



## **A – Z SHOW INFORMATION**

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**AIR CONDITIONING AND HEATING** – There will be no air conditioning or heating inside the exhibit space within the Covered Arena.

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**ANIMALS AT THE KENTUCKY HORSE PARK** - Trained service animals for persons with disabilities (i.e. dogs or other animals in accordance with the Americans with Disabilities Act that are individually trained to do work or perform tasks for people with disabilities) are permitted.

**DOGS** – Dogs are allowed inside the Covered Arena and around the park. All dogs must be kept on a leash (6ft) and under control of handler at all times, or suitably restrained in a tack stall. Loose or disruptive dogs or animals left in vehicles or trailers, etc. will be removed at owner's expense. Owners take full responsibility of their animals. For any questions, please contact Show Management before arriving.

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**BALLOONS** - Mylar balloons and Helium balloons are prohibited. There is a labor and equipment charge to retrieve balloons in the ceiling should they become loose at the Exhibitor's expense.

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**Bedding/Hay/Feed** - Unless you bring your own, bedding/hay/feed can only be purchased from Dever Show Services at 859-233-9702. Exhibitors should contact Dever Show Services 24 hours prior to their arrival to make arrangements.

You will be expected to keep your stalls bedded and clean during your visit. The stalls must be thoroughly cleaned (stripped) before you leave or a charge of \$25.00 per stall will be billed to the undersigned. Horses must always have water available in their stall and forage/grain at appropriate times

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**BOOTH EQUIPMENT** - Each 10'x10' booth will be set with white 8' high back drape, 3' high side dividers and a 7"x44" one-line identification sign.

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**BOOTH FURNISHINGS** - Booth equipment, services and furnishings are available through the Official General Contractor, **FERN**. Please refer to [FERN ONLINE](#) for more information. **FERN** will maintain a full staff on-site at the Exhibitor Service Center.

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**BUSINESS CENTER SERVICES** – There is no business center on-site at the Kentucky Horse Park

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**CATERING** – **Levy Catering** has exclusive rights to all catering in the facility. All of your food & beverage needs are available - from basic coffee service, meeting room functions and booth deliveries, to receptions, theme parties, full banquets and more.

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**CLEANING** - Cleaning crews will be provided for general exhibit hall clean up, including aisle and feature areas. If you need cleaning services in your booth (vacuuming, shampooing) you must order these services from the **Kentucky Horse Park**.

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**CRATE REMOVAL, STORAGE AND RETURN** - Empty crates, shipping containers, cardboard boxes, etc. marked with "**EMPTY STICKERS**" will be removed to storage and returned to your booth at the end of the show by our floor crew at no additional charge, **provided you have used material handling services for**



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**the delivery of your booth.** Do not store merchandise in crates or cartons marked for empty storage or behind booths- this is prohibited due to Fire Regulations in the building. **“EMPTY STICKERS”** can be acquired from the **Fern** desk located at the Exhibitor Service Center at the back of the Covered Arena. Please label your materials as soon as they are ready to be removed. We ask for your cooperation in this important matter so that we can clean the aisles and install aisle carpet.

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**CUSTOMS BROKER/INTERNATIONAL SHIPPING - Phoenix International Business Logistics** is the official provider of international shipping, customs brokerage, freight forwarding and related services for the show. All merchandise imported into the United States requires Custom House Clearance prior to release from any USA port or airport. It is the sole responsibility of the Exhibitor to adhere to customs and international guidelines.

The Exhibitor must insure that all documents are valid and complete, and procedures are followed correctly. Show Management will not be held liable for freight held up due to customs issues, duty payments or any other problems related to inbound and outbound international shipments.

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**DEMONSTRATION AREAS AND EQUIPMENT** - Demonstration areas must be confined within the exhibit space so as not to interfere with any traffic in the aisles. Exhibitors must contract sufficient space to be able to comply with this rule. When large crowds gather to watch a demonstration and interfere with the flow of traffic down the aisles or create excessive crowds at neighboring booths, it is an infringement on the rights of other exhibitors. Aisles may not be obstructed at any time. Equipment, product or machinery, when displayed to demonstrate or simulate industrial application, are exempt from the foregoing height limits, but are restricted only by ceiling height, as well as building and safety codes.

