



## 2010 Exhibitor Information

Carroll Horse EXPO! is an event of the Carroll County Agriculture Center, Inc.  
Proceeds benefit the Carroll County Agriculture Center, Inc. & 4-H Therapeutic Riding Program  
of Carroll County

### Show Location

Carroll County Agriculture Center/ShIPLEY Arena  
706 Ag Center Drive  
Westminster, MD 21157

### Show Days & Hours

Saturday March 20, 2010                      9:00 am – 6:00 pm  
Sunday March 21, 2010                      10:00 am – 4:00 pm  
*NO alternate date(s) for inclement weather/conditions*

### Exhibitor Set Up Schedule

Friday, March 19, 2010                      9:00am – 8:00 pm  
Saturday, March 20, 2010                      6:30 am – 8:00 am  
Building open 9:00 am Sunday

### Exhibitor Break Down Schedule

Sunday, March 21, 2010                      4:00 pm – 7:00 pm

### Booth Equipment

Display booths are 10 feet by 11 feet. An 8' drape, and 3' side walls and a name sign will be provided for each booth. All booths will have access to electricity and wireless high speed internet service. Tables, chairs and carpet are not included in booth rental. Exhibitors may provide their own or rent tables and chairs through the EXPO! Orders for furniture should be included on the registration form.

Exhibitors may NOT begin to move out prior to official closing of EXPO! each evening. Violations will preclude Exhibitor's acceptance for subsequent shows. All unsold/unwanted items and trash must be removed from the Arena by Exhibitor. Bulk exhibit space will not include space dividers or drapes.

### Gas Tanks and Batteries

Vehicles or equipment being displayed inside the Arena must have gas tanks emptied and batteries disconnected. Please contact show manager directly if you have questions or concerns regarding this matter as certain special terms may apply.

## **Loading/Unloading**

Forklift service will be available at no additional charge during set-up; exhibitors wishing to use this service must indicate so on registration form. All products must be palletized. Handcarts will not be provided. No loading/unloading through main lobby.

## **Shipping Information**

Exhibitors requiring product and/or booth equipment to be shipped directly to the site may do so. Contact the Manager, Larry Collins, [larry@carrollcountyagcenter.com](mailto:larry@carrollcountyagcenter.com) and [Nichole@carrollcountyagcenter.com](mailto:Nichole@carrollcountyagcenter.com) to schedule delivery. All packages must be labeled with the exhibitor name and booth number. Product pick up after the closing of the EXPO! should be handled in the same manner.

## **Exhibitor Parking**

Exhibitors may not park in the area immediately surrounding the Arena but in designated areas only. Exhibitors will be allowed direct vehicle access to the Arena during scheduled move in/out times and prior to the opening of the show Sunday morning. Vehicles must be moved to designated parking areas by 8:00 am each show day

## **Exhibitor Badges**

All exhibitors and staff must display exhibitor name badges at all times Each booth space includes (2) badges at no cost, which will be available in the show office beginning 9:00 am Friday March 19, 2010. Names for all exhibitor badges should be included on the registration form. If additional staff is needed per booth they will need to pay regular admission.

## **Liability**

Exhibitors are responsible for entire area within contracted space and agree to pay for any damage to floors, walls, and doors. This includes any damage that occurs during move in/out to said space or area that is used in the process of moving. Exhibitors are advised to have business or personal theft, public liability, and property damage insurance. The Carroll County Agriculture Center does not provide insurance coverage for exhibitors.

## **Insurance Requirements**

Exhibitors are required to provide proof of liability insurance coverage, naming the Carroll County Agriculture Center as an additional insured. A copy of current Certificate of Insurance, including effective dates, must be received by EXPO! manager by March 1, 2010. Any questions concerning insurance, please contact show manager.

## **Retail Sales Licenses**

Per Maryland law, all retail vendors are required to have a Maryland Sales & Use Tax License.

To obtain a license:

1. Call the Special Events Division of the Comptroller of Maryland at (410) 767-1752 OR
2. Go to <https://interactive.marlandtaxes.com/webapps/comptrollercra/entrace.asp> OR
3. Call the Office of Sales Tax at (800) 492-1752

**Pets**

Pets are prohibited on the Arena grounds during EXPO!

**Show Office**

The show office is located inside the main lobby entrance of the Arena. Please visit the office any time during show hours for assistance.

**Directions**

<http://www.carrollcountyagcenter.com>

**Show Manager**

Roxanne Bowman  
12249 Manor Road  
Glen Arm, MD 21057  
[carrollhorseexpo@gmail.com](mailto:carrollhorseexpo@gmail.com) 443-621-0274

***The Carroll County Agriculture Center and the 4-H Therapeutic Riding Program of Carroll County are tax-exempt organizations under Section 501(c)(3) of the Internal Revenue Code.***

