



SHOW OFFICE

651-642-2338

(only during Expo)

Expo Office Hours

Wednesday 8am-8pm

Thursday 7am-9pm

Friday 6am-10pm

Saturday 7am-10pm

Sunday 7am-6p

Welcome to the Minnesota Horse Expo! For info on the Expo, you can go to www.mnhorseexpo.org, and also check out our [Minnesota Horse Expo](#) Facebook page. We encourage our vendors to post on that page! If you post something, let us know so that we can share it to our main FB page.

SHOW TIMES:

Friday, April 26:	8:30am – 7:00pm (Coliseum open until 9:30)
Saturday, April 27:	8:30am – 7:00pm (Coliseum open until 9:30)
Sunday, April 28:	10:00am – 5:00pm

(Buildings open at 6:00am Friday-Saturday and 8:30am Sunday for restock)
*Sunday church service for Exhibitors only in the DNR Building at 8:30am

BOOTH EXHIBITORS – SETUP/MOVE-IN TIMES:

Wednesday, April 24	8:00am to 10:00pm (buildings close at 10pm)
Thursday, April 25	7:00am to 11:0pm (buildings close at 11pm)
Friday morning, April 26	6:00am to 8:00 am (wristband required for entrance)
Grounds open for Horse Barn access:	Saturday 6am Sunday 7am

Security will be on the Expo Grounds starting at 8:00am Wednesday, April 24 through Monday, April 29.

HORSES – ARRIVAL:

Thursday, April 25:	6:00am – 10:00pm
Friday, April 26:	6:00am – 7:30am

Any trailers/horses arriving after hours or on Saturday/Sunday must contact the Horse Barn Manager for instructions.
Horse Trailers should enter the fairgrounds from Como Avenue at Canfield.

EXPO HOTELS: <http://mnhorseexpo.org/hotel.html> to find Expo sponsored hotels: Double Tree (651-636-4567), Courtyard by Marriott (844-209-3696), Residence Inn (651-636-0680). If calling to make a reservation be sure to mention that you are coming to the Minnesota Horse Expo.

CAMPING: Motor Home/Campers/LQ horse trailer parking is available on a first come, first served basis in an adjacent area west of the Expo grounds. There is a \$75 fee for the weekend, with a limited number of sites with electric/water hookup (if weather permits the water to be turned on). Check in with the motorhome parking attendant. Camping is available from 8 am on Wednesday, April 24 until noon on Monday, April 29.

PARKING: Parking for vendors and attendees is FREE in the State Fair parking lots and on streets, no permit is required. All parking signs must be obeyed. There is no event parking allowed for vendors behind the buildings – this includes the Coliseum. Vehicles without special permits displayed will be towed at the owner's expense.

TRAILER PARKING: Special parking for horse, stock/supply trailers is available in the parking lot on the west end of the Expo grounds. Enter from Como Avenue at Canfield, or at the west end of Judson St, the main street that runs through the Expo grounds. Vendors can use this parking to leave trailers and access them throughout the show. Vehicles are allowed on the Expo grounds from 6-8 a.m. Saturday and 8:30-9:45am on Sunday if vendors need to restock their booths.

EXHIBIT BOOTH INFO: HEATERS AND FANS ARE ALLOWED IN THE BUILDINGS, but only the Coliseum has heat and A/C. Unless otherwise noted, each indoor booth is 10' deep by 10' wide. Table top spaces vary, but are usually 3-4' deep by 6' wide. There are electric outlets in every building, and each vendor booth has access to them. However, you WILL need to bring an extension cord to reach the outlet. They MUST be three-wire flexible, minimum 12 gauge or larger, with a three-prong ground. No lightweight (2-wire) extension cords or "zip" cords are allowed on the State Fairgrounds.

Prohibited Items – State Fair policy that they will be strictly enforcing – If you have any of the items below you will be asked to remove them from your booth. Whips associated with driving/riding will be allowed.

