

W E S T E R N S T A T E S
HORS  **EXPO**

June 9-11, 2023

**EXHIBITOR
HANDBOOK**

Your Guide To A Successful Show

**Location:
MURIETA EQUESTRIAN CENTER
7200 LONE PINE DRIVE
RANCHO MURIETA, CA 95683**

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WESTERN STATES HORSE EXPO CONTACTS

Office Phone	530-672-7490
Office Fax	916-354-2638
General Information	letters@horseexpo.com

CHECKLIST

ITEM	DUE DATE
<input type="checkbox"/> Final Payment	5-01-23
<input type="checkbox"/> California Seller's Permit # or 410-D	5-01-23
<input type="checkbox"/> Proof of Insurance	5-01-23
<input type="checkbox"/> Credential Request Form	5-01-23

SHOW HOURS

Please remain open throughout event hours

Friday, June 9 th	9:00 a.m. - 7:00 p.m.
Saturday, June 10 th	9:00 a.m. - 7:00 p.m.
Sunday, June 11 th	9:00 a.m. - 5:00 p.m.

OFFICE & BUSINESS CENTER

HOURS

Wednesday, June 7	8:00 a.m. - 6:00 p.m.
Thursday, June 8	8:00 a.m. - 6:00 p.m.
Friday, June 9	8:00 a.m. - 6:00 p.m.
Saturday, June 10	8:00 a.m. - 6:00 p.m.
Sunday, June 11	8:00 a.m. - 5:00 p.m.





THE MORIETA

INN AND SPA

 7337 MORIETA DRIVE

 BANCHEO MORIETA, CA

 (916) 334-3900

MORIETA

EQUINE CENTER

 CALIFORNIA'S PREMIER

 HORSE & EVENT FACILITY

EXHIBITOR INFORMATION:

EXHIBITOR BADGES

Two exhibitor badges will be issued to each (10x10, outside increments of 400 square feet, 5 horse trailers/vehicles) Exhibitor space. Exhibitor badges will admit any badge holder onto the MEC grounds one and a half hours prior to opening each morning of the event. These badges may be transferred between your staff each day and must be on your person at all times during the event.

A Credential Request form must be returned with payment to the Western States Horse Expo office to purchase *additional* exhibitor badges by May 1, 2023. Fax to (916) 354-2638, mail to 7200 Lone Pine Dr, Rancho Murieta, CA 95683 or email to letters@horseexpo.com. You may also fill out the online form on our Exhibitor section of the website here: <https://horseexpo.com/all-forms/>. Credentials will also be available for purchase at the Show Office when you check in on Wednesday and Thursday.

EXHIBITOR BADGES WILL BE IN THE PACKET YOU RECEIVE AT CHECK-IN AT THE SHOW OFFICE.

PARKING

One (1) parking pass will be assigned per 10x10 booth. Additional exhibitor parking passes are \$10 per event day. Exhibitor parking passes can be purchased at the show office on Wednesday and Thursday during check-in or daily at the gate. Exhibitor Parking will be located in the General Parking lot located at the end of Murieta Drive off Cantova Way.

CALIFORNIA SELLER'S PERMIT NUMBER

SACRAMENTO COUNTY TAX RATE IS 7.75%

All Exhibitors must have a valid California State Seller's Permit number or 410-D. If you are not selling, Form 410-D must be on file in our office. If you do not have a California Seller's Permit you will need to complete an application for a temporary seller's permit.

The California Department of Tax and Fee Administration has implemented an online system at <https://onlineservices.cdtfa.ca.gov>. Prior to any load-in or setting up, your permit number or 410-D must be on file with the Western States Horse Expo office and State Board of Equalization. More information can be found on the Exhibitor Service Center at <http://horseexpo.com/california-resale-certificates/>. **NEEDS TO BE CHANGED ONLINE**

MOVE-IN SCHEDULE

For set-up, Mane Market Mall Pavilion, Premium and Festival, Rigs & Digs (Horse Trailers), and The Ranch (outside bulk space), Exhibitors will Enter/Exit on Lone Pine Drive. Refer to the "Grounds Map" location.

Load-in must be completed by Thursday, June 8 by 9:00 PM. **No Friday Move-In Allowed.**

This scheduled move-in was implemented to reduce traffic problems and maintain traffic flow around the buildings. We ask you to plan your move-in according to this schedule, which is based on the size and locations of your booths.

