



REQUEST FOR PROPOSAL (RFP) Show Superintendent for SHOW

Calpaca invites you to be considered as the (Halter/Fleece) Show Superintendent for the NAME OF SHOW to be held at _____.
(Halter/Fleece) Show Superintendent will be required on-site onsite one day to the event for set-up and check-in, by DATE/TIME HERE

Please complete the following information and attach separate addendums as needed.

Name:
Address:
City, State and Zip
Phone:
Cell Phone:
Fax:
Email:
AOBA Show Division Number:

Please submit this form with the attachments to:

Submissions should be received by _____.

Requirements of Show:

The Halter Show Superintendent will have the following responsibilities:

1. Officiate as (Halter/Fleece) Show Superintendent. (Halter/Fleece) Show Superintendent will manage an AOBA certified (full fleece, shorn, production, composite, performance, fleece, spinoff, fiber arts show) at this event. It is expected that the NAME OF SHOW Show will follow the (60/40)(50/50) rule of judging.
2. Be present on the show grounds for the duration of the show.
3. Comply with and enforce AOBA rules as found in the 201X Show Handbook.
4. Not show their alpacas before the Judges in that show.
5. Set the schedule for the classes.
6. Work with Calpaca Board designated Show Manager to ensure that AOBA certification of the NAME OF SHOW Show has been obtained, help set the conditions of entry, and establish the schedule for the classes.
7. Provide the Calpaca Board designated Show Manager with monthly updates 3 months prior to the show, which progresses to weekly updates 1 month prior to the show.
8. Provide the Show Manager notice of any needed funds for any unanticipated costs not already agreed upon in this proposal.
9. Receive the entries, examine for accuracy, and verify that the show entry matches the ARI registration papers.
10. Provide list of awards needed, including ribbons and banners, in coordination with other Show Superintendents (if there are others) at least 60 days prior to the start of the show.

11. Organize the classes according to the rules pertaining to the level of the show.
12. (HALTER) Prepare entries prior to show for insertion into show program (*additional office help may be hired at show superintendent's expense*).
13. (HALTER/FLEECE) Produce the class list, which contains the show order and listing of entries in their appropriate classes. Required Information: Class Number, Name of Class (Breed Type, Gender, Age Division, Color, Class Type), Exhibitor #, ARI Reg #, Alpaca Name, Owner Name and/or Farm Name, DOB, Color Designation, Sire Name, Dam Name.
14. (HALTER/FLEECE) Provide each judge with a list that shows only the proposed classes and the estimated number of alpacas in each class after entries have been received and classes have been assembled. The list shall also show the class order.
15. (ALL) Prepare all required judges cards, worksheets, and scorecards as needed.
16. (HALTER) Order and complete exhibitor numbers with appropriate information on back.
17. (HALTER) Provide lists of entries by farm for Color Check/Vet Check.
18. (HALTER) Prepare exhibitor packets to include exhibitor numbers.
19. (ALL) Provide own computer equipment during show.
20. (HALTER) Provide class listings, in sufficient number (*per agreement with Show Manager on what is a sufficient number*), by the start of the exhibitor meeting.
21. (HALTER) Post order of classes and show times in a visible place on the show grounds.
22. (HALTER) Excuse at the direction of the judge any alpaca or exhibitor from the show prior to or during judging.
23. (ALL) Submit show results to AOBA Show Division Office in proper format and by required deadline.
24. (ALL) Provide show results to Calpaca for publication to website within 30 days following show.
25. Direct anyone seeking to register a complaint or protest to follow the procedures documented in the Ethics and Protest section of the AOBA Show Division Handbook.
26. (ALL) Be a member of AOBA and a member of the AOBA Show Division.

In addition to the specific duties and responsibilities listed