2020 Minnesota Horse Expo
Important Dates and Deadlines and Return Paperwork Checklist

November 15, 2019  Early bird rate deadline at 11:59 pm.
                  Begin accepting new vendor registrations.
                  Volunteer registration begins online.

November 15, 2019  Rodeo and Gate Tickets can be purchased online beginning at 9:00 am.

December 2019     Horse Stall assignments begin

January 23, 2020   Last day to get 2/3 payment refund (minus $15 cancellation fee)

Jan. 24-Mar. 9, 2020  Cancellations get 1/2 payment refund (minus $15 cancellation fee)

March 1, 2020      Balance/full payments for contracts and ST19 forms due

March 10, 2020     No refunds for cancelled contracts (exception: medical emergency)

March 15, 2020     Show Decorator will begin to contact vendors for booth set up requests
                  (ie. tables, chairs, carpet)

March 31, 2020     Ads for Official Program due

April 1, 2020      Parade of Breed/Breed Demo narratives and music due

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**Required Paperwork Checklist**

**BOOTH VENDORS**
- Contract and Suppemental Application
- Payment (50% with contract, balance due March 1, 2020)
- Minnesota ST19 form (due by March 1, 2020)
- Proof of Insurance (due before or at check-in)

**HORSE STALL VENDORS**
- Contract & 50% deposit
- Parade of Breed/Breed Demo speeches and music (due April 1, 2020)
- Coggins (not due until check-in) - printed copies only B&W or color
- Health Certificates for all non-MN and non-WI horses (not due until check-in)
Booth Exhibitor Information

April 24-25-26
Minnesota State Fairgrounds
St. Paul, MN

38th Annual
Minnesota Horse Expo 2020

Presented by the
Minnesota Horse Council

www.MnHorseExpo.org
Minnesota State Fairgrounds
St. Paul, MN

APRIL 24-25-26

EVENT MANAGER
Jenny Buskey
PO Box 775, Alexandria, MN  56308
612-240-2435 • Fax: 206-339-8990
eventoffice@mnhorseexpo.org

EXPO OFFICE HOURS
Wednesday, April 22  8:00 am - 8:00 pm
Thursday, April 23  7:00 am - 10:00 pm
Friday, April 24  6:00 am - 10:00 pm
Saturday, April 25  7:00 am - 10:00 pm
Sunday, April 26  7:00 am - 6:00 pm

VENDOR HOURS

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
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<tbody>
<tr>
<td>Friday, April 24</td>
<td>8:30 am - 7:00 pm</td>
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<tr>
<td>Saturday, April 25</td>
<td>8:30 am - 7:00 pm</td>
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<tr>
<td>Sunday, April 26</td>
<td>8:15 am - 5:00 pm</td>
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(Coliseum & Horse Barn open until 9:30 pm)

DAILY ADMISSION

<table>
<thead>
<tr>
<th>Category</th>
<th>Admission</th>
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<tbody>
<tr>
<td>Adults (13-61)</td>
<td>$11.00</td>
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<tr>
<td>Seniors (62+)</td>
<td>$7.00</td>
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<td>Youth (6-12)</td>
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<tr>
<td>Child (5 &amp; under)</td>
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ADVANCE TICKETS
(advanced price, valid until April 13, 2020)

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ADVANCE 3-DAY TICKETS
(advanced price, valid until April 13, 2020)

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<thead>
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TICKETS AT THE GATE
(only valid on the day of the event)

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3-DAY TICKETS AT THE GATE
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<td>Youth (6-12)</td>
<td>$25.00</td>
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</tbody>
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PRCA RODEO

Friday, April 24, 7:30 pm
Saturday, April 25, 7:30 pm
Sunday, April 26, 3:00 pm

www.MnHorseExpo.org
Wednesday, April 22 through Monday, April 27.
Security will be on the Expo grounds starting at 8:00 am.

If a major snow event in the 10 days prior to the show, we will contact you to let you know what the protocol will be. Do NOT move in any trailers prior to Monday, April 20, as the Expo contract on the State Fairgrounds does not begin prior to that day.

