

# EXHIBITOR SHOW ARRIVAL PROCEDURES

Check-In Times will be the following:

- Thursday: 3:00pm to 9:00 pm
- Friday:
  - Show Staff will begin checking horses at 9:00 AM on Friday.
  - The show office will open at 12:00 PM on Friday.
  - The main arena will be open for schooling over fences around 2:00PM on Friday.
  - *These times are subject to change, they will be announced via Remind.*

ENTER THE SHOWGROUNDS THROUGH GATE H4. Stop at the Stall Check-In Office located adjacent to the shavings trailer, you can find your Stall assignments posted on the announcement board in the same area. After finding your stall assignment, drive to your stall area and unload. Move all vehicles to designated parking areas. **Parking next to or between barns except during loading and unloading restricts access by emergency vehicles and is prohibited.**

Take horses to the COGGINS CHECK-IN STATION, WHICH WILL BE LOCATED AT THE FARRIER BARN, along with a copy of your current negative Coggins Test. Your coggins must be good through the end of the show. Present your horse and Coggins Test for inspection and approval. Please remove blankets and wraps prior to having Coggins checked. Obtain a signed form verifying that your horse matches the information submitted on your entry form.

Take the signed Coggins check-in form to the Show Office to obtain your entry packet, which will include back numbers. A Coggins check-in form is required to obtain your show packet at the show office. Please check to ensure that you are entered in the correct classes.

*You must keep a copy of your horse's Coggins Test posted next to your stall door and visible at all times.* Failure to do so could result in a fine from the NC Department of Agriculture State Veterinarian. Remember that the Hunt Horse Complex has a rule stating "No nails, screws, staples or fixtures may be installed in any building including stalls." This allows for no more than 2 hooks inside a stall using only existing holes. No new holes may be added. **If any of these are found to be in use at your stalls, you will be billed for any fees incurred.**

Office Hours and shavings trailer staffing times will be posted. Shavings will not be sold or distributed during non-staffed times.

Thank you for your support and cooperation!

- Robin Brantley Lynn