The display, sale, distribution or use of weapons (including, but not limited to, firearms, knives, whips, martial arts items, chains, studded jewelry, water pistols, pea and rubber band shooters), fireworks, drug paraphernalia, laser pens and pointers, pornographic or offensive materials of any type, including their use as game prizes, is prohibited unless such display, sale or distribution is specifically authorized under the terms of a License Agreement executed by the State Fair. Use of live animals and cigarette lighters as game prizes is also prohibited. Decisions made by State Fair staff will be final.

SHOW DECORATOR: The Expo provides pipe and drape to each booth through our show decorator, Cenaiko Expo, with an 8' high back and 3' high side drapes (table tops do NOT have side drapes). Tables and chairs are not part of your booth, but you can bring your own, or rent them through Cenaiko, who will be on site during check-in and through Saturday for any orders for tables/chairs special needs. They are located inside the Coliseum, on the opposite side of the wall from the Expo Office and have a main office north of the Poultry building across the alley.

EXHIBITOR INSURANCE REQUIREMENTS: All booth and stall vendors are required to have \$1 million liability insurance listing the Minnesota Horse Exposition as Certificate Holder.

SALES TAX RATE FOR FAIRGROUNDS: 8.375% (To find out what items are taxable in Minnesota: www.revenue.state.mn.us. For information related to sellers and event operators, see Fact Sheet #148, *Selling Event Exhibitors and Operators*.)

SHIPPING INFORMATION/EXPO ADDRESS: If you need to have supplies or shipments sent to the Expo Grounds for the show, you can send them to: (Your business name) C/O MN Horse Expo, Coliseum, 1784 Judson Ave, St. Paul, MN 55108. Shipments will be held in the Expo Office in the Coliseum until they are picked up. They are secure, but the staff does NOT have the time to check each delivery. They get dropped off in the front of our office by the delivery personnel.

INTERNET ACCESS: The State Fair offers a service through USI Fiber Internet and you can get a better rate by applying in advance for this WiFi service by filling out a State Fair Request for Data Services form. You will be billed directly from the State Fair after the Expo for this service. Locations: Coliseum, Cattle/Livestock, Horse Barn, Miracle of Birth and outdoor vendors.

Coliseum: Wi-Fi is available for a fee by logging in and pay directly from your smart phone or computer/tablet just by following the prompts for the State Fair Wi-Fi, but you will pay a higher rate for not as fast of an internet by using this process. You can also use the USI internet for a better rate and faster data speeds (above).

Data services/WiFi in the **Sheep and Poultry** buildings are ONLY available with a DSL line through (there is no Wi-Fi in the Sheep and Poultry buildings but hotspots will work). Paperwork is required in advance to set up a DSL line so contact Event Manager Jenny Buskey at eventoffice@mnhorseexpo.org to get the application.

COPY/PRINTING: Office Depot, 1614 County Rd C West, Roseville, MN 55113, 651-233-1929.
www.officedepot.com

PROPANE TANK FILL OR EXCHANGE:

Holiday Gas Station, 1301 Industrial Blvd, MPLS 55413
Holiday Gas Station, 281 Snelling Ave, St. Paul 55104
U-Haul, 883 University Avenue, St. Pau, 55104

GETTING INTO EXPO: All Exhibitors will need a 3-day wristband or one of the daily wristbands on the wrist to enter the Minnesota Horse Expo starting Friday morning at 6:00 a.m. Vendors can get on Expo Grounds at 6:00 a.m. each morning, and can drive a vehicle onto the grounds if necessary, but all vehicles must be off the Expo grounds by 8:15 am (9:45am on Sunday). Security will start reminding drivers of this at 15 minutes prior.

WRISTBANDS: Booth vendors receive two (2) 3-day wristbands for every paid booth up to a maximum of eight (8). No vendor can get more than 8 **free** wristbands, regardless of the number of booths purchased. Horse stall exhibitors receive one (1) 3-day wristband per horse. The 3-day vendor wristbands can **ONLY** be purchased Tuesday and Wednesday in the Expo Office for \$40 each. Starting at 8:30am on Friday, Exhibitors that do not have a wristband may purchase early access daily admission at Will Call for \$18.00 or a general public access at any ticket booth. All ticket booths open at 8:00am on Friday and Saturday and 9:30am Sunday of Expo but Will Call is open at 6:00am (7am on Sunday). On Friday at 6am you can still purchase a 3-day wristband but the price will be \$45. **DO NOT PURCHASE ANY TICKETS ONLINE FROM OUR WEBSITE.** These will **NOT** get an exhibitor into the Expo grounds before it opens to the general public.