HORSE TRAILER SALES VENDORS: We prefer that you start moving in on Tuesday, April 21, as this gets you in and set up before the busy days. If, however, there is a major snow event in the 10 days prior to the show, we will contact you to let you know what the protocol will be. Do NOT move in any trailers prior to Monday, April 20, as the Expo contract on the State Fairgrounds does not begin prior to that day.

LIVESTOCK (CATTLE BARN) EXHIBITORS: To help with vehicle congestion during setup, 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 Expo closes on Sunday at 5:00 pm, 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.

OUTDOOR VENDORS: If you need to stake something down or put a sign in the ground, you MUST call Gopher State One Call at (651) 454-0002 or (800) 252-1166 at least 1 week prior to digging.
- Buildings/shelters/trailers: We would like you to start moving in on Tuesday, April 23, as this gets you in and set up before the busy days.
- Sidewalks or streets CANNOT be blocked or have anything hanging over them (unless your assigned space includes street parking).

Security will be on the Expo grounds starting at 8:00 am. Wednesday, April 22 through Monday, April 27.

Your vendor packet and wristbands must be picked up at the Expo Event Office on the northwest outside corner of the Coliseum, 1784 Judson Avenue on Wednesday, April 22, 8:00 am to 8:00 pm or Thursday, April 23 from 7:00 am to 10:00 pm. If you do NOT pick up your vendor packet and wristband(s) on Wednesday or Thursday, the ONLY way you can get onto the Expo Grounds on Friday morning is through Will Call (opens at 6:00 am) at the north gate at the corner of Liggett and Carnes.

To get the Non-profit rate, you are required to show proof of non-profit status with your registration. This would be an IRS letter or a letter from the Secretary of State showing your non-profit designation.

All Exhibitors will need a special 3-day wristband on the wrist or a blue vendor ticket (which will be exchanged for a daily wristband at the gate) to enter the Minnesota Horse Expo starting Friday morning at 6:00 am. Vendors can get on Expo Grounds at 6:00 am 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. Security will start reminding drivers of this at 8:00 am.

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. The special 3-day vendor wristbands can ONLY be purchased Wednesday and Thursday in the Expo Office for $33 each. Starting at 8:30 am on Friday April 24, Exhibitors that do not have a wristband may purchase daily admission at the Ticket Booths for $13.00 (or blue vendor tickets at Will Call to get in before 8:30 am). All ticket booths open at 8:00 am each day of Expo. Wristbands are NOT mailed out in advance.

If you have a 3-day wristband and have to 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 and Carnes Avenue near the midway parking lot.

DAILY (BLUE) VENDOR TICKETS: Should you need more tickets for additional workers, daily blue vendor admission tickets may be purchased at a discount ($2 off the regular admission price) at the Expo office for $11.00 each on Wednesday, April 22 and Thursday, April 23. After that time, exhibitors that do not have a wristband or blue vendor ticket may purchase daily admission at any Ticket Booth at regular price ($13.00). However, it is important to remember that only a 3-day wristband or a blue vendor ticket allows someone on the Expo grounds between 6:00-8:30 am and can ONLY be purchased at Will Call or in the Expo Office. The general public is not allowed in until 8:30 am (8:15 am on Sunday).

The Will Call Booth is located at the north gate at the corner of Liggett and Carnes and is open Friday, April 24 and Saturday, April 25 from 6:00 am to 9:30 pm and Sunday, April 26, 6:00 am to 3:30 pm. 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.
VENDOR BOOTH INFO

Unless otherwise noted, each single indoor booth is 8’ deep by 10’ wide (Miracle of Birth booths are 10’x10’). 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. There is no charge for electricity.

NO HEAT IN THE BUILDINGS (except the Coliseum). Our buildings can be chilly in April depending on the weather. Dress accordingly! Small electric space heaters are allowed, but know that they can create a power issue and too many of them running has affected electricity in the buildings. NO BUTANE HEATERS ARE ALLOWED.