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**DISPLAY RULES & REGULATIONS** - Please see the **DISPLAY RULES & REGULATIONS** section of the manual for more information.

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**DISTRIBUTION OF FOOD, BEVERAGES AND TOBACCO** - All food, beverages and concessions are operated and controlled exclusively by Levy’s Food Service Department. Arrangement for serving food and/or beverages must be made through the Catering Manager. Food and/or beverages will not be allowed on the premises unless purchased through the Center’s Food Service Department or as an approved exhibit by Show Management.

**Levy** has exclusive contracts with certain food and beverage providers, e.g., soft drink. Contact the Levy’s Food Service Department for specific details

**All alcoholic beverages** must be purchased by Levy (KHP) from a licensed distributor for resale. The donation of alcohol is strictly excluded in Kentucky. Levy will then resell the alcohol either to the public or to the show.

All alcoholic beverages must be served by Levy (KHP). Exhibitors are permitted to provide equipment and supplies to glorify their product. Exhibitors may provide brand ambassadors but they cannot mix drinks for public consumption nor can the ambassador pour alcohol for the public.



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Tobacco products **may not** be consumed within the physical structure of the Covered Arena and Altech Arena.

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**DO NOT BLOCK THE AISLES OR INVADE NEIGHBOR'S SPACE** - No sign or decorative materials may protrude into the aisles or encroach upon neighboring booths. No obstruction may be placed in any aisle, passageways, lobby, or exit leading to any fire extinguishing appliances.

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**DRONES/UNMANNED AERIAL VEHICLES (UAV)/REMOTELY PILOTED AIRCRAFT SYSTEMS (RPAS)** - The operation of Drones/Unmanned Aerial Vehicles (UAV)/Remotely Piloted Aircraft Systems (RPAS) within the facility, or on the property as a whole, outside of a demonstration within a confined netted area, needs to be approved by Show Management and the Kentucky Horse Park.

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**ELECTRICAL** - All electrical work, including booth lighting, must be done exclusively by the **Fern** electricians. Exhibitors are **NOT** allowed to bring their own generators. All power must be ordered through [Fern Online](#)

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**EXCESSIVE TRASH AND BOOTH ABANDONMENT** - Any excessive trash which consists of display materials, carpet, padding, crates and/or pallets will be disposed of and charged both a handling fee and disposal fee during move-in. Excessive booth materials and/or literature left in the booth at the end of the published exhibitor move-out that is not labeled for an outbound shipment will be considered abandoned and deemed as trash. The exhibitor will be charged for the removal and disposal of these items. Charges may include Installation & Dismantle Labor, Forklift/Rigging Labor, and/or Dumpster Fee.

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**EXHIBIT HALL CARPET** - The exhibit areas (booths) and aisle are **NOT** carpeted. To enhance the appearance of your booth, rental carpet is available through **Fern**.

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**EXHIBITOR PERSONNEL, BADGES, SHOW ACCESS** - Exhibitor staff personnel wishing to enter the exhibit floor must wear an Exhibitor badge at all times. Only booth personnel with an Exhibitor badge can enter the exhibition hall prior to show hours, or those individuals who have made prior arrangements with Show Management for meetings. (Please stop by Show Office on-site to make the proper arrangements if this has not already been so.)

Reed Exhibitions will furnish Exhibitor with badges for use by Exhibitor's company management, and company salesmen. Exhibitor badges are NOT to be issued to buyers, source suppliers, ad agencies, importers / exporters, consultants, vendors, business agents / managers, and others who wish to gain admittance for the purpose of making contacts or any other purpose.

Exhibitor badges must be worn at all times during Move-In, Show days and Move-Out.

- Misuse of Exhibitor badges is strictly prohibited. Should such a violation occur, the badge will be reclaimed by Reed Exhibitions, and the wearer will be refused further entry into display areas for the duration of the show
- Exhibitor must staff its booth(s) during all show hours
- Exhibitor personnel are permitted access to booth areas at 7:00 AM on Show days. **For those individuals who still need a badge, one may be obtained at the Exhibitor Registration Counters.**



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- Exhibitor’s personnel must wear the official Exhibitor badge for admission. Security personnel will refuse entry into display areas to all persons not wearing the official Exhibitor badge.

