

## **HORSE FAIR COORDINATOR**

UMBHA will elect from year to year whether or not to have a booth promoting the club and IBHA at the Midwest and/or Minnesota Horse Fairs. This decision will be made by the individual Horse Fair Coordinators (with the UMBHA board's approval) on a year to year basis. It is advised that all UMBHA members working in the booth look presentable to represent in the best possible way.

### **Some of the duties/expectations of the Horse Fair Coordinator are:**

- ❖ Work with the UMBHA Treasurer to make sure the horse fair is included on our insurance certificate.
- ❖ Reserve the booth by filling out the necessary paperwork and sending in the payment. Request to be near the Wisconsin Foundation Quarter Horse Booth.
- ❖ Make sure the second payment is sent to the Horse Fair office on time.
- ❖ Set up and tear down of the booth:
  - ✓ Set up the booth on Thursday so that it is up and ready to go when the Horse fair opens the doors on Friday.
  - ✓ Pack up the booth at the end of the Horse Fair. This should never be done prior to the written deadline in our contract with the horse fair office.
- ❖ Make sure that the booth is manned the entire time. Coordinator will need to make sure that help is lined up prior to the fair. It is important that the booth is manned at all time in case a fairgoer wants more information on UMBHA or even registering their horses with IBHA. It is perfectly acceptable for the Horse Fair Coordinator to step away from the booth to go and see parts of the Horse Fair as long as someone is available to help man the booth in his/her absence.

### **Things to include in the booth:**

- ✓ IBHA Banner
- ✓ UMBHA Banner
- ✓ UMBHA Stall Curtains
- ✓ UMBHA Directories
- ✓ UMBHA Membership Forms
- ✓ UMBHA Showbills & Fee Structure Page (stapled together)
- ✓ Futurity Flyers, Entry Form and Sponsorship form (stapled together)
- ✓ IBHA Membership Forms
- ✓ IBHA Registration Forms
- ✓ IBHA Flyers (if available)
- ✓ Cy Memorial Trophy
- ✓ Futurity Ribbon if one is available
- ✓ Small TV with power point presentation with photos
- ✓ Candy & Candy Dish
- ✓ Welcome bags, pens and notepads to hand out to new members