The Expo provides pipe and drape to each booth with an 8’ high back and 3’ high side drapes (table top do NOT have side drapes). We do NOT provide tables and chairs. You can bring your own or rent them through our Show Decorator, Fern Expo, 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. Their office number is 651-917-2632, but do not contact them until after March 15.

VENDOR DEMO BOOTH (NEW)

NEW to the Expo is a vendor demonstration booth. It will include a 10x10 booth with a similar size gated pen next to it for a horse. The vendor can choose one of two options: to have their own horse as the demo, which will be stalled in the Horse Barn when not in use, or to reach out to horses at the Expo and use those horses as demos (lower booth price). There will be a limited number of these available, and will be in the Swine Barn. The vendors can choose their own demo times and how often they demo and arrange the demos directly with horse owners. Liability insurance is required for all horses used in the vendor demos.

SHIPPING INSTRUCTIONS

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. Please DO NOT ship with an arrival date before Wednesday, April 24, as no one will be there to accept them before that date. 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.

LIABILITY INSURANCE REQUIREMENTS

Commercial and nonprofit booth exhibitors are required to carry Commercial General Liability Insurance including bodily injury, property damage, product liability and contractual liability coverage with limits not less than $1,000,000, and must provide a certificate of coverage naming the Minnesota Horse Exposition, Inc. as an additional insured. All exhibitors are required to sign a contract which includes language that indemnifies and holds harmless the Minnesota Horse Exposition, Inc., its members, directors, staff, and volunteers, against any and all claims arising from exhibitor’s negligent, reckless, or intentional conduct and accidents caused by exhibitor’s horse(s). Certificate Holder: Minnesota Horse Exposition, 8801 Heatherton Ridge Dr, Savage, MN 55378.

INTERNET ACCESS

Coliseum: Wi-Fi is available for a fee by logging in and paying directly from your smart phone or computer/tablet just by following the prompts for the State Fair Wi-Fi.

Livestock and Miracle of Birth Buildings: Wi-Fi is the available upon request. Let the Event Manager (eventoffice@mnhorseexpo.org) know that you need a Wi-Fi connection ASAP (deadline: April 12). Once the State Fair knows where the vendors are that need a connection, they will set up Wi-Fi in the building. Miracle of Birth also has wired internet connections if the vendor brings their own access line (let Jenny know).

Sheep and Poultry Buildings: (NO Wi-Fi in the Sheep and Poultry buildings). Data services ONLY available with a DSL line. Paperwork is required by April 12 to set up a DSL line so contact the Event Manager at eventoffice@mnhorseexpo.org to get the application.

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.

Special parking for horse, stock/supply trailers is available in the parking lot on the west end of the Expo grounds. Access this lot 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 am Friday – Sunday if vendors need to restock their booths.
CAMPING

Motor Home/LQ horse trailer parking is available on a first come, first serve basis in an adjacent area west of the Expo grounds. There is a $50 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. Motor home parking is available from 8 am on Wednesday, April 22 until noon on Monday, April 27. If you want an electric site, we recommend getting there before 1 pm on Thursday. No advance reservations are available.

HOTELS

The Expo works with several area hotels to get special Horse Expo rates. Go to the Expo website http://mnhorseexpo.org/hotel.html to find out more.

SALES TAX

The sales tax at the Minnesota State Fairgrounds is 7.375%. (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.)

The State of Minnesota requires all booth exhibitors to have a Minnesota Sales Tax ID number unless they can state on the ST19 form why they are not required to have one. All vendors must turn in an ST19 form. There is a box to check if you are not selling any product or if you are selling non-taxable items and therefore you do not have to have a MN tax ID number.

Vendors not in compliance will be fined $100 per day if they do not have a valid sellers permit (M.S. 289A.60 Subd.17). A FEIN or Social Security number are NOT a compliant number. Attached is the informational sheet for the ST19 form and the form that you need to turn in to the Expo Office.

SHOW DECORATOR

Fern Exposition Services
800-774-1251
jmulheron@fernexpo.com

Tables, chairs, carpet, etc., may be ordered at cost through the Show Decorator.

