



Shenandoah Valley Equine Fair  
November 14 – 16, 2019  
Augusta Expo  
277 Expo Rd, Fishersville, VA 22939

Dear Shenandoah Valley Equine Fair Clinician:

Thank you for your participation as a clinician for the First Annual Shenandoah Valley Equine Fair. We are very excited to be able to provide this event for our local community. The goal of this event (and many others at Augusta Expo) is to raise funds to build and expand a much needed agricultural, livestock, and equine show center which will be available for 4H, FFA and other youth organizations at no charge and always available to the rest of our community to use as needed. Your participation greatly aids in supporting this wonderful non profit organization and helps us provide better quality facilities and services for our community.

Enclosed you will find several forms that need to be completed and returned to our office by the deadlines shown on the forms. Please include all equipment needed for your lectures and demonstrations so that we may have those items available for you. All personnel from your organization that will be handling and/or riding a horse during the show, or inside any arena, must also sign a Release of Liability form. Please plan accordingly so that you can send the forms in time to meet our deadlines. Paperwork needs to be received in advance of the show.

If you are bringing horses and would like to use stalls during the Expo, please complete a Stall Reservation Form included in this package. This form is for reserving stalls for your personal horses. Please refer to the instructions below for demonstration horses that are not a part of your organization. Please instruct your riders, handlers and vehicle drivers to follow the Guidelines for Stabling, Parking and Participating in Horse Related Activities. A parking map will be available online about 3 weeks before the event. Illegally parked trailers and vehicles may be ticketed, towed or become blocked by other vehicles. At no time should trailers be stopped to load and unload horses in the traveled portion of the road. Your cooperation is appreciated.

If you will not require any demonstration horses for your lectures or demonstrations, please disregard the associated portions on the enclosed forms. If you need demonstration horses and will not be making your own arrangements to bring horses, please provide a brief description of what type of horse you would like for your demonstrations. There will be many horses on the grounds so you are not required to bring horses for your demonstrations, provided we are notified of your requirements at least 30-days prior to the Expo. If you are making your own arrangements for demonstration horses and these horses are not owned by your organization, please forward the name, address, email and phone number of the horse owners so we can send the appropriate instructions and forms to them.

Thank you for your cooperation, and I look forward to working with you. If you have any questions, please don't hesitate to call.

Sincerely,  
Gammon Cross

Clinician/Demo Application Form  
Shenandoah Valley Equine Fair  
November 14 – 16, 2019

Name of Clinician: \_\_\_\_\_

Name of Business: \_\_\_\_\_

Website: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Speaker only \_\_\_\_\_ Arena Demo \_\_\_\_\_ Other \_\_\_\_\_

General description: \_\_\_\_\_

Do you sell products, books, etc? \_\_\_\_\_

Will you also need a booth? \_\_\_\_\_ (if yes please fill out Vendor App too)

Preference of day or time for demo? (feel free to check multiple days/times if you want to do demo more than once)

Thursday pm \_\_\_\_\_

Friday am \_\_\_\_\_ pm \_\_\_\_\_

Saturday am \_\_\_\_\_ pm \_\_\_\_\_

Please list other expos or events you have participated in:

Will you require human accommodations?

\_\_\_ yes, I will pay for

\_\_\_ yes SVEF will pay for

\_\_\_ no

Fees:

\_\_\_\_\_ per demo/ day fee (circle one)

\_\_\_\_\_ no fee

Will you need horses/riders for your demo:

\_\_\_\_\_ Yes, I will provide (please attach a list of contact info for horse owners/riders)

\_\_\_\_\_ Yes, SVEF will provide (Please attach details of what is needed)

\_\_\_\_\_ No

Any special equipment needed? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please make sure all other forms have been filled out. Once everything has been completed we will send you an event contract for your review and signature.

Thank you so much and we look forward to working with you!

## Clinician Requirements Form

**Shenandoah Valley Equine Fair, November 14 – 16, 2019**

**Augusta Expo, 277 Expo Road, Fishersville, Va 22939**

**This form must be returned at least 45 days prior to the event.**

Clinician name: \_\_\_\_\_

You are scheduled to appear as a clinician at Horse World Expo. Please provide the following information by email to [manager@augustaexpo.com](mailto:manager@augustaexpo.com) no later than October 1<sup>st</sup>, 2019.