The official Exhibitor badge is not to be altered in any manner (replaced with business card, company badge or hand-written badge). Any alteration to the Exhibitor badge may result in Reed Exhibitions reclaiming the badge and refusing the wearer further entry into the display areas for the duration of the show.

In order for EXHIBITOR APPOINTED CONTRACTORS (EAC’s) to gain admittance into the Hall, Show Management requires each approved EAC to wear a wrist band. For your convenience, wrist bands may be picked up at the Security Command Post. Proper credentials will be required. Only three designated supervisors of approved EAC’s will be issued the necessary credentials. **Please do not give Exhibitor Badges to EAC personnel for Security reasons.**

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**EXHIBITOR SERVICE CENTERS ON-SITE - Fern** will maintain an Exhibitor Service Center during set-up, show days and dismantling. All other official show contractors will also be set up in this area as well. Any inquiries regarding booth services and orders should be made at the Exhibitor Service Center, including booth furnishings, labor, freight, utilities, and special show services. Exhibitors who have ordered labor are asked to check in at this desk when they are ready to install their exhibits.

The person in charge of your exhibit should carefully inspect and sign for all work order forms. If you disagree with a bill presented for your signature, question it immediately. If you cannot come to a satisfactory agreement with the contractor, contact Show Management. Do not put it off. Once the show has ended, it becomes very difficult to resolve issues.

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**FACILITY LIGHTING** - Lighting on the show floor of the Covered Arena is provided at 50% on move-in and move-out days and at 100% on show days and is shut down within one hour after the close of the show. There will be no additional light provided for outside exhibitors.

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**FARRIER SERVICES** – EQUITANA USA is partnered with the International Association of Professional Farriers (IAPF) [www.ProfessionalFarriers.com](http://www.ProfessionalFarriers.com) They will be located on-site for any last minute fixes/emergencies or you can visit their booth #123 for some educational content.

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**FEED THE WHALES** - A whale is a mini-dumpster on wheels that is used to collect trash from the exhibit halls during move-in and move-out. We created this program to address safety and security concerns that have become apparent during move-in and move-out. It benefits everyone if we can keep the aisles clean in terms of streamlining move-in activities and maintaining a safe environment. It is imperative we work together so the Show opens “Clean”. Special plastic bags are available *free of charge* at the Floor Manager counters and at the **Fern** Service Desk. Rather than throwing trash in the aisle, we ask Exhibitors and their contractors to utilize these trash bags and dispose of them in the “Whales”. Some items that we really need your help on are visqueen, packing materials and general trash. Please note that ALL boxes MUST be broken down. Whales will be placed at various points along the main cross aisles.



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The **Whale Program** will improve the working space on the show floor during move-in. It may also help to save you money on your own booth's cleaning cost by keeping ahead of things. And lastly, we believe that this is absolutely necessary in order to maintain a safe work environment for everybody. An aisle full of trash is like a blocked fire exit. Please advise your booth personnel and designated set-up people of this program. Any Exhibitor or Contractor who throw any type of trash (including poly) into the aisle on the morning prior to Show opening will not only be charged for the trash removal but will risk their participation at future Shows.

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**FIRE AND SAFETY REGULATIONS** – The Lexington Fire Department, in conjunction with the Kentucky Horse Park, has very specific fire regulations/restrictions and permit requirements regarding display material within the exhibit hall. Please click [Fern Online](#) to review these regulations.

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**FLOOR MANAGERS** - We have professional Floor Managers working on the Show floor. If you have any questions, problems, or need any information at all, please stop by to see them. Counters are staffed from the first day of installation through the end of dismantling.

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**FOOD & BEVERAGE DISTRIBUTION** - All Exhibitors serving food and/or beverage must comply with the rules and regulations set forth by **Levy**. NO Outside Food & Beverage is allowed, and **Levy** is the exclusive provider of all catering services at the **Kentucky Horse Park**.

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**GOOD TASTE AND THE RIGHTS OF OTHERS** - Show Management may require any Exhibitor to make changes in their exhibit if, in Show Management's opinion, the exhibit does not conform to prevailing standards.