Ordering information will be sent about March 15, 2020

FORKLIFT

If you 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 6,000 lb, but this can vary based on weight distribution. If your load is over 5,000 lb, contact the Event Manager at eventoffice@mnhorseexpo.org.

MISC INFO

• All trailer vendors must have a valid Minnesota license.
• Gambling, raffles, lotteries, pull tabs, or any other games of chance in any form are strictly prohibited on the Fairgrounds.
• On Friday and Saturday nights, the lights in the Dairy Building, Livestock (Cattle), CHS Miracle of Birth and Poultry Barns will be dimmed at 6:45 pm. (Buildings closed at 7:00 pm). The lights in the Coliseum will be dimmed at approximately 9:15 pm on Friday and Saturday nights as the Expo closes 15 minutes after the rodeo ends. The dimming of the lights is your signal to finish business as quickly as possible and vacate the building.
• Dogs are allowed on a six (6) foot leash except in the Coliseum and the Horse Barn with exception for certified service dogs.
• NO SCOOTERS or GOLF CARTS or other motorized vehicles are allowed on the Expo grounds except those authorized by the Expo president.
• FREE COFFEE AND DONUTS are provided by the Expo staff in the northwest corner of the CHS Birthing Building from 6:00 am to 8:30 am on Friday, Saturday and Sunday mornings.

PROGRAM ADS

Advertising is a good way to direct people to your booth. The MN Horse Expo Official Program is distributed free to all attendees. Please consider advertising in this publication! Go to our website for more information, pricing and the ad insertion form or contact mhe-ads@dahlgraphics.com.

The deadline for placing ads in the program is March 31.

EXPO SPONSORSHIP

Get more visibility for your company and support the efforts of the Minnesota Horse Council by being an Expo Sponsor. Contact Kathy Juhl at 952-356-2029 or Kathy@mnhorseexpo.org for current sponsorship availability, questions or ideas. More information, pricing and the sponsorship form is available at www.mnhorseexpo.org

RODEO TICKETS

Online sales of PRCA Rodeo tickets will go on sale in November. Go to our website for more information, pricing and the link to purchase tickets. The rodeo is at 7:30 pm Friday and Saturday, and at 3:00 pm on Sunday. Rodeo tickets can be purchased in the Coliseum at the main entry ticket booths beginning each morning of the Expo.

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Ordering information will be sent about March 15, 2020
EXHIBITOR MOVE-OUT
Sunday, April 26 • 5:00 pm - 11:00 pm
Monday, April 27 • 9:00 am - 12:00 noon

NO BOOTHS MAY BE DISMANTLED UNTIL 5 PM ON SUNDAY.

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

On Sunday at 5 pm, ALL vehicles entering the Expo grounds MUST have a vehicle pass. Vehicles can begin lining up to enter the grounds at 4:15 pm.

SOCIAL MEDIA

The Minnesota Horse Expo is on Facebook and Instagram. We encourage our exhibitors to post on our Facebook page, Minnesota Horser Expo, or to contact the Event Manager to post your information for you.

It is also encouraged to post information about the Minnesota Horse Expo on your Facebook page.
TERMS OF CONTRACT AND RULES AND REGULATIONS

1. DEFINITIONS
COMMERCIAL - Shall apply to all parties providing a product, service, or stallion for a commercial benefit.
NON-PROFIT - Shall apply to all official non-profit organizations promoting particular equine-related activities (proof required along with contract).
BREED ASSOCIATION/REGISTRY - Shall apply to all recognized Associations/Registries that are responsible for the registry of a particular equine breed.
FOR SALE HORSES - Shall apply to all parties purchasing stall space for the purpose of selling a horse.

2. PAYMENTS AND TERMINATION OF CONTRACT/REFUNDS
If the terms of payment as set forth on the contract are not met, the rights of Exhibitor to the space shall cease and terminate without notice. Space can be reassigned and no refunds will be made. Upon request for cancellation of space more than 3 months prior to show opening, a 2/3 payment will be refunded. From 3 months to 46 days before show opening, ½ will be refunded. During the last 45 days before show opening, no refunds will be made for any reason (exception - see section 12). All cancellations are subject to $15 cancellation fee. Booths may not be set up or horses may not be moved into stalls until full payment is received.

