

Southern Equine Expo Clinic Participation Information

Introduction:

The Southern Equine Expo is coming to the Tennessee Miller Coliseum in Murfreesboro, Tennessee February 21-23, 2020. The Southern Equine Expo will provide a wide scope of activities to horse enthusiasts from all different backgrounds and interests each day of the expo. During the event, attendees will enjoy clinics presented by nationally known horsemen, educational seminars, interactive demonstrations, as well as an opportunity to shop a wide variety of vendor booths.

Important Information for Clinic/Demonstration Participants Please Read Carefully

Limited opportunities exist to ride with our clinicians during their individual presentations on Friday and Saturday. In addition, on Sunday, February 23th our clinicians will hold mounted clinics to include individual and group instruction for participants as they ride their own horses in a traditional group clinic setting.

Clinic Participation

1. Participation in the Southern Equine Expo as a rider provides a service to both the clinician and the audience while benefitting the rider.
2. The clinics are not a private lesson for your benefit alone. The clinician has a planned program of training theories and techniques to deliver to the audience. As a Clinic rider, you must be willing to do as the instructor requests, unless the rider believes it to be harmful to themselves or their horse.
3. Participant agrees to respectfully follow all requests and instructions made by the clinician.
4. Horses should be comfortable in a noisy environment. This is a symposium style event, so there will be lots of distractions, with people and horses moving about.
5. Event management has the right to deny participation in clinics. Completing this agreement does not guarantee acceptance as a demonstration participant.

Please refer to the enclosed "Horse Paperwork Checklist" at the end of this document to ensure you submit all required paperwork for your activity

Important Information for Breed and Discipline Association Participants

The following information is for organizations participating in horse related activities during Southern Equine Expo. This material includes specific information about each type of activity and requirements for those activities.

The Breed Demonstrations

Selection Process

1. Groups representing the national & state organizations will be given first consideration. No individual horse owners will be permitted to represent a breed independent of an official association. Individuals who are interested in having their breed represented at the Southern Equine Expo are encouraged to contact their breed associations and get them involved.
2. Vendor booth will be assigned by the SEE management to individual associations on a first come first serve basis. Breed and/or riding discipline associations receive a discounted vendor rate. Only one breed may occupy a vendor booth.

3. Event management retains the right to limit the number of representatives per breed or discipline or to decline or prohibit participation by an animal/farm/owner, which in the management's opinion is not suitable to and in keeping with the character of Southern Equine Expo.
4. After receiving vendor agreement, association representative will be sent packets to distribute to interested individuals to bring horses for demonstrations. Live demonstrations are not required. However, live demonstrations may increase awareness and promote association activities.
5. Groups selected will have two (2) 5-7-minute demonstrations during the weekend. The demonstration will be held in the coliseum and/or Horse Science Arena.
6. Horses will be invited to place two horses in the demonstration stalls located in the Warm up arena for 30 minutes each day. The demonstration stalls provide an opportunity for people to learn more about the horses shown in the breed demo and about the breed or discipline. Times will be selected by the Organizers.
7. Demos may not be used to promote stallions, farms, sales or other commercial activities. Please remember that Parade of Breeds is to be an educational demonstration highlighting your breed and or riding discipline.
8. Due to space constraints, the total number of stalls allowed per group will be limited. You will be notified of the stalls available in the acceptance letter.
9. After receipt of all requested information, each organization will be informed of the exact time for their demonstrations.
10. Please be sure to indicate the amount of time you would like for your demonstration, trying to keep it to maximum of 7 minutes.
11. Each group will receive two (2) badges per horse. Additional badges may be purchased in advance or on-site. Group members will not receive additional wristbands if they are selected to participate in any other additional areas of the Southern Equine Expo.
12. Each person involved group presentation must complete individual Release, Waiver, & Indemnity Agreement.

