

MINNESOTA HORSE EXPOSITION, INC.

APRIL 27-29, 2012

Minnesota State Fairgrounds
St. Paul, MN

EXHIBITOR'S RULES AND REGULATIONS

These Rules and Regulations have been established for the mutual benefit and protection of the Exhibitors, visitors, and the Minnesota Horse Exposition, Inc. They are an integral part of the contract to which each Exhibitor agrees. The general Rules and Regulations set forth herein apply to all parties who have secured any kind of exhibit space for this event or are otherwise actively taking part in the production of this event except where otherwise indicated. Where conflicts exist between these Rules and Regulations and the Contract, the Contract provisions shall prevail.

1. ADMISSION

All exhibits will be open to the public. The Minnesota Horse Expo reserves the right to refuse admission to any person(s) in the interest of safety and welfare of all persons and Exhibitors.

2. HOURS

The 2012 Minnesota Horse Expo hours are as follows: Friday, April 27, 8:30 am to 9:30 pm (Cattle Barn, Poultry/Sheep Barn, Dairy Building and CHS Miracle of Birth Center close at 7 pm); Saturday, April 28, 8:30 am to 9:30 pm (Cattle Barn, Poultry/Sheep Barn, Dairy Building and CHS Miracle of Birth Center close at 7 pm); and Sunday, April 29, 8:30 am to 5:00 pm.

3. EXHIBITION MANAGEMENT RESPONSIBILITY

The Minnesota Horse Expo agrees to render reasonable assistance to Exhibitors, to keep them informed, to provide them with the available promotional material for their own use, to present a technically competent program of events, and to promote attendance of the Minnesota Horse Expo through advertising, public relations, direct mail, and other methods.

4. EXHIBITORS

The Minnesota Horse Expo reserves the right to determine the suitability of any product for display. Exhibiting manufacturers, representatives, and or distributors must list participating principals as Exhibitors of record. Limited space is available for non-horse related exhibits.

5. EXHIBIT SPACE ASSIGNMENT AND SPACE ALLOCATION

Booth space and stalls will be assigned according to the date on which the applications are received and will be assigned at the discretion of the Minnesota Horse Expo. EXHIBITOR AGREES TO ACCEPT THE BOOTH OR STALL SPACE ASSIGNED AND FURTHER AGREES TO ACCEPT REASSIGNMENT. Such changes will not be made unless deemed a necessity by the Minnesota Horse Expo. Contracts received after March 15, 2012 cannot be guaranteed a listing in the program.

6. EVENT DECORATOR

The Minnesota Horse Expo service contractor is Hubbell/Tyner, 1810 Como Ave, St. Paul, MN 55108, phone: 651-917-2632, fax: 651-917-2658. They will install individual booths consisting of drapes (8 ft high in the back and 3 ft high on the side). A standard 7" by 35" sign at the rear of each booth is included. Hubbell/Tyner will mail information service packets to all Exhibitors by about March 15, 2012.

7. SUBLEASING

Exhibitors may not sublet their booths or stall space without the written permission of the Minnesota Horse Expo. Any Exhibitor wishing to divide their purchased booth space with another exhibitor may do so providing that it is understood that all parties be registered and under separate contract with the Minnesota Horse Expo.

8. BOOTH CONSTRUCTION

NO TACKS, NAILS, OR SCREWS MAY BE DRIVEN INTO ANY WALLS, FLOORS, OR PILLARS. THE USE OF TAPE, ADHESIVES, STAPLES, OR NAILS TO SECURE SIGNS OR OTHER OBJECTS TO WALLS IS PROHIBITED. No damage of any nature may be done to booth, stall structures or any part of the exhibit areas. The distribution to the public of any stickers, such as static, pressure adhesives, etc., which may be intentionally or accidentally stuck to the walls or floors is prohibited. Any Exhibitor violating the above rule will be billed for the labor charges involved removing the items or making the repairs.

9. PHONE/FAX SERVICES

For telephone or fax installation in booths, please call (612) 288-4457.

10. INSTALLATION AND DISMANTLING OF EXHIBITS

The Minnesota Horse Expo buildings will be open Wednesday, April 25 at 8:00 am and Thursday, April 26 at 7:00 am for Exhibitors to erect their displays. Exhibitors must have displays completely installed before 8:00 am, Friday, April 27. TO MAINTAIN THE INTEGRITY OF THIS EVENT FOR BOTH EXHIBITORS AND VISITORS, PARTIAL OR COMPLETE DISMANTLING OF DISPLAY BEFORE 5:00 PM SUNDAY, APRIL 29, IS EXPRESSLY PROHIBITED. FAILURE TO COMPLY MAY RESULT IN SURRENDERING YOUR BOOTH SPACE FOR THE FOLLOWING YEAR. All displays must be dismantled and removed before 9:00 pm, Sunday, April 29, or between 9:00 am and noon on Monday, April 30. It is recommended that you bring your own carts or dollies.

11. ADVERTISING MATERIALS

No person, firm, or organization that has not contracted with the Minnesota Horse Exposition, Inc., for exhibit 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 exhibit space without permission from the Expo Exhibit Director.