If you have a 3-day wristband and must leave the Expo to be replaced by another person, go to the Will Call Booth. Your band will be cut off and kept at Will Call and a new wristband will be put in an envelope for your replacement. This does **NOT** apply to daily wristbands. The Will Call Booth is located on the southeast corner of Liggett Street and Carnes Avenue, near the midway parking lot.

DAILY TICKETS: Should you need more tickets for additional workers, daily tickets may be purchased at a discount (\$2 off the regular admission price) at the Expo office for \$16.00 each on Wednesday and Thursday. After that time, exhibitors that do not have a wristband may purchase daily admission at any Ticket Booth at the regular price (\$18.00). However, it is important to remember that only wristbands or blue vendor tickets allow someone on the Expo grounds between 6:00-8:30 a.m. and can **ONLY** be purchased at Will Call or in the Expo Office. The general public is not allowed in until 8:30 a.m. (10:00am on Sunday).

WILL CALL: The Will Call Booth is located at the north gate at the corner of Liggett and Carnes. If you leave the Expo and are being replaced by another person, go to the **WILL CALL BOOTH** and your band will be cut off and kept at the Will Call Booth. A new wristband will be put in an envelope for your replacement. The name of the replacement person should be left with the attendant at the Will Call Booth. This process only applies to the 3-day vendor wristband, not for daily wristbands.

WILL CALL DAILY HOURS:

Friday, April 28 6:00am – 9:30pm

Saturday, April 29 6:00am – 9:30pm

Sunday, April 30 7:00am – 3:30pm

If Will Call is closed, go to the Expo Office in the Coliseum

CATTLE BUILDING EXHIBITORS: To help with vehicle congestion, please enter on the west end and exit on the east end of the building. Also, please keep to the right, unload your vehicle quickly, and move your vehicle out of the barn before you set up your booth. After the show closes on Sunday at 5:00, please take down your booth and have it ready to load before you enter with your vehicle, then load and leave as quickly as possible. We appreciate your cooperation. With the riding arena in the center of the Cattle Barn, the Expo will attempt to make a drive through area as soon as possible for move out.

FORKLIFT: If you will need a forklift or tractor to move anything at your booth area, stop by the Expo Office or call (651) 642-2405 (**ONLY DURING SET UP DAYS**) to get on the list. It may take a while, but when one is available it will be sent to your booth for assistance. Weight limit for the forklift is 6,000lbs, but this can vary based on weight distribution. If your load is over 5,000lbs, contact Event Manager Jenny Buskey at eventoffice@mnhorseexpo.org.

HORSE EXHIBITORS: A printed copy of a negative 2024 Coggins test is required on entry. Also, a state health certificate is required from all out of State horses (Wisconsin excluded).

ON SITE BARN MANAGER: Toni Gillen (507) 323-5062

HORSE BARN OFFICE: (651) 642-2337 (located in the alcove of the South/Main horse barn entrance on the east side).

Showers are located on the Southwest corner of the Horse Barn, keys to the shower are in the Horse Barn Office and require an ID for a deposit.

See WILL CALL section if more than one person will be caring for the horse over the weekend.