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**GRAPHICS ON NEIGHBOR'S SIDE** - The backside of walls - the common border facing a neighboring booth - must be finished, neutral/clear of copy, logos, or other graphics, so as not to be an eyesore to neighboring exhibitors.

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**GREEN INITIATIVES – EQUITANA USA** is committed to the reduce, reuse, and recycle approach to planning and producing our shows. Recycling waste, trash and other paper products, and using recycled products, are just a few of the steps we have taken toward a **“green”** tradeshow experience.

**Here are a few examples of what you can do to help the environment:**

- Reduce, Reuse, Recycle
- Sign your office up for a recycling program: paper, plastic, cans, etc.
- Develop an online ordering system for your buyers.
- Reduce marketing on paper by opting for more electronic communication and email attendees after the show.
- Design your booth display to last for 5 years or longer using natural fibers.
- Practice Green Purchasing wherever possible by specifying Environmentally Preferable Products (EPP). These products or services contain recycled content, minimize waste, conserve energy or water, and reduce the amount of toxics disposed or consumed.



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- Donate extra amenities or promotional products to local charities rather than shipping them back or tossing them in the trash.

**Reed Exhibitions** has implemented the following programs and purchasing habits in an effort to reduce the amount of waste generated and encourage our clients and vendors to **Reduce, Reuse and Recycle** whenever possible.

- We have successfully implemented Express Badge on many shows, allowing attendees to print their badge on demand at the show site. This process **reduces** the printing and mailing of unnecessary badges.
- Our offices are set up to **recycle** paper, plastic, cans.
- We design a show look for a minimum lifecycle of 3 years and **recycle** graphics for the same period.
- We have **reduced** paper communications both internally and externally by opting for electronic communication.
- Producing an on-line exhibitor manual **reduces** our paper consumption by over 150,000 sheets on this show alone.
- Wherever possible we partner with local charities to provide donation opportunities for our Exhibitors as a way to “**reuse**” leftover products and merchandise, thus saving on packing materials and carbon emissions by not shipping them home. A great way to “Reuse” material for a good cause.

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**GROOMING** – Straight Arrow the official grooming sponsor of Equitana USA and EQUUS Evolution! Their portfolio of brands include: Mane ‘n Tail Personal Care; Mane ‘n Tail Equine; Cowboy Magic and Exhibitor’s.





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**HANDOUTS** - Exhibitors cannot distribute literature, samples, or other material outside of their contracted exhibit space.

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**HEALTH & SAFETY** - At EQUITANA USA and all Reed Exhibitions events, your health and safety is our top priority. As part of this commitment, we've taken proactive steps and implemented new guidelines and policies to help support a safe experience. Everyone in attendance, including customers, vendors and staff, are expected to comply with our health and safety requirements. Please review all aspects [here](#)

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**HORSES** - Helmets are required at ALL times when mounted. Riding is only permitted within the arenas/designated schooling areas. Riders MUST dismount and hand walk their horse to their designated riding areas.

Experience Level of Horses/Riders:

- All horses must be comfortable with large crowds, and act in a safe and appropriate manner. Horses found to be unsafe or handled in an unsafe manner may be removed from the show and/or asked to leave the park grounds.
- All handlers must be experienced in the discipline that they are showcasing and be of an appropriate age. Exhibitors under 18 years of age must have a parental release, proof that they are experienced in their discipline(s), and prior approval to exhibit or participate.
- All equines are to be treated in a humane manner in accordance with various state and local humane society guidelines.

KHP is a tourist facility and want to ensure a positive experience. Horses that appear to be in distress or neglected will be examined by a veterinarian at owner's expense and may be asked to leave the park grounds.

**The following equine vaccinations are *required* by the Kentucky Horse Park prior to your arrival: Tetanus, Eastern/Western Encephalomyelitis, Rabies, West Nile, Influenza, and Rhinopneumonitis (EHV-1 and EHV-4).**

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**HOTEL/TRAVEL DISCOUNTS** - For discounted rates on hotel, airline and car rental, visit us at the [EQUITANA USA TRAVEL DESK](#).

