



## Important Deadlines & Information

Equine Affaire | November 9-12, 2023

### 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, 2023. **Please mail or fax your Certificate of Liability Insurance to our office by September 26, 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:

July 17	CONTRACT DEADLINE TO RECEIVE FREE EVENT PROGRAM AD
August 20	PROGRAM ADVERTISING space reservation deadline
August 25	PROGRAM ADVERTISING copy deadline
September 1	<b>FINAL PAYMENT DUE</b> – A late payment penalty of 15% of any balance due will be assessed after this date.
September 9	<b>HORSE &amp; FARM EXHIBITS APPLICATION &amp; CONTRACTS DUE</b> HOTEL RESERVATION – Room blocks & discounted rates at host hotels expire early October.
September 26	<b>CERTIFICATE OF LIABILITY INSURANCE DUE</b>
September 29	BREED VIDEO DUE- optional amenity
October 2	RAFFLE APPROVAL – Deadline to submit a request to conduct a “free raffle” at Equine Affaire
October 2	<b>YOUTH RIDER APPLICATIONS DUE</b>
October 2	<b>NO CHECKS ACCEPTED:</b> Payments must be made by credit card or bank check/money order.
October 2	ELECTRICAL SERVICE ORDER– Deadline to receive discounted pre-event rate.
October 2	BADGE ORDER FORM – Due date to request customized badges &/or to purchase badges.
October 9	<b>BREED DEMONSTRATION SCRIPT AND MUSIC DUE</b>
October 21	<b>STALL RESERVATION FORMS DUE</b>
At Show	WIRELESS SERVICE – Your order can be placed in advance or at the event.
November 8	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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