**VENDOR BOOTH AND HORSE EXHIBITOR END OF EXPO PROTOCOL
DO NOT LEAVE BEFORE 5pm**

MOVE-OUT TIMES – ALL EXHIBITORS:

Sunday, April 28	5:00 p.m. to 11:00 p.m. (vehicles will be allowed on the grounds when the crowd disperses and it is safe for traffic)
Monday, April 29	7:00 a.m. to 12 Noon

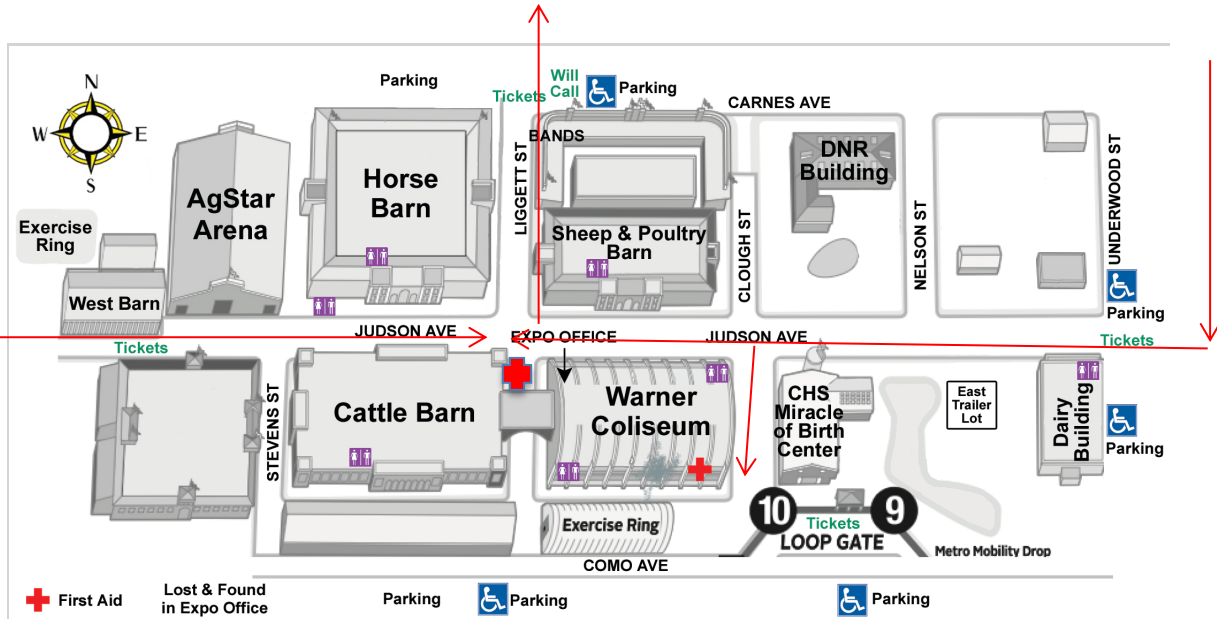
Because the show only runs from 10am-5pm this year, it is VERY important that exhibitor stay until 5pm. The general public pays to see everything that day and is very disappointed to see empty booths and stalls. We keep track of who is leaving early and you will not be invited back. All buildings will close to the public at 5:00pm on Sunday and exhibitors may begin packing up and horses may be hand-walked to the trailers. When the streets are safe, vehicles will be allowed on the grounds for loading and move-out.

Exhibitor Booths can remain overnight and be moved out by noon on Monday, April 29. The buildings will be secured Sunday night. Expo staff and Security will be on the grounds until Monday afternoon.

A green vehicle pass is for vendors in the Coliseum, Sheep, Poultry, Miracle of Birth and Dairy Buildings, and any vendor outside of those buildings. Green passes ONLY get your vehicle in the EAST gate by the Dairy building and exit at either the north gate or the Loop gate. Blue vehicle passes are for the Livestock Building and the Horse barn and any vendors outside of those buildings. Blue passes ONLY get your vehicle through the WEST gate by the Compeer Arena.

On Sunday after 5:00pm when security has determined the streets are safe for traffic, ALL vehicles entering the Expo grounds MUST have a vehicle pass. Vehicles can begin lining up to enter the grounds at 4:30pm.

Blue passes line up/enter at west gate



Green passes line up/enter at east gate



VISIT ROSEVILLE

Use the QR Code scanner in your smart phone to get a link to all of the restaurants, hotels, shopping and things to do in Roseville, just minutes north of the State Fairgrounds.