The **Kentucky Horse Park** also offers camping grounds for those who are interested. Please visit <https://kyhorsepark.com/campground/camping-and-rates/>

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**LABOR REGULATIONS** - Please plan now to abide by labor regulations. **Fern** is the official labor contractor. Labor arrangements may be made to set-up, service and dismantle your exhibit. Information regarding



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labor jurisdiction can be found on [Fern ONLINE](#). If you have any further questions or would like a quote for labor services, you may contact **Fern** directly.

**Floor Managers and Insurance Safety personnel will be on hand to check for adherence to the booth set up and dismantle guidelines. The safety of everyone on the show floor is a prime concern to everyone. People without the proper documentation will be asked to leave the show floor.**

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**LIABILITY AND INSURANCE** – Exhibitors are advised to see that their regular company insurance includes coverage outside of company premises and that they have their own theft, public liability and property damage insurance. Show Management and its contractors will not be responsible for injury or damage that may occur to an Exhibitor or his/her employees or agents, nor to the safety of any exhibit or other property against theft, fire, accident, or any other destructive causes. Please review the space contract for details.

If you are not insured but would like to be for this particular show, we have contracted with [JOHN BUTTINE INSURANCE INC.](#)

### **EXHIBITOR INSURANCE**

#### **1. Insurance; Losses.**

(i) *Exhibitor shall maintain at its sole cost and expense and throughout the duration of the Exhibition Commercial General Liability (CGL) insurance coverage with a minimum combined single limit of **US\$1 Million Dollars**, covering bodily injury (including death), personal injury, and property damage liability, with extraterritorial coverage... Such CGL insurance shall name as additional insureds Reed Elsevier Inc., the Venue owner, the city in which the Exhibition is being held if the city owns the Venue and any additional party Management may reasonably request. Exhibitor shall also maintain at its sole cost and expense Workers Compensation insurance for employees participating in the Exhibition, as required by law. Exhibitor's failure to comply with the insurance requirements in this Section VI.3 shall not relieve Exhibitor of its indemnification obligations pursuant to Section VI.2 of this Agreement.*

(ii) *Exhibitor understands that neither Management nor the Exhibition venue maintains insurance covering Exhibitor's property, and it is the sole responsibility of Exhibitor to obtain such insurance. Exhibitor must maintain property insurance covering Exhibitor's property on an "all risk" basis at all times, including, without limitation, when (as applicable) property is stored in vaults on the Exhibition floor.*

(iii) *Certificates of Insurance must be available onsite during the Exhibition and must be furnished by Exhibitor if requested by Management.*

(iv) *Management shall not bear any responsibility for damage to Exhibitor's property or for lost shipments either coming in or going out of the Venue and/or Exhibit Space or for moving costs. Damage*





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*to inadequately packed property is Exhibitor's own responsibility. If Exhibitor's products to be exhibited and/or display materials fail to arrive, Exhibitor is nevertheless responsible for License fees."*

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**LICENSE AGREEMENT** - Please be sure you have read the space application for your booth for all exhibition rules and regulations. It is the Exhibitor's responsibility to adhere to all rules pertaining to your license agreement.

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**MATERIAL HANDLING AGREEMENTS/ SHIPPING INFORMATION** - All freight that is to be shipped from the **Kentucky Horse Park** must be accompanied by a Material Handling Agreement unless you have small pieces which you intend to hand carry. All pieces must also be labeled with the booth name and number, as well as the destination. Material Handling Agreements may be obtained from **Fern** at the Exhibitor Service Center. You must have your exhibit completely dismantled and packed before returning your completed Material Handling Agreement to the Fern Service Desk.

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**MATERIAL HANDLING (DRAYAGE) SERVICES** - **Fern** is the exclusive material handling provider on the exhibit floor. They will receive all shipments, whether consigned in advance to their warehouse, or sent directly to the **Kentucky Horse Park**. Material handling includes storage during show days and return of your empty cartons and crates at the close of the Show.

Please refer to [Fern ONLINE](#) for additional information.

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**MEETINGS IN YOUR BOOTH** - If you plan to use your booth to conduct meetings before or after official show hours, you must email the following information to, Johanna Moore at [Johanna.moore@rxglobal.com](mailto:Johanna.moore@rxglobal.com) by **Sept 23, 2021**. PLEASE NOTE: All attendees and booth personnel must have a badge to enter the exhibit hall.

