:

January 20 **PROGRAM ADVERTISING DEADLINE**

February 15 **BADGE ORDER FORM** – Deadline to customize badges and/or purchase additional badges.

March 1 **CANCELLATION OF EXHIBIT SPACE** – If an Exhibitor's exhibit space fees and late payment penalty are not paid in full and received by Equine Affaire, Inc. by March 1, 2023, Equine Affaire, Inc. reserves the right to cancel the Exhibitor's Assigned Space without refund and reassign the space. **Please note:** We will not accept personal or business checks after March 1st; payments received after March 1st must be made with a money order, bank cashier's check or by credit card.

March 1 **VIDEO SUBMISSION DEADLINE**

March 1 **VENDOR'S LICENSE / TAX ID #** - if selling any type of taxable item

March 1 **CERTIFICATE OF LIABILITY INSURANCE IS DUE FOR ALL EXHIBITORS**

March 1 **HOTEL RESERVATIONS** – Say you are with Equine Affaire for special rates

March 1 **YOUTH RIDER APPLICATIONS ARE DUE**

March 1 **RAFFLE APPROVAL IS DUE –** if your organization intends to conduct a raffle at the event

March 10 **BREED DEMONSTRATION SCRIPTS AND MUSIC ARE DUE**

March 10 **STALL RESERVATION FORMS ARE DUE**

March 15 **ELECTRICAL SERVICE FORM IS DUE** directly to Expo Services

April 12	Move in of Breed Pavilion exhibitors:	noon-8pm
	Move in of Horse & Farm exhibitors:	10am-8pm
	Barn Office open:	10am-8pm

Horse Exhibits Coordinator:

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