All Horses are to arrive via Lone Pine Drive starting Wednesday, June 8 via the Exhibitor Gate on Lone Pine Drive. Please see Stall Information Sheet on our website for specific information.

MOVE-OUT/CLOSING PROCEDURES

The show closes at 5:00 pm. Those in attendance want and pay for a show until 5:00 pm. Please DO NOT break down early!

EXHIBITOR MOVE-OUT

Sunday, June 11th 5:30 PM – 11:00 PM

Monday, June 12th 7:00 AM– 10:00 AM

BUSINESS CENTER

A copy machine will be available in the Show Office for exhibitors to use at .10 cents per copy.

ELECTRICAL

Electrical service is not provided with your booth. If you require electricity for your exhibit, it must be ordered ahead. The cost of electricity is \$50 per booth for a standard 500w service. To order please call the Horse Expo office at (530)672-7490 or email letters@horseexpo.com. 1000w service is available for an additional fee.

DELIVERIES

Exhibitor incoming shipments will be accepted by the Western States Horse Expo. We will start receiving packages on Monday, June 5th. If shipping pallets and larger orders, please call our office to make pre-arrangements to ensure proper delivery. Prices are as follows:

Letters & Boxes less than 5lbs- \$5 per piece

Boxes up to 30lbs- \$10 per piece

Boxes over 30lbs- \$20 per piece

Pallets- \$100 each (includes delivery to your booth!)

All packages must be labeled properly! Please ensure the following is clearly visible on the box before shipping: Company Name, Booth Number, Contact Name, and Phone Number.

EXHIBITOR SERVICE CENTER

An Exhibitor Service Center is available on our website at <https://horseexpo.com/vendors/>. It will provide you with the information and forms you NEED, including this handbook, credential request, maps, floor plans, and California Department of Tax and Fee Administration information.

FOOD PERMIT

Any Exhibitor selling food or giving out edible samples (*human consumption only*) must complete the application for a valid food permit from the Sacramento County Health Department. The Horse Expo will send the application packet to applicable exhibitors in April. The fee will be pro-rated between the food vendors. All individual candies given out in an exhibitor's booth must be wrapped – no loose candy allowed.

INACTIVE TRAILER PARKING

Inactive trailer parking is available at no charge for the duration of the event. The exact location can be found on the map given to you in your Exhibitor Packet during check-in.

INSURANCE

Exhibitors shall carry and maintain during the period in which they exhibit, including move-in and move-out days, and at his or her sole cost and expense, personal injury, and property damage coverage under a policy of general public liability insurance of \$1,000,000.00 (One million). Certificate holder to read as Western States Horse Expo (7200 Lone Pine Dr, Rancho Murieta, CA 95683). The additional insureds must read as follows: Horse Expo., MEC, Cosumnes Corporation, West Coast Equine Foundation, their officers, agents, servants, affiliates, and employees. Exhibitor warrants that by signing this contract, he or she has complied specifically with the insurance requirements of this contract. Proof of insurance must be provided by May 1, 2023.

JANITORIAL

Exhibitors are responsible for cleaning up your booth area on set-up and breakdown days. Trash bins will be provided in your area.

All garbage, boxes, materials, or non-display items must be removed, all cleaning must be completed, and all coverings must be removed at least one hour before the Expo is open to the public each day.

RE-STOCKING

DRIVE-IN FOR RE-STOCKING IS PROHIBITED UNLESS YOU HAVE A RE-STOCKING PASS. Re-stocking passes will be included in your packet upon check-in. If re-stocking of your booth is necessary, during show days, the exhibitor can drive up to their building/location via Lone Pine Drive between 7:00-8:30 AM. Security will allow entry onto the grounds upon presentation of the exhibitor badge and re-stocking pass. All vehicles must be removed from the show area by 8:30 A.M. or you will be towed. If re-stocking is necessary during show hours, be prepared with a dolly/cart to move goods between your car/trailer to your location. You can also contact us at the show office to request help via golf carts or forklifts!

SECURITY/THEFT PROTECTION

Never leave a booth unattended at any time during operating hours. Each Exhibitor should cover all valuable items or take appropriate prevention measures when leaving the building after closing. Roving security guards will be on duty from closing times until the time the building is open to the general public. Valuable items in outdoor booths such as electronics, or any portable items, should be removed or properly secured and concealed after closing.