12. HORSE EXHIBITORS

Every attempt will be made by the Minnesota Horse Expo to maximize the time allotted in the various arenas for Horse Exhibitors. Arena time will be allotted by the Minnesota Horse Expo according to the scheduled time availability and fairness to all concerned. HORSE EXHIBITORS ARE REQUIRED TO MAIL A TYPED SPEECH TO THE BARN MANAGER, OUTLINING THE HORSE OR BREED TO BE PRESENTED, BY NO LATER THAN APRIL 1, 2012. If a speech is not received by that date, the Minnesota Horse Expo retains the right to insert its own materials. All speeches are read by the Minnesota Horse Expo Announcer and music for the Horse Exhibitors is coordinated by Minnesota Horse Expo personnel. This is addressed in a separate mailing and the Minnesota Horse Expo reserves the right to insert music of its own choice if the Horse Exhibitor has not submitted a CHOICE OF MUSIC BY APRIL 1, 2012. A Parade of Breeds will be scheduled each day of this event. All Breed Representatives are requested to take part. Costumes are encouraged for all appearances.

13. HORSES AND HORSE STALLS

Horse stall size is approximately 8 ft wide by 10 ft deep. Stall sizes may vary depending on the location in the Horse Barn.

- A. The Minnesota Horse Expo provides a Barn Manager to coordinate activities in the Horse Barn. Please contact the Barn Manager regarding any problems or questions relating to horses. Expo veterinarians will be on call 24 hours.
- B. Horses shall not be unloaded from or loaded into trailers on Minnesota Horse Expo grounds during Minnesota Horse Expo hours without written permission from the Barn Manager.
- C. To maximize exposure, all Exhibitors shall keep their horses on the premises at all times during Minnesota Horse Expo hours. Horses can be moved in from 7:00 am to 10:00 pm on Thursday, April 26, and from 6:00 to 8:00 am on Friday, April 27. All horses are to be on the premises by 8:00 am, Friday, April 27, for the required checks before unloading. A 2012 negative Coggins is required on ALL horses and health certificates are required for out-of-state horses per State regulations. LATE ARRIVALS WILL NOT BE CLEARED FOR UNLOADING. No horse trailers or vehicles will be allowed on the Minnesota Horse Expo grounds after 8:00 am on Friday, April 27. Exhibitors will carry all equipment or lead animals from the back parking areas after 8:00 am. The owners must have permission from the Barn Manager for late arrival or early departure. All horses must be moved out on Sunday, April 29, after 5:00 pm.
- D. Commercial Horse Stall Exhibitors may display advertising on their stalls. Nonprofit Horse Stall Exhibitors may only display information about their particular breed or organization. ALL Exhibitors are encouraged to decorate their stalls. Exhibitors shall remain with their horses and should not restrict viewing of the horses by the public during show hours.
- E. Bedding for the horses will be furnished by the Minnesota Horse Expo. All Exhibitors shall provide their own feeds and feeding equipment and shall be responsible for watering their horses and maintaining the cleanliness of their stalls and respective areas. Exhibitors shall bring their own cleaning tools and will empty the manure in the carts provided. If shavings are used instead of the straw provided, the owners will be assessed a \$15.00 per stall deposit for cleanup charges. When the stalls are examined by the Barn Manager and found to be cleaned of shavings, the deposit will be returned.
- F. All Horse Stall Exhibitors are required to enter the Horse Barn through the MAIN ENTRANCE on Judson Avenue. No horses are permitted to enter the barn without being checked in first by Minnesota Horse Expo personnel. Any animal showing obvious signs of illness or upper respiratory infections will be excused without refund for their contracted space. If at check-in, Minnesota Horse Expo personnel question the health of the horse(s), the veterinarian will be called to examine the horse(s) at the owner's expense. The horse(s) awaiting veterinarian examination will be put in the back of the second barn until the veterinarian approves the horse's health. If approved, the horse(s) may be moved to their proper stall assignments.
- G. Horses may be exercised in the Coliseum Arena on Thursday April 26 from 8:00 am - 10:00 pm, Friday April 27 from 7:00 am - 8:00 am, Saturday April 28 from 7:00 am - 8:00 am, and Sunday April 29 from 7:00 am - 8:00 am, and other times as designated by the Barn Manager. The Cover All Arena is also available between the Coliseum and Como Avenue.
- H. Any claims for reimbursement for horses not attending the Minnesota Horse Expo due to an unavoidable illness must be accompanied by a veterinarian's certificate and be submitted no later than May 31, 2012.

14. FOR SALE HORSE STALLS

Horse stalls will be available for rent to horse owners for the sole purpose of selling that horse during the Minnesota Horse Expo. These stalls are assigned on a first-come, first-serve basis. A small arena is provided in the Horse Barn for horse owners to show their "For Sale" horse to prospective purchasers. The exercise arena behind the Coliseum near Como Avenue is available for riding.