3. COMPLIANCE WITH LAWS AND REGULATIONS
Exhibitor agrees to obey all State laws, local ordinances and regulations governing the use of the Fairgrounds; to abide by the rules and regulations of the State Fair Fire Marshall and Police; to obey all MN Horse Expo rules and regulations; and other public officials whose duties may regulate exhibits. All decorative materials used in displays must meet the flame proofing regulations of the State Fair. No tacks, nails, or screws may be driven into any walls, floor, or pillars of the facilities. No banners can be placed across aisles. No signs may be taped to walls. No stickers, pressure adhesives, helium balloons, etc., may be distributed. Helium balloons may be displayed with permission of the MN Horse Expo. All dogs must be on a leash no more than 6 ft in length and under control at all times. No dogs are allowed in the Coliseum or Horse Barn.

4. ADVERTISING MATERIALS
No person, firm, or organization that has not contracted with the Minnesota Horse Exposition, Inc., for stall space in this event will be permitted to display or demonstrate any products, process, or services, or solicit orders, distribute advertising or other materials. Any infringement on this regulation will result in prompt removal of the offender from the Expo grounds. Exhibitors may not distribute literature, product samples, or other materials outside of their contracted stall space without permission from the Expo Exhibit Director.

5. FOOD AND DRINK
Food and drink are available in the Coliseum and other places within the Minnesota Horse Expo grounds. No outside food items may be sold on the Minnesota Horse Expo grounds except by the concessionaires who have made arrangements with the Minnesota State Fairgrounds. Exhibitors are not allowed to distribute food, including popcorn and beverages, in any of the Minnesota Horse Expo areas unless approval has been obtained from the Minnesota Horse Expo.

6. SAFETY PRECAUTIONS
All decorations must be made of flameproof materials or be made flameproof. All packaging containers and materials must be removed from the floor. Displays are subject to inspection and approval for safety. All propane tanks must be removed or emptied from all units to be exhibited. All vehicles must have a locking gasoline cap and one battery cable must be disconnected. NO SMOKING WILL BE ALLOWED IN ANY OF THE MINNESOTA HORSE EXPO BUILDINGS.

7. SECURITY
Exhibitors are required to protect their own personal property from theft or damage during setup, tear-down, and during the Minnesota Horse Expo hours. The Horse Barn will be patrolled during the evening and night hours. Lights in the Horse Barn will be turned down at 10:00 pm and the doors will be closed. Exhibitors will be allowed to stay overnight with their horse(s) only with written permission from the Minnesota Horse Expo.

8. LOSSES
The Minnesota Horse Expo cannot take responsibility for moving costs, loss, or damage to Exhibitor's property either in shipment (coming or going) or while on the premises. Damage to inadequately packed property is the Exhibitor's own responsibility. If the exhibit fails to arrive, Exhibitor is still responsible for exhibit space rental.

9. EMERGENCY SERVICES
In case of an emergency, please contact the Minnesota Horse Expo immediately. "911" will summon municipal emergency help for medical, fire, or police. First Aid is also available through the Minnesota Horse Expo office.

10. REJECTION/REMOVAL OF APPLICANTS AND EXHIBITORS
The Minnesota Horse Expo reserves the right to reject any applicant or exhibitor for space at any time, and reserves the right to retake possession of any space by refunding to the applicant or Exhibitor the amount paid for space. Violations of any section of this agreement will result in immediate ejection of Exhibitor without refund.

11. RIGHTS OF INTERVENTION
Complaints of any violation of Rules and Regulations are to be made promptly to Minnesota Horse Expo. All Exhibitors and their personnel agree to abide by all decisions and rulings made by the Minnesota Horse Expo.