It is suggested that the Exhibitor obtain a temporary insurance policy to cover their displays for the period of the Western States Horse Expo, as an added protection against possible losses. Western States Horse Expo, Murieta Equestrian Center, the West Coast Equine Foundation, or any of its employees will not be responsible for lost, damaged, or stolen merchandise or equipment.

SOUND DEVICES

Radios, television sets, microphones, public address systems, and all other sound-producing devices are subject to the approval of the Western States Horse Expo and shall be controlled so as not to interfere with neighboring Exhibitors. If interference exists or persists, Western States Horse Expo reserves the right to revoke that particular Exhibitor's privilege of using any sound devices at any time.

SPACE LOCATION

Upon submittal of the completed contract and deposit, every effort will be made to allocate the requested space. Management reserves the right to move any Exhibitor to another location in the best interest of the event, at any time, including during the event. There is no guarantee that a returning Exhibitor will be assigned the same space. Locations are assigned on an annual basis. Returning Exhibitors may request a different location. Every consideration will be given to such a request should space become available. No space will be reserved without receipt of a deposit.

VEHICLES

Any Exhibitor requiring the use of any vehicle during business hours shall require the consent of Western States Horse Expo. **NO EXCEPTIONS.** No vehicles will be allowed on the grounds during show hours.

VEHICLES WILL BE TOWED AT THE OWNER'S EXPENSE.

REGULATIONS:

Non-compliance with any of the Exhibitor Contracts shall be considered a breach of contract. Read and understand the "Terms and Conditions of Agreement" on the back of your contract.

AMERICANS WITH DISABILITIES ACT (ADA)

All exhibiting companies are required to be in compliance with the Americans with Disabilities Act (ADA) and are encouraged to be sensitive, and as reasonably accommodating as possible, to attendees with disabilities. Information regarding ADA compliance is available from the U.S. Department of Justice ADA Information Line (800-514-0301) and from web site <http://www.usdoj.gov/crt/ada/infoline.htm>.

GOVERNMENT REGULATIONS

The Exhibit shall be conducted and the privileges exercised in strict conformity with all applicable:

1. Laws of Federal, State, and local authorities
2. Public safety and fire regulation
3. Rules and regulations of State and local health authorities, including but not limited to copyrights, patents, trade names, and trademarks.

Exhibitor shall:

1. Pay all required deposits, fees, and taxes.
2. Obtain all licenses applicable to the operation of said Exhibit, and shall be responsible for other city, county, and state permits and licenses required by law.

MOTORIZED VEHICLES ON DISPLAY

Any motorized vehicle that is part of an Exhibitor display must be approved by Western States Horse Expo in advance and remain in place during the entire three-day run of the Expo.

The exhibition of vehicles powered by internal combustion gasoline engines inside buildings shall require the following:

- a. Gasoline must be drained from the tank allowing only enough fuel to enable the vehicle to drive in and out of the building. The gas cap shall be taped in place to deter removal.
- b. The battery or batteries must be disconnected.
- c. The battery terminals must be taped with electrical tape
- d. Vehicles must be available for inspection by the State Fire Marshall.
- e. No motorcycles, rollerblades, or skateboards.

FIRE MARSHALL REGULATIONS

The State Fire Marshall (SFM) has jurisdiction at the Murieta Equestrian Center. The following is provided for your convenience and is not a complete listing of all applicable State Fire Marshall regulations.

- SFM may enter any portion of any exhibit space or booth on the grounds of Murieta Equestrian Center at any time for the purpose of inspecting the premises for fire and life safety.
- No display or exhibit shall be installed or operated that will interfere in any way with access to any exit, or with the visibility of any exit sign. No display shall block access to firefighting equipment, such as fire extinguisher stations, fire hose cabinets, and fire hydrants.
- No display, exhibit, booth, or temporary construction shall be built of highly combustible material.
- Any paper or fabric used in displays or exhibits shall be fire resistive or treated with any approved fire-retardant solution prior to use. All draped, hanging curtains and all other decorative material, including decorative trees that would tend to increase the fire and panic hazard, shall be made from nonflammable materials or shall be treated and maintained in a flame-retardant condition by means of a flame-retardant solution process approved by the SFM, such as Flame-X which can be purchased from the show decorator, STL.
- Electrical equipment and installation shall be inspected and approved by a qualified person acceptable to SFM.
- The use and handling of any flammable or combustible liquid shall be subject to approval by SFM. The location of such material shall be noted.
- Location and use of portable containers of Liquefied Petroleum Gas (LPG) or other compressed gas cylinders inside buildings or tents are subject to approval by SFM.
- Commercial Exhibitor cooking may be allowed only in approved locations with approved equipment. Prior approval by SFM is required.
- The use of any type of open flame must be approved by the SFM prior to use.
- Bark dust or like material must be kept moist at all times.

