

Horse Exhibitor Information Fact Sheet
Rocky Mountain Horse Expo
March 10th, 11th and 12th, 2017
National Western Complex – Denver, Colorado

22 S. 4th Ave., #106, Brighton, CO 80601
Phone: (303) 292-4981 Fax: (303) 293-2412 Email: expo@rockymountainhorseexpo.com
Website: www.RockyMountainHorseExpo.com

General Information:

OFFICIAL TRADE SHOW HOURS: (Please note as show hours have changed)

TRADE SHOW HOURS:

Friday, March 10 th (Show Hours)	Doors Open: 9:00 A.M. Doors Close: 7:00 P.M.
Saturday, March 11 th (Show Hours)	Doors Open: 9:00 A.M. Doors Close: 7:00 P.M.
Sunday, March 12 th (Show Hours)	Doors Open: 9:00 A.M. Doors Close: 5:00 P.M.

Special Note:

Trade Show Exhibitors will be allowed access to their booth on the Trade Show Floor at 7:30 A.M. Friday through Sunday. Doors will open to the public at 8:00 A.M.; however, booths are not required to be open until 9:00 A.M. Please report to the doors at the Northeast lobby of the Expo Hall for admission. **YOU MUST HAVE TRADE SHOW EXHIBITOR CREDENTIALS FOR ACCESS.**

Trade Show Office:

This is where you will pick up your packet and credentials. The Trade Show office is located in the Northeast corner of the Expo Hall and the phone number is (303) 297-1553. Please feel free to call on us for any assistance you may need.

Host Hotel:

Doubletree by Hilton Denver Stapleton North, 4040 Quebec St., Denver, CO 80216
Phone: (303) 321-6666

- Call hotel for rates, amenities and services.

Other Hotels:

The Westin Westminster, 10600 Westminster Blvd., Westminster, CO 80020
Phone: (303) 410-5000

- Call hotel for rates, amenities and services.

Embassy Suites Denver Stapleton – 4444 N. Havana St., Denver, CO 80239
Phone: (303) 375-0400

- Call hotel for rates, amenities and services.

Move-In Schedule:

A map of National Western Complex is available on our website. All horse exhibitors should enter through Gate 7 off of Brighton Boulevard, across from the Post Office.

Check-In:

- Exhibitors (including horse & vendor) should enter through Gate 7 off of Brighton Boulevard, across from the Post Office.
- A map of the National Western Complex is available on our website.
- Check in will begin Thursday, March 9th at 9:00 A.M. No early entries are allowed unless you are participating in the PreExpo clinics on Wednesday, March 8th or Thursday, March 9th or have made prior arrangements.
- At Gate 7, health papers will be checked and horses will be examined.
- Proceed to the barn as directed and unload as quickly as possible.
- Vehicles and trailers MUST be removed within 30 minutes.
- Vehicles will return to parking lot G or H (Gate 8) on the north side of the Events Center.
- Special needs and/or early move-ins must contact the Trade Show Manager for assistance.

Packets, including credentials and parking passes can be picked up at the Trade show office located in the Northeast corner of the Expo Hall.

All outstanding balances MUST be paid by February 24, 2017. Any outstanding balances after that date must be paid with cash, certified check or credit card. This includes any fees owed Rocky Mountain Horse Expo for extra passes, etc. Move-in will not be allowed and exhibitor passes will not be released if payment in full has not been received.

Parking:

- Any advanced-purchased parking passes will be included with your packet and available at check-in.
- Additional 3-day parking passes may be purchased for \$25.00 each with in-and-out privileges.
- Additional 1-day parking passes are \$10.00 per day with NO in-and-out privileges.
- Parking passes are not needed on Tuesday, March 7th, Wednesday, March 8th or Thursday, March 9th.
- Trade Show Vendors and Horse Exhibitors will be allowed to unhook trailers and park them for no additional charge in Lot C. This lot is locked and secured in the evening between 10:00 P.M. and 6:00 A.M. During these times, you will have access to your trailer via Security Personnel, but you will not be able to remove your trailer from the lot.
- Exhibitor vehicles must return to Lot G or H to park, where a parking pass will be required.

Overnight RV parking must be arranged directly with the Rocky Mountain Horse Expo Office on a first come, first served basis at (303) 292-4981 unless already indicated on contract and pre-paid.

Exhibitor/Entry Badges:

- Any advanced-purchased Exhibitor/Entry Badges will be included with your packet and available at check-in.
- Additional 3-day exhibitor/entry badges may be purchased for \$25.00 each at the Show Office.
- Additional 1-day entry tickets are \$10.00 per day.
- All 3-day exhibitors' entry badges have in-and-out privileges.

Ticket Pricing Information for the General Public

General Grounds Admission

- \$ 10.00 **Adult** 1-Day Grounds Pass *(Age 18 and over)*
- \$ 8.00 **Children/Students/Seniors** 1-Day Grounds Pass *(Children age 5 & under are free)*
- \$ 40.00 **Family Package** of (5) 1-Day Grounds Passes *(Up to 5 people-group must include 1 adult. Age 5 & under free)*

Mane Event Admission

- \$ 10.00 **Mane Event Admission** (Good for 1 entry on either Fri OR Sat night event. Applies to all ages.)
\$ 40.00 **Family Package** of (5) Mane Event Admissions (Up to 5 people-group must include 1 adult. Applies to all ages.)
(Family 5-pack of tickets good for 1 entry per ticket; ALL TOGETHER on either Fri OR Sat night.)

Combo Packages:

- \$ 15.00 **Combo Pass** (includes 1-Day Grounds Pass + 1-Mane Event Admission (All ages))
\$ 65.00 **Combo Family Package** (includes (5) 1-Day Grounds Passes + (5) 1-Mane Event Admissions)
(Up to 5 people-group must include 1 adult. Applies to all ages.) (Family 5-pack of tickets good for 1 entry per ticket; ALL TOGETHER on either Fri OR Sat night.)

Move Out Schedule/Dismantling Your Stall:

It is expressly prohibited to dismantle any portion of your stall or remove your horse prior to 5:00 P.M. on Sunday, March 12th.

Stalls and building must be vacated by 9:00 P.M. Please try to have all of your items packed and ready to load **before** bringing your trailer into the barn parking area. This will help ease congestion.

To insure a safe and smooth move out, volunteers will be directing traffic and will instruct you accordingly. Asking for their assistance and following their instructions will provide for an easy departure for everyone. Your cooperation is appreciated.

During the show, vehicle access in or out will be through Gate 7.

Insurance:

A certificate of insurance is **requested, but not mandatory** for all horse exhibitors. It is in your best interest to protect you and your horse.

We encourage you to supply your own liability insurance through your own resources. If you do not have your own policy, insurance is available for purchase through Equisure, Inc. for \$75 for the Expo. Insurance can be purchased online at our website at www.coloradohorsecouncil.com and clicking on the **Horse Expo** tab at the top, then on the **Exhibitor Forms and Info** button at the left, then clicking on the link that says ***“or click to Purchase Insurance Online”***.

Veterinarian:

There will be a Veterinarian on site during show hours. Contact Barn Manager if a Veterinarian is needed.

Sales Tax Licenses:

To make sales at the Rocky Mountain Horse Expo, you must have sales tax licenses for both the State of Colorado and the City and County of Denver. A State of Colorado single or multiple event permit is required. A list of all exhibitors participating in the Expo shall be furnished to the City and County of Denver and the State of Colorado upon their request.

It is the Exhibitor’s responsibility to contact the following to receive the appropriate procedures for reporting and submitting all taxes due.

Colorado Department of Revenue at (303) 866-5643
City and County of Denver at (720) 865-7041

Security:

Security officers will be on grounds during all nonevent hours. Security will be in place in the Expo Hall, Hall of Education and the barn area. However, please take all necessary precautions to protect merchandise and valuables. Colorado Horse Council and the National Western Complex are not responsible for stolen and/or damaged goods.

Dogs:

Absolutely no dogs are permitted on the National Western Complex grounds, except those used by individuals with disabilities. Violation of this rule may result in an exhibitor being asked to leave by ordinance of the City and County of Denver.

Stalls:

Stalls (wood and/or metal) vary in size from 9'x8' to 9½' x9¾'. If stall walls are removed, they **must** be stored within the stall and **must be replaced** at the end of the Expo. Failure to do so will result in the exhibitor being charged an additional \$40.00 per wall.

All stalls pre-assigned for Stallions will remain in place, unless other arrangements are made with the Barn Manager. We do our best to keep Stallions from being either directly adjacent to or behind each other. Your cooperation in helping to maintain peace in the stallion area is appreciated.

Hay, Feed and Bedding

Hay and Bedding will be available from B & T Tack. **Hay is \$10/bale** (grass or alfalfa available) and **bedding is \$8.50/bag**. You can contact **Bill Amen at (303) 809-6352**. Exhibitors may also bring their own.

Health Requirements:

- Exhibitors must have a current health certificate (within 30 days of Expo) on all horses brought to the Expo.
- Health certificates will be looked at before horses are admitted to the barns.
- Besides health certificates, Out of State Origin horses must also show proof of a negative test of Equine Infectious Anemia Test (AGID/Coggins or Elisa). The negative EIA test must be within 6 months of the date of Expo.
- Brand inspection papers are required for Out of State Origin horses and In State horses that travel over 75 miles. **Livestock Inspection Telephone: (303) 869-9160.**

Horse Presentations & Mane Event

1. Exhibitors must provide scripts that are typed, double-spaced and 125 words or less and under 2 minutes. An announcer will be provided to read the scripts.
2. Horses are limited to 2-4 minutes in the arena unless prior arrangements have been made.

Please provide a copy of this information to all individuals in your group.

WARNING: UNDER COLORADO LAW, AN EQUINE PROFESSIONAL IS NOT LIABLE FOR AN INJURY TO OR THE DEATH OF A PARTICIPANT IN EQUINE ACTIVITIES RESULTING FROM THE INHERENT RISKS OF EQUINE ACTIVITIES, PURSUANT TO SECTION 13-21-119 COLORADO REVISED STATUTES.