Rules and Regulations for Stabling, Parking and Participating in Horse Related Activities

Stall Information

1. All horses must be kept in a stall when not ridden during the Southern Equine Expo. There will be NO horses tied to or left in trailers during the Expo.
2. The enclosed Stall Reservation form must be completed in its entirety.
 - a. A Stall Reservation Form must be completed in order to reserve a stall(s) and returned with clinic deposit.
 - b. **One form per horse** must be completed and a copy of this form will be placed on your assigned stall by our staff before your arrival.
 - c. The cost for overnight stalls is \$25 per night. This fee **must be remitted upon arrival**.
 - d. The cost for day stalls is \$25/day and you must provide or purchase two (2) bags of shavings minimum to be used in the stall.
 - e. Stalls are limited to a maximum of four (4) per breed demonstration unless agreed to in advance by Southern Equine Expo.
3. You may bring your own bedding to the show, or you may pre-order bedding on the attached Stall Reservation Form. If you plan on purchasing baled shavings, this must be done IN ADVANCE via

the Stall Reservation Form. The cost of bedding is \$7.50 per bag if ordered prior to the event, \$8.00 at the show.

4. All stalls have asphalt floors. Mats are available for rent through StallMatRentals.com.
5. Tack stalls will be available at this show. You may order an additional stall at the cost of \$20/night for use as a tack stall, but this must be ordered and paid for in advance.
6. There are **NO REFUNDS** for unused stalls.
7. Horses must be placed in the stalls designated for that horse. If a change must be made, the Southern Equine Expo staff member located in the barns must be notified and must approve the stall change before the move is made.
8. Please keep in mind there will be stallions housed in the barns with the demonstration horses. We will do what we can to accommodate mares by housing them away from the stallions, but please be aware this may require us to separate them from the rest of your group.

Horse Health Requirements

1. All horses attending Southern Equine Expo must be current on all vaccinations.
2. A copy of a negative Coggins, current within one year of February 23, 2020, must accompany the Stall Reservation Form for all horses. **No stall reservations will be made without Coggins.**
3. Southern Equine Expo staff will be comparing Coggins to horses in stalls. Please be sure to put your horse in the correct stall. Any horse not matching the Coggins given may be asked to leave the grounds immediately.
4. A Health Certificate is required for all horses coming to the show and stabled outside of Tennessee. A copy of the **health certificate or Equine Passport** must accompany all horses stabled outside of Tennessee. A Health Certificate is valid for 30 days from the last day of the show.
5. **NO** horse will be allowed to enter the stables or the show without the proper health papers as described above and no stalls will be assigned without these forms.
6. Please do not send originals, as they cannot be returned to you.
7. **Paperwork will be accepted at the show.** Mailed or Emailed copies can be accepted, however, please make sure to copy all Coggins on a dark setting before sending.

Check-in Procedure – General

1. When you arrive at the show site, please check in at the Show Office and get your stall assignment(s). A Southern Equine Expo staff member will be available to assist you at the barns on Thursday 8:00 AM-9:00 PM, Friday 7:00 AM-9:00 PM, Saturday 7:00 AM-6:00 PM and Sunday 7:00 AM-noon.
2. Staff will only be available during the hours listed above, so please plan accordingly. You may only bring horses in during the times listed above.
3. Do not unload your horses until you have received your stall assignment. For the safety of all horses attending the Expo, health paperwork must be verified before you unload your horse.
4. No horses may arrive at the Tennessee Miller Coliseum Complex before 8:00 AM on Thursday unless prior arrangements have been made.
5. All horses must be off of Tennessee Miller Coliseum Complex property by 11:00 am on Monday.

Parking Information

1. All horse trailers must be parked in designated areas only. Vehicles or trailers may not be parked on the parking areas which are used by show attendees; please use areas designated below the Horse barns for exhibitor parking.
2. Illegally parked trailers may be ticketed, towed or become blocked by other vehicles. All fines incurred by illegally parked trailers are the responsibility of the trailer owner.
3. At no time should trailers be stopped for loading and unloading on the traveled portion of the road or in designated fire lanes.
4. Horse trailers, trucks, other vehicles or equipment may not be listed "For Sale" while parked on the Farm Show property. This is done to protect vendors exhibiting in Southern Equine Expo and is strictly enforced.