TRAVEL & ACCOMMODATIONS:

Please be advised, Hotels in the area do sell out. Please make your reservations early.

MURIETA INN & SPA

7337 Murieta Drive, Rancho Murieta, CA
Phone: (916) 354-3900
Walking distance from Murieta Equestrian Center

HYATT PLACE

10744 Gold Center Dr, Rancho Cordova, CA 95670
(916) 635-4799
10.7 miles from Murieta Equestrian Center & 24.4 miles from Sacramento International Airport

MURIETA EQUESTRIAN CENTER RV PARK

7400 Lone Pine Drive, Rancho Murieta, CA
Phone: (916) 985-7334 Dry Camping: \$200/week or Full Hook-Ups: \$250/week
On Horse Expo Grounds; Hook Ups only available to exhibitors & horse show participants.

RV Rentals are Available! Just call/text Sven at (916)531-7123.

COMFORT INN & SUITES

12249 Folsom Blvd, Rancho Cordova, CA
95742
Phone: (916) 351-1213
15.9 miles from Murieta Equestrian Center &
29.3 miles from Sacramento International
Airport

LARKSPUR LANDING FOLSOM

121 Iron Point Road, Folsom, CA 95630
Phone: (916) 355-1616
15.5 miles from Murieta Equestrian Center & 30
miles from Sacramento International Airport

RESIDENCE INN BY MARRIOTT

2779 Prospect Park Drive, Rancho Cordova, CA
95670
Phone: (916) 851-1550
15 miles from Murieta Equestrian Center & 30
miles from Sacramento International Airport

STAYBRIDGE SUITES

1745 Cavitt Drive, Folsom, CA 95630
(916) 983-7885
13.4 miles from Murieta Equestrian Center & 35
miles from Sacramento International Airport

FAIRFIELD INN & SUITES

1755 Cavitt Drive, Folsom, CA 95630
Phone: (916) 984-0100
13.4 miles from Murieta Equestrian Center & 35
miles from Sacramento International Airport

AIRPORT

Sacramento International Airport (SMF) - Approximately 40 minutes from MEC

OFF GROUNDS SERVICES:

Building Supplies

Rancho Murieta Ace Hardware: 7238 Murieta Dr 916-354-1970
Home Depot: 2675 E Bidwell St, Folsom 916-983-0401
Lowe's: 3251 Zinfandel Dr, Rancho Cordova 916-267-2850

Golf Cart Rental

Gipson Golf Carts 916-806-0920

Post Office

Rancho Murieta Branch 800-275-8777

Printing/Photocopies

Fed-Ex Print & Ship Center: 1000 White Rock Rd, El Dorado Hills 916-941-9250
Fed-Ex Print & Ship Center: 11140 Sun Center Dr, Rancho Cordova 800-463-3339

Rental Companies

River City Rentals 916-361-3111
Folsom Party Rentals 916-802-6555
Just Call Sven RV Rentals 916-531-7132

Wholesale Suppliers

Costco: 1800 Cavitt Drive, Folsom 916-850-1000
Costco: 11260 White Rock Rd, Rancho Cordova 916-724-2240
Sam's Club: 2495 Iron Point Rd, Folsom 916-487-8242

Employment Agencies

Apple One 916-483-9180
PeopleReady 916-922-4441

Office Supplies

Staples: 2435 Iron Point Rd, Folsom 916-983-2861
Staples: 2690 Sunrise Blvd, Rancho Cordova 916-858-1868
Target: 10881 Olson Dr, Rancho Cordova 916-503-2512
Wal Mart: 10655 Folsom Blvd, Rancho Cordova 916-361-0296

Taxi Service

Yellow Cab 916-444-2222
Airport Flat Rate Taxi 916-879-6000
Taxi Rancho Cordova 916-254-2655