12. USE OF MOTORIZED VEHICLES
Exhibitor use of motorized vehicles, such as golf carts, ATVs, etc., during show hours is strictly prohibited. The only motorized vehicles allowed on the show grounds are golf carts (identified with MN Horse Expo sign) which are used by the MN Horse Expo.
13. EXHIBITOR CODE OF CONDUCT
- Exhibitors are not permitted to behave in a manner which, in the discretion of the Minnesota Horse Exposition (MHE), is objectionable.
- Exhibitors must comply with all rules, regulations, policies and terms of contract.
- Exhibitors must be considerate of other exhibitors. Under no circumstances should an exhibitor or its personnel enter any other exhibitor’s display area uninvited or when unattended.
- Interference with, or disruption of another exhibitor’s personnel or legitimate activities is prohibited.
- Exhibitors must refrain from conducting business outside of their contracted space (including distributing leaflets or fliers in public places) or other aisle obstructions, mascots and booth personnel must be inside your booth space (unless exempted by the MHE Board or staff).
- Exhibitor’s sound level shall not be disruptive and/or interfere with the ability of any and all adjacent exhibitors and exhibit areas.

If an Exhibitor encounters or witnesses violations of any of the Rules, Regulations or Terms of Contract by other Exhibitors, they should immediately contact a representative of the MHE staff, a board member or State Fair Security to report the incident.

14. CANCELLATION OF SHOW
If any portion of the facilities should be destroyed, damaged by fire, or otherwise rendered unusable, or if a strike makes it impossible for an Exhibitor to occupy the premises, the MN Horse Expo and its Management are released from any and all claims which might arise in consequence thereof.

If any other event or circumstance not caused by MN Horse Expo prevents an Exhibitor from erecting or staffing their exhibit for all or any part of the show period, the contractual responsibility between the Exhibitor and the MN Horse Expo shall be considered to be satisfied and there shall be no refund to the Exhibitor.

15. PUBLICITY RELEASE
In consideration for participation, the undersigned hereby grants to the Minnesota Horse Council and the Minnesota Horse Exposition, Inc., the right to use their name and likeness, and that of its employees and agents involved in the Expo, using video or audio, and use photographs in any association with the Minnesota Horse Council and the Minnesota Horse Exposition, Inc., in all media.

16. REIMBURSEMENT
Claims for reimbursement for horses not attending the MN Horse Expo due to an unavoidable illness must be accompanied by a veterinarian’s certificate. Claims for reimbursement for display booth nonattendance due to illness must be accompanied by a physician’s certificate. All claims must be submitted no later than May 31, 2020 and are subject to a $15.00 cancellation fee.

17. INDEMNIFICATION CLAUSE
Exhibitor indemnifies and holds harmless the Minnesota Horse Exposition, Inc., its members, directors, staff, or volunteers, against any claim or lawsuit arising from an accident, injury or damage caused by (or allegedly attributable to) Exhibitor or Exhibitor’s presence on the premises or Exhibitor’s Contract for Booth Space Rental. Exhibitor agrees to pay all attorney’s fees and costs reasonably incurred by the Minnesota Horse Exposition, Inc., and Minnesota Horse Council, Inc., to defend such claim or lawsuit and will further reimburse them for any judgment, expense or other damage caused by or attributed to Exhibitor’s conduct.

Who Do I Contact?

General Information & Vendor Booths
Jenny Buskey
612-240-2435
Fax 206-339-8990
eventoffice@mnhorseexpo.org

Horse Barn
Toni Gillen
507-323-5062
barnmanager@mnhorseexpo.org

Expo Program Ads
Linda Dahl
651-353-8188
mhe-ads@dahlgraphics.com

Advance Tickets
Leslie Stewart
612-716-1522
tickets@mnhorseexpo.org

Clinicians, Scheduling Marketing & Sponsorships
Kathy Juhl
Cell 952-356-2029
Kathy@mnhorseexpo.org

Early Shipping
Fern Expo
jmulheron@fernexpo.com

Booth Tables/Carpet/Etc.
Fern Expo
(jContact after 3/15)
jmulheron@fernexpo.com

Digging/Stakes
(Outside booths)
Gopher State One Call
(Must call 48 hrs in advance)
800-252-1166

Phone/Fax
Hookup for Booth
651-288-4400