



# EquiFest of Kansas BREED & SPECIAL DEMO SHOWCASE



## Important Information – Read Carefully

**Description/Purpose – To showcase the many breeds and disciplines of the equine world and educate the Equifest audience in an entertaining manner.**

- Participants will be stalled in a designated area in the Stall Barn.
- Participants will promote their breed and/or discipline in short exhibitions in one of the main arenas.

### **Fees & Tickets**

- Due to high traffic levels and safety concerns, the 2018 Breed Showcase area will be in the Stall Barn which will be heated. Minimum requirements are still **One** Hospitality Stall and **Four** Horse Stalls. All stalls are \$75/each. You may bring more horses; they just might be stalled away from the Breed Showcase area. The new Stall Barn configuration may allow five horses in each row.
- A Hospitality Stall **MUST** be part of your exhibit (\$75) and used to promote your breed or specialty. The hospitality area **MUST** be decorated.
- Each horse registered will receive one weekend pass for the owner/caregiver. Additional tickets may be purchased for half price by January 15. There is a limit of 10 half-price tickets per group.
- Ticket orders must include payment in full. After Jan 15, tickets must be purchased at full price at gate.
- Passes will be in packet received at check-in. Tickets for exhibitors may be left Thursday night in Show Office with names of those who will claim them and picked up Friday morning. All other tickets may be left at Will Call at the main entrance of the Expocentre with names of those who will claim them.
- If tickets are not left the night before, exhibitors without tickets must pay full price at the gate. All fees are non-refundable and must be paid in full prior to set up. Wristbands **MUST** be worn snugly for valid admission, and weekend wristbands must be worn all weekend (therefore, should not be removed because they cannot be re-attached and will not be replaced).

### **Scripts – should be educational, informative, and entertaining.**

- Programs are not to exceed 10 minutes (including any set up and tear down of equipment).
- Breed Showcase demonstrations should include various styles of exhibiting and representing your breed.
- Scripts should contain information regarding the breed and/or discipline being represented. Mention about the organization and recognition of horses/riders participating is acceptable at the end of the program but should not be the focus of the presentation. **Scripts are subject to editing by event management and must be submitted by January 15.** You may not use your own announcer. No changes to scripts will be accepted after the deadline. **There will be a \$50 late fee for scripts submitted after the deadline.**
- **Music** may accompany your program and must be submitted on a flash drive. Flash drives must be labeled with name of the breed or discipline. No CD's. It is your responsibility to take a flash drive to each of the announcers' stands Thursday or by 8am Friday. It is likely that you will be showing in both arenas this year.

### **Arrival, Departure & Stabling**

- As you pull into Exoduster Drive, please stay to the left; vendors will be pulling into the same drive and unloading to the right.
- **Be prepared to present proof of negative Coggins and health papers for all horses upon arrival.** A brief veterinary assessment will be made of each horse before entrance to the stalling areas.
- Stalls will be available beginning at 8 am on Thursday.
- Check in with Stall Barn office following the vet check to receive stall assignment and pick up packets

containing information and event passes.

- **All horses are to arrive no later than 8 am Friday and must stay on the grounds till 5 pm Sunday.**
- Breed Showcase areas must be decorated and horses in stalls provided by the facility (no substitutions accepted) by 9 am on Friday.
- Exhibitors without the proper passes must pay full price at the admission doors.
- Tack stalls may be added at the rate of \$75/each.
- Your area should be properly staffed at all times during exhibit hours and kept clean and neat.
- Shavings will be available for \$10/bag. The Kansas Expocentre does not allow outside shavings.
- **YOU are responsible for cleaning out wash racks after their use and keeping aisles and areas around your stalls clean for the duration of the event.**
- For safety reasons, horses are to remain in their stalls at all times, with the exception of preparation for the scheduled demonstration.
- Partial or complete dismantling of displays or removal of horses before 5 pm on Sunday is prohibited.
- All displays must be removed from the grounds by 11:59 pm on Monday.
- **NO PETS** are permitted at EquiFest of Kansas.
- Failure to follow these guidelines can result in denial of participation at Equifest in future years.
- Trailer parking will be in designated lots south of the Expocentre.

#### **Stall Decorations & Awards**

- The Hospitality area must be decorated. Tables, chairs, etc. are the responsibility of the exhibitor.
- Awards will be given for the “Best Dressed” hospitality area. First place winners will receive \$250, second place \$150, and third place \$100.

#### **Program Opportunity**

Applicants in Breed/Discipline Showcase may purchase a half page or larger ad in the official program. Ad insertion orders must be submitted under the same name as appears on the contract. More information is available at [www.equifestofks.com](http://www.equifestofks.com), under Vendors, Program Advertising.

**The contact person on the contract is responsible for communicating the above listed rules and guidelines to all participants prior to the event. Additions to the original application (additions in stalls, passes, etc.) must come from the contact person in writing.**