1. A letter requesting early access to the Show floor for non-Exhibitor personnel. Please state the exhibiting company, company contact with phone and e-mail, and booth number.
2. List the non-Exhibitor personnel and type of badge they will be wearing.
3. State the time and date of the meeting.
4. State the name of the Exhibitor who will meet the non-Exhibitor personnel at the entrance to the show, and escort them directly to the booth.

Access to the floor during non-show hours will be denied unless Show Management receives this written request in advance.

### **AFTER-HOURS IN-BOOTH HOSPITALITY**

Exhibitors wishing to hold hospitality events in their booth on the show floor, which would extend after the show has closed for the day, or which would begin prior to the close of the show and extend after the show has closed for the day, **MUST** complete the **AFTER-HOURS IN-BOOTH HOSPITALITY FORM**. In-booth hospitality functions are required to end no later than 7:00 p.m. on Friday, Oct 1, 2021 and Saturday, Oct 2, 2021. No after-hours, in-booth hospitality functions will be authorized for the final show day, Sunday, Oct 3, 2021.



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If your request is approved, you must order additional security guards from the Official Security vendor, to ensure your guests do not wander from your booth into neighboring booths that are unattended after show hours. Placement of this order will be confirmed with the official security vendor two weeks prior to the date of your function.

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**NO FREIGHT AISLES** - All items left in “**NO FREIGHT**” aisles during move-in and move-out will be moved into the booth by the Official Service Contractor, to avoid delays and ensure a timely move-in and move-out process. “**NO FREIGHT**” aisles are required and will be clearly marked.

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**OUTBOUND SHIPPING** - **Fern** is the Official Domestic Carrier of **EQUITANA USA**. Please refer to [Fern ONLINE](#) for further information and assistance regarding Air Freight, Padded Van Lines, and Common Carrier. **Fern** will maintain a full staff on-site at the Exhibitor Service Center.

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**PARKING** - All vehicles must display parking passes on dashboard. No overnight parking is allowed outside of the camp grounds. No Parking is permitted in the stabling area, in arenas, on the grass, or in any No Parking areas. This will be enforced. Violators will be ticketed and towed.

All trailers must be moved to the trailer parking lot or other designated trailer parking area. RV's or Trailers being used as exhibit space that require electric or water hookup must order through **Fern**. Exhibitors are not allowed to camp anywhere outside of the Park's camping ground. See the **Camping** section for more details.

The Park speed limit is 25 mph on all roads. Reduce speed to 10 mph in barn areas. All vehicles including golf carts, mopeds, and bicycles are restricted from the main visitor area and the Horse Drawn Tour route area. All drivers/operators, (on any vehicle) must have a valid driver's license and at least 16 years of age.

The Kentucky Horse Park reserves the right to revoke golf cart privileges from any exhibitor for violations or abuse. Horses, pedestrians, and Horse Drawn vehicles have the right of way on all Kentucky Horse Park roads.

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**PERSONNEL ALLOWED DURING MOVE-IN / MOVE-OUT** - In the interest of safety, only those full-time employees and sales representatives of exhibiting companies and authorized personnel of Exhibitor Appointed Contractors directly responsible for the set-up and dismantling of the booth will be permitted in the exhibit areas during move-in and move-out dates and hours, consistent with Kentucky state labor laws.

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**PRIVACY** - Exhibitors are responsible for complying with all applicable privacy and data protection laws regarding personal data they collect, capture or otherwise obtain at the show, including but not limited to providing any required notices and obtaining any required consents, permissions, authorizations



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and/or releases, such as for recording attendees during demonstrations or communicating with attendees whose badges they scan, and meeting any requirements for access, storage, transmission and deletion.

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**PRIVATELY OWNED VEHICLES (POV's)** - All Privately Owned Vehicles (POV's) will unload/load at the POV staging areas.

Please refer to the **POV Service Map** to come

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**SECURITY** - Show Management will provide perimeter security personnel on a 24-hour basis during the entire period of the show (including installation and dismantle). Every reasonable effort will be made to prevent loss; however, the final responsibility for booth contents lies with the Exhibitor. If you have items in your booth that are vulnerable to theft, take them with you when you leave the building for the day.

If you would like to order additional security please reach out to Tom Ramsey at CK Tactical Security [tom.ramsey@cktacticalsecurity.com](mailto:tom.ramsey@cktacticalsecurity.com) or 502-642-4345.

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**SHIPPING** - Refer to [Fern ONLINE](#) for information on your shipping options.

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**SHUTTLE BUSES** - Complimentary parking lot shuttle bus service will be provided for exhibitors and attendees to/from the Alltech Arena and the show's main entrance at the Covered Arena, beginning Friday, Oct 1 through Sunday, Oct 3, 2021.

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**SMOKING POLICY** - Smoking is prohibited in all areas of the Covered Arena and the Alltech Arena.

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**SOUND LEVELS** - Sound levels of presentations should be kept within the confines of the booth area and must not interfere with neighboring exhibits. Show Management will exercise their right to provide and maintain a fair exhibiting environment to all customers. Excessive sound can be offensive and distracting. Each Exhibitor is entitled to an atmosphere that is conducive to conducting business, without excess noise from other Exhibitors. Any audio equipment (i.e., sound system, audio from a video wall, microphones), whether in the booth or as part of a display, may not exceed a sound level of eighty-five (85) decibels. Reed Exhibitions will be sensitive and responsive to complaints registered by spectators, neighboring Exhibitors, or other personnel, and will have appointees to respond to all complaints.

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**STALLS / PADDOCKS – EQUITANA USA** will be assigning stalls 2 weeks prior to the event. Exhibitors will NOT receive a stall number until all their horse's health forms have been submitted. Because of limited paddock space, the Park does not provide turnout space for your horses. You may hand graze or lunge your horses in designated areas.

Security will be provided during the hours of the event. There is NO camping in any of the barn areas. All vehicles need to be removed from the barn area before 9:00 am on Friday, Oct 1, 2021.

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**TAXES** - All EQUITANA USA exhibitors must comply with the sales tax laws of the State of Kentucky. It will be your responsibility to determine whether or not you are required to register your business for sales tax purposes. The application to register your business with the Commonwealth of Kentucky is located here: <https://revenue.ky.gov/Business/Pages/Register-Business.aspx>  
Please contact the Kentucky Department of Revenue or your tax advisor if you have questions regarding the sales tax rate to charge on your sales.

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**TELEPHONE SERVICES / INTERNET LINES** - All telecommunication services including internet lines will be handled through **The Kentucky Horse Park**.

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**VEHICLE DEMONSTRATIONS OR EXHIBITIONS** – If you are planning on displaying a vehicle in your booth space, you must notify show management 30 days prior to the first day of move-in. In addition the below fire regulations must be adhered to:

- All Vehicles must have both battery cables disconnected and taped, alarms disconnected, and fuel filler caps locked or sealed to prevent escape of vapors to avoid tampering.
  - Fuel tanks cannot be more than ¼ tank full or contain 5 gallons, whichever is less.
  - Vehicles must be set back 10 inches from aisle.
  - Vehicles may not be started or battery cables connected during show hours.
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**VENDOR INVOICES** - Show Management will have personnel on hand throughout the course of the show to consult with Exhibitors regarding any bills received from service companies. If there is any question as to the charges made, please consult with our show representatives before paying the bill. Do not wait until after the show to settle problems that can be easily resolved at the Kentucky Horse Park.

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**Vaccination & Health** - Submit with Health Certificate and Negative Coggins Form to [johanna.moore@rxglobal.com](mailto:johanna.moore@rxglobal.com) prior to Arrival

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Kentucky Horse Park follows the Kentucky Department of Agriculture requirements for show horses which is a negative Coggins Test dated within 12 months of event.

- If the horse is from the state of Kentucky, a health certificate must be dated within 12 months.
- If a horse is from out-of-state, a health certificate must be dated within 30 days of competition.

The Proof of Vaccination Form should be completed for each horse and returned along with copies of negative coggins and health certificate.

The following equine vaccinations are required by the Kentucky Horse Park prior to your arrival:

- Tetanus Eastern/Western Encephalomyelitis
- Rabies
- West Nil
- Influenza
- Rhinopneumonitis (EHV-1 and EHV-4)

Management reserves the right to dismiss horses and handlers from any demonstration and the Park grounds.