Rider Information

1. All individuals riding or handling horses must sign the enclosed Release Form. **UNDER NO CIRCUMSTANCES** will anyone be allowed to handle or ride a horse unless they have signed and submitted the release form.
2. Riders performing in Clinics, Parade of Breeds, competitions or "Other" demonstrations will be allowed into the show at no additional charge, on the day that they are to perform only.
 - a. Indicate the rider's names on the Release Form as this form will be used to develop a list for admitting these riders into the show.
 - b. **Anyone not listed as a rider on the Release will be required to purchase a full price ticket for the show.**
 - c. Only **ONE** rider per horse will be admitted at no charge **on the day(s) they are performing only**. We will use the horse's Coggins and stall reservation forms to determine how many riders will be allowed into the show.
3. All clinic riders, Parade of Breed participants, competition contestants must be listed on the Release Form.
4. Riders for Breed Demonstrations and "Other" demonstrations or competitions should check in at the Expo Office in the Miller Coliseum or to the Show Office downstairs each day to receive their arm band. This arm band will enable them to come and go during the show day. Vendor badges will not be issued for these riders.
5. Anyone whose name is not on the Rider List as indicated in item 2 above or whose name is not on the exhibitor badge list, will be charged the daily admission fee to the show (adults \$15.00, ages 12 and under \$10.00).
6. Anyone with horses stabled in the Tennessee Miller Coliseum Complex barn will have access to them during the entire show. Show admission is not required to access the barn area.
7. To gain admittance to the Expo, each rider must check-in to receive their arm band on a daily basis. They may check-in at the barn or at the Exhibitor Registration Desk.
8. Demonstration and competition riders must be on the show grounds **at least two hours prior** to the event in which they will participate. You may arrive the day before you ride. We may choose to provide a substitute horse/rider for a demonstration if the assigned participant has not checked in within two hours of the demonstration.

- a. Once your horse is situated, go to the Show Office Registration Desk. The staff person at the Registration Desk will provide an arm band for Expo entry. You will then be directed to the staff member coordinating that arena's activities.
- b. The Arena coordinator will inform you where and when you will need to arrive for your demonstration/clinic or competition, what will be required from you and your horse, and how the horse should be tacked for your demonstration, if applicable.
- c. Inform the Arena coordinator of where you will be just prior to your demonstration/clinic, so if any changes occur you can be notified in advance.

General Expo Guidelines

1. For your safety, the safety of your horses and the safety of the general public, show security is on site at all times during the show. No horses or riders will be allowed in the main Coliseum before the show opens or after it closes. ***NO EXCEPTIONS.***
2. No one will be permitted to bring horses into the arenas for practice during show hours. Events are scheduled in our arenas at all times during show hours. Immediately before and after the show each day, rings are closed for maintenance.
3. Access to barns is available 24 hours per day during the show for all horse owners.
4. Riders or associates that ignore requests from or who are abusive to any Southern Equine Expo or Tennessee Miller Coliseum employee may be asked to leave the facility and forfeit all monies paid. Please make sure all members of your organization are aware of the guidelines outlined in this package. Individuals or organizations violating this provision may also lose the privilege of participating in future Southern Equine Expo.
5. All video and still photography of any show exhibit and/or exhibit staff taken by an agent of Southern Equine Expo will remain the property of Southern Equine Expo for use in promoting current and future events or for use of any other purpose and exhibitor hereby consents to and authorizes any such use.
6. Any unruly or unsafe animal which, in the opinion, of event management, is posing a threat to safety may be asked to be removed from the facility.
7. The decision of the event management must be accepted as final in any disagreement between participants or in the decision to remove from the Expo any participant or his representative performing any act or practice that, in the opinion of management, is objectionable.

Horse Paperwork Checklist

This checklist is being provided to help you organize important deadlines and as a reminder for other items concerning your participation in the Southern Equine Expo. Information on each item can be found enclosed with this form. Please plan ahead to avoid unnecessary costs and delays. Please remember that all forms must be mailed in time to meet deadlines.

_____ February 1 - **Stall Reservation Form** due to Southern Equine Expo, LLC (required from everyone needing a stall – including complimentary stalls – one form per stall).

_____ February 1 – **Waiver Release Form** due to Southern Equine Expo, LLC (required by all who are riding or handling a horse).

_____ February 20 - Copy of **current negative coggins** due to Southern Equine Expo, LLC (required for all horses brought onto the coliseum property).

_____ February 20 - **Health Certificate** due to Southern Equine Expo, LLC (required for all horses stabled outside of Tennessee).

Notes:

This form is for your use; please keep it for your records.