

# Horse Expo Coordinator

**Mission: To promote MN Pinto and the Pinto horse, as well as generate new members, through our presence at Horse Expos.**

Coordinate MN Pinto's presence at the Minnesota Horse Expo, which is held in late April to early May at the Minnesota State Fair Grounds.

Fall (August or September): Provide a proposal to the Board of Directors requesting funding for stalls for MN Pinto for the following year's Expo. This is to include 6 horse stalls and 2 tack stalls. Include changes or updates to the Expo layout or program at the same time as the proposal.

Partner with the Treasurer for a check to send in with the stall rental contract. Complete and send in the Stall Rental Contract to the MN Horse Expo. This is typically due in October. Be sure to read the due dates on all communication from MN Horse Expo to ensure the contract is sent on time to keep the same stall spaces in the Horse Barn.

Obtain a list of the top year-end horses in each of the following categories:

- Pleasure/Saddle horse
- Stock/Hunt horse
- Pony
- Miniature
- Utility
- Solid Pinto
- Amateur
- 13 & under Youth
- 14-18 Youth

Also obtain a copy of all horse placings 1-6 and "other" awards (National and Special) to use in the event that horses that are Champion and Reserve Champion are unavailable, then there are other horse owners to contact.

Contact the owners of the Champion and Reserve Champion horses to offer them the opportunity to bring their horse to the Expo. Six horse stalls will need to be filled. Follow the guidelines posted on the website for the Expo Exhibitor Selection process. Continue to contact horse owners until all stalls are filled.

Contact the National Pinto office to obtain literature from the Pinto Horse Association of America, i.e., registration forms, national membership forms, business cards, PtHA Official Magazine, Amateur tri-fold, and other promotional materials to distribute at the Expo.

Contact OnTheSpot editor to communicate that an "ad" needs to be in February, March and April issues requesting volunteers to help work the Expo. Write and send the verbiage to the editor prior to publication due dates.

Continue to use Facebook, email, membership meetings, social media and direct member contact to gather and organize volunteers. Volunteers need to be scheduled for Set-up the Day prior to Expo, to cover 1-2 hour shifts during Expo (from 9am to 5pm), and volunteers to help with tear down of the stalls. Do not expect Exhibitors to stay after the Expo to help tear down, as they need to pack up their horses and belongings.

Collect boxes of Directories to distribute at Expo – about 200 total. Print roughly 100+ copies of showbills and MPtHA membership forms to distribute.

Coordinate pick-up of all Expo supplies from the storage unit within the week prior to Expo. Unpack and clean or press curtains or décor if needed.

Send exhibitors a letter that defines expectations and how the Expo will work. Watch for more detailed information from the Expo President and Exhibit Director; this information should be shared with the scheduled exhibitors. Information will discuss exhibitor wristbands, set up times, check in times for horses and when the coliseum arena may be used for warm-up.

Request a write-up for each horse from the owners beginning in early March. Collect all write-ups and combine into one consistent narrative. The narratives of MN Pinto exhibitors will be read during in the "Breed Demonstration". A separate write-up will be read during the "Parade of Breeds". The "Parade of Breeds" write-up should be reviewed and edited prior to sending to the Expo contact. Both narratives are usually due to Vicki Deeds by April 1.

By second week in April send out a letter to Expo exhibitors stating times, park, rules, etc.

On the day prior to Expo, after stall set-up, go to the Horse Show Office in the Coliseum to collect the exhibitor packet. This will include one pass (wristband) per horse stall. Additional exhibitor wristbands will need to be purchased on the first day of the Expo on the Horse Show Office to cover the cost for a parent to accompany each youth, and for the Expo co-chairs.

The "Parade of Breeds" runs Friday, Saturday and Sunday beginning at noon. It runs through all of the breeds exhibited at the Expo. The narrative focuses on general breed and registry information and exhibitors ride one lap around the coliseum.

Breed Demonstrations run Friday and Saturday in the coliseum. Scheduled breed times can be found on the Expo website prior to set-up; print them and bring a copy to Expo. Post the times in the tack stall. MN Pinto's exhibitors should ride in their show clothes and tack.

#### Set-Up/Tear Down & Stall Decorating

1. Move in of horses can start as early as 7am on Thursday but times vary from year to year – be sure to follow the guidelines found in the Expo communication. Be sure that horse arrival times are communicated clearly to Expo Exhibitors. Horses are typically NOT allowed in after 7am on Friday morning.
2. Decorating of stalls starts about 9am on Thursday – Expo Co-Chairs can coordinate arrival times with Volunteers to ensure the best time to begin set-up. Be sure to wipe down and dust stall fronts/bars/etc. at start of set-up to help with cleanliness during set-up.
3. Expo Co-chairs should coordinate to bring a tall ladder, stepladder, broom, extension cords, hammer, screwdriver and other tools, and watering can (optional).
4. Dismantling the stalls cannot take place until 5:00 p.m. on Sunday. Failure to follow this rule could result in the loss of the stall location for the following year.

#### Notes:

1. Keep the area around the stalls as neat as possible. A watering can could be used after sweeping to keep down dust (optional).
2. Keep the handouts filled. Put TV/DVD player away in one of the locked tack stalls for the night.