15. HOUSEKEEPING

All empty crates and containers are to be removed to a storage area during Minnesota Horse Expo hours. Exhibitors are responsible for keeping their exhibit area clean and free from accumulated rubbish. Horse Stall Exhibitors shall keep horse stalls and front aisles cleaned of manure and trash. All such materials shall be deposited to the proper areas and not left in carts. The Minnesota Horse Expo will arrange and pay for final disposal.

16. EXHIBITOR ADMISSION

Exhibitors will receive two Exhibitor admission wristbands per booth (maximum of 8 wristbands). Horse stall renters will receive one Exhibitor admission wristband per horse. Exhibitor wristbands/tickets for additional workers can be purchased for \$8.00 each per day ONLY on Wednesday, April 25, and Thursday, April 26, at the Minnesota Horse Expo Event Office in the Coliseum. After Thursday, full admission will be charged. To help overall security, Exhibitors must wear their wristbands during setup and takedown of exhibits. Wristbands may be picked up in the Expo office on Wednesday, April 25, from 8:00 am – 8:00 pm, and Thursday, April 26, from 7:00 am – 10:00 pm. On Friday, Saturday, and Sunday, any wristbands not picked up by Thursday will only be available at the Will Call Booth starting at 6:00 am.

17. 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.

18. 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. In the Horse Barn, a minimum of 6 ft of aisle space must be maintained at all times. 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. RIDING OF HORSES INSIDE THE HORSE BARN, COLISEUM CONCOURSE, CATTLE BARN, POULTRY/SHEEP BARN, DNR BUILDING, RAMBERG BUILDING, CHS MIRACLE OF BIRTH CENTER OR EMPIRE COMMONS IS PROHIBITED.** Exhibitors are requested to assist the Minnesota Horse Expo in enforcing these rules.

19. 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. All display areas will be locked and patrolled after 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. The Minnesota Horse Expo encourages Exhibitors to take advantage of lockup services during off-hours for video equipment and other valuables. Exhibitors will be allowed to stay overnight with their horse(s) only with written permission from the Minnesota Horse Expo.

20. 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.

21. 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 (Red Cross) is also available through the Minnesota Horse Expo office.

22. MOTOR HOME CAMPING

Motor home camping spaces are available starting Wednesday, April 27, at 8:00 am and will be assigned on a first-come, first-serve basis. **NO RESERVATIONS WILL BE ACCEPTED.** A \$40.00 fee will be charged for camping spots. Please check with the Minnesota Horse Expo for the correct location. Attendants will be on duty to assist in parking.

23. MISCELLANEOUS

Smoking is prohibited in all Expo buildings. All Exhibitors are requested to help the Minnesota Horse Expo enforce this rule.

24. 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.

25. 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.

26. MOTOR VEHICLE SALES

Car, truck, and trailer sales are governed by Minnesota Statutes Sections 168.27--Motor vehicle dealers; violations, penalties. The following materials are taken from the text of the law. Refer to your attorney for advice on the application of Minnesota law. Enforcement is under the authority of the Minnesota Department of Public Safety, Driver and Vehicle Services, St. Paul, MN 55101-5190, 651-296-2832.

Subd. 1a **Dealer license categories.** (a) No person shall engage in the business of selling new motor vehicles or shall offer to sell, solicit, deliver, or advertise the sale of new motor vehicles without first acquiring a new motor vehicle dealer license. (b) No person shall engage in the business of selling used motor vehicles without first acquiring a used motor vehicle dealer license. (f) No person shall engage in the business of leasing motor vehicles or shall offer to lease, solicit or advertise to lease motor vehicles without first acquiring a motor vehicle lessor license.

Subd. 2 **New motor vehicle dealer.** (a) A new motor vehicle dealer licensee may sell, broker, wholesale, or auction and solicit and advertise the sale, brokerage, wholesale, or auction of new motor vehicles covered by the franchise and any used motor vehicles, and may lease and solicit and advertise the lease of new motor vehicles and any used motor vehicles. New motor vehicle dealer sales or leases may be either for consumer use at retail or for resale to a dealer.

Subd. 3 **Used motor vehicle dealer.** A used motor vehicle dealer licensee may sell, lease, broker, wholesale, or auction and solicit and advertise the sale, lease, brokerage, wholesale, or auction or any used motor vehicle for consumer use at retail or for resale to a dealer.

Subd. a. **Consignment sales.** No person may solicit, accept, offer for sale, or sell motor vehicles for consignment sale unless licensed as a new or used motor vehicle dealer, a motor vehicle wholesaler, or a motor vehicle auctioneer.

Subd. 10 **Place of business.** (a) All licensees under this section shall have an established place of business... (e) A new or used motor vehicle dealer may establish a temporary place of business outside the county where it maintains its licensed location to sell horse trailers exclusively without obtaining an additional license...

Subd. 23 **Registrar may file charges.** The registrar or the registrar's appointed inspectors may file charges with the county attorney against any licensee who violates any of the provisions of this section...

Subd. 27 **Rules.** The registrar may adopt rules under chapter 14 to govern the issuance and regulations of dealer licenses and dealer plates.

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