1. A current biography
2. A high resolution color photo to be used for publicizing your appearance at our event
3. Available lecture and/or demonstration titles and a brief description of each. This description will be used to let the audience know what to expect when they attend your presentation

Please update your website to include your appearance at Shenandoah Valley Equine Fair. Please be sure to provide a link to our event, [www.augustaexpo.com/horse-expo](http://www.augustaexpo.com/horse-expo) and, if possible, include our contact information, [info@augustaexpo.com](mailto:info@augustaexpo.com) or (540) 3372552. Cross promotion of the event through your appearance and by listing the event on your website benefits all who attend. Please include us on your facebook and social media pages as well. We will be tagging you in all our events and posts on social media as well and feel free to share, share, share!

Please complete the following form (using separate paper if necessary) so that all demonstration and lecture requirements can be planned in advance of your arrival. In order to give ample time to order material and secure necessary demonstration horses, please return this form no later than 45 days before our event.

If you are arranging for your own demonstration horses, or do not need a demonstration horse, please skip to the Lecture Hall Requirements section of this form. Please complete the included Stall Reservation Form if you require stalls for your own demonstration horses. If you are using customer's horses, please provide us with contact names, addresses, E-Mail and phone numbers so that we can mail appropriate instructions and forms to them. If demo horses have not been requested 30 days prior to the event, we will assume you are supplying or arranging for your own horses.

Demo Horse Requirements \_\_\_\_\_ I need Augusta to arrange for demo horses for the following demonstrations (list demo titles). Provide a brief description of the type horse and/or rider you are looking for and the way the horse should be presented – ie. Horse and rider in English tack, horse only – no tack, etc.:

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**Lecture Hall Requirements** – I will need the following equipment for my seminars (list seminar titles): .  
A wireless lapel microphone will be available in all arenas and halls and a stage will be placed in each seminar hall. Please keep in mind when planning lectures that the area is a fairly large and bright area. A multi-media projector can be available; please let us know if you need to use it. We recommend you bring your own laptop as not all software is compatible with all computers.

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**Demonstration Props** – You will need to provide all demonstration props but don't hesitate to ask if we might have something you need if it facilitates your traveling arrangements.

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If you will be bringing a horse, please refer to the stabling request for additional information.

## Clinician Accommodations Form

Shenandoah Valley Equine Fair, November 14 – 16, 2019  
Augusta Expo, 277 Expo Rd, Fishersville, Va 22939

Please complete if accommodations are included in your speaker contract.  
This form must be returned at least 60 days prior to the event(s)

Name: \_\_\_\_\_

Please complete this section for hotel reservations:

Date of Arrival: \_\_\_\_\_

Date of Departure: \_\_\_\_\_

Number of rooms required \_\_\_\_\_ (1 unless agreed to previously)

Room Type: Queen 2 Double Beds

(Please note – a request for room type will be made, but cannot be guaranteed, hotels are non-smoking)

Other special needs:

\_\_\_\_\_  
\_\_\_\_\_

Upon receipt of this completed form, Shenandoah Valley Equine Fair will make your room reservation and notify you with the name and location of the hotel. Only room nights covered under the terms of your Speaker Contract will be paid for by Shenandoah Valley Equine Fair. No room incidentals (phone calls, food, etc.) will be paid by Shenandoah Valley Equine Fair unless agreed to under the Speaker Contract. You will be required to provide a credit card to the hotel to cover incidentals.

Stabling Request Form:  
November 14 – 16, 2019

Clinician/ Owner: \_\_\_\_\_

Organization/ Demo: \_\_\_\_\_

Booth Number: \_\_\_\_\_

Nights stabling needed:    Wednesday    Thursday    Friday    Saturday

Stable With: \_\_\_\_\_

Emergency Contact info during event: \_\_\_\_\_

Horse #1

Name: \_\_\_\_\_

Age: \_\_\_\_\_ Breed: \_\_\_\_\_

Gender: \_\_\_\_\_ coggins date & assension # \_\_\_\_\_

(include coggins copy for each horse)

Rider/Handler Name: \_\_\_\_\_

Horse #2

Name: \_\_\_\_\_

Age: \_\_\_\_\_ Breed: \_\_\_\_\_

Gender: \_\_\_\_\_ coggins date & assension # \_\_\_\_\_

(include coggins copy for each horse)

Rider/Handler Name: \_\_\_\_\_

Horse #3

Name: \_\_\_\_\_

Age: \_\_\_\_\_ Breed: \_\_\_\_\_

Gender: \_\_\_\_\_ coggins date & assension # \_\_\_\_\_

(include coggins copy for each horse)

Rider/Handler Name: \_\_\_\_\_

