

Horse Exhibitor Information Fact Sheet
Rocky Mountain Horse Expo
March 9th, 10th and 11th, 2018
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 9th
(Show Hours)

Doors Open: 7:30 A.M.
Doors Close: 7:00 P.M.

Saturday, March 10th
(Show Hours)

Doors Open: 7:30 A.M.
Doors Close: 7:00 P.M.

Sunday, March 11th
(Show Hours)

Doors Open: 7:30 A.M.
Doors Close: 5:00 P.M.

2/16/18 revisions
to this document
are highlighted
in blue.

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 7:30 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 HORSE EXHIBITORS and VENDORS pick up their 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:

Courtyard Marriott Denver Stapleton

7415 East 41st Avenue
Denver, CO 80216
Phone: (800) 321-2211 or (303) 333-3303

- Refer to the Rocky Mountain Horse Expo to receive the special group rate

Guests are asked to call Marriott Reservations at (800) 321-2211 or (303) 333-3303 on or before Wednesday, February 21, 2018 to make their sleeping room reservations. Please identify yourself as part of the Colorado Horse Council group staying at the Courtyard Denver Stapleton. All reservations must be guaranteed with a major credit card.

Additional Lodging Option:

Renaissance Marriott Denver Stapleton

3801 Quebec Street
Denver, CO 80207
Reservation Method:
Phone-in to 888-855-7741 or (303) 399-7500

On-line registration at http://www.marriott.com/meeting-event-hotels/group-corporate-travel/groupCorp.mi?resLinkData=Rocky%20Mountain%20Horse%20Expo%5Edensa%60RMHRMHA%7CRYMRYMA%60119.00-129.00%60USD%60false%604%603/7/18%603/11/18%602/28/18&app=resvlink&stop_mobi=yes

Guests MUST include identification code to be provided by Renaissance Denver Stapleton Hotel.
Reservation Due Date: 2/19/18

Additional Lodging Option:

Drury Inn & Suites Denver Stapleton

4550 North Central Park Blvd
Stapleton, CO 80238
(303) 373-1983
www.druryhotels.com

Group room rates include the following for overnight guests:

- Free Hot Breakfast – Start every day with make-your-own Belgian waffles, scrambled eggs, sausage, fresh fruit, oatmeal, biscuits and gravy, KELSO+BROS® coffee and more. Free hot breakfast is served daily from 6–9:30 a.m. on weekdays and 7–10 a.m. on weekends.
- Free Evening Drinks and Snacks* – Join us from 5:30–7 p.m. every evening to enjoy free hot food and cold beverages at our 5:30 Kickback®. We feature a rotating menu of hot food, beer, wine, mixed drinks and soft drinks.
- Free Wi-Fi Throughout the Hotel – Get the score, check your social networks or email family members from anywhere in the hotel – for free!
- Free Soft Drinks and Popcorn – Complimentary freshly-popped popcorn and a refreshing beverage are available each evening for a great nighttime snack!
- On-Site Facilities – Take advantage of the business center, fitness center or pool while you're away from home. Print your boarding pass, finish a presentation or check e-mail in our business centers.

Method of Reservations:

Reservations will be made by: Individual Call-In.

Individual Call-In reservations can be made by reserving online, go to www.druryhotels.com, then enter Group number of **2333176**.

Reservations may also be made by calling 1-800-325-0720 and refer to the Group number of 2333176.

We require a valid credit card and photo ID to be presented at check in.

Check In Time: 3:00 p.m.

Check Out Time: 11:00 a.m.

Arrangements may be made for baggage storage with the Hotel's front desk staff.

Cutoff Date:

Reservations by attendees must be received on or before Wednesday, February 14, 2018 (the "Cutoff Date"). After the Cutoff Date, Hotel will release the unreserved rooms for general sale. Reservations received after the Cutoff Date will be confirmed on a space-available basis at prevailing rates.

Cancellations: Individual reservations must be cancelled prior to 12:00 p.m. on the confirmed date of arrival in order to avoid a fee equal to one night's room rate plus tax.

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 8th at 7:00 A.M. No early entries are allowed unless you are participating in the PreExpo clinics on Wednesday, March 7th or Thursday, March 8th or have made prior arrangements.
- Health papers will be checked and horses will be examined at Gate 7 and Barn Office.
- Check in at Barn Office PRIOR to unloading horse(s).
- 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 23, 2018. 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 6th, Wednesday, March 7th or Thursday, March 8th.
- 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. No overnight stays are permitted in Lot C.
- 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 \$30.00 each at the Show Office.
- Additional 1-day entry tickets are \$12.00 per day.
- All 3-day exhibitors' entry badges have in-and-out privileges and includes one admission to the Mane Event for either Friday or Saturday's performance.

Ticket Pricing Information for the General Public

General Grounds Admission

- \$ 12.00 **Adult** 1-Day Grounds Pass (*Age 18 and over*)
- \$ 10.00 **Children/Students/Seniors** 1-Day Grounds Pass (*Children age 5 & under are free*)
- \$ 50.00 **Family Package** of (5) 1-Day Grounds Passes (*Up to 5 people-group must include 1 adult. Age 5 & under free*)

Mane Event Admission

- \$ 12.00 **Mane Event** Admission (*Good for 1 entry on either Fri OR Sat night event. Applies to all ages.*)
- \$ 50.00 **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:

- \$ 18.00 **Combo Pass** (includes 1-Day Grounds Pass + 1-Mane Event Admission (*All ages*))
- \$ 80.00 **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 11th.

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 become a member of the Colorado Horse Council with either an Individual Insured or Family Insured membership. These 2 memberships each come with a \$1 Million Personal Excess Liability Insurance policy. For more information, go to www.ColoradoHorseCouncil.com/CHC/Membership.

Veterinarian:

There will be a Veterinarian on site during show hours. Contact the Barn Manager if a Veterinarian is needed. This year's Vet is:

Colorado Equine Clinic
9616 W. Titan Rd.
Littleton, CO 80125
(303) 791-4747

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. Service dogs must have proof of certification checked by Show Office personnel **PRIOR** to entry. Violation of this rule may result in an exhibitor/visitor 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 \$50.00 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 \$13/bale** (grass or alfalfa available) and **bedding is \$8.75/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.

Release Waiver:

- Every Horse Exhibitor MUST sign a Release and Hold Harmless Agreement and turn in to the Barn Manager or the Trade Show Office Manager. Forms can be downloaded at www.ColoradoHorseCouncil.com/RMHE/Exhibitor-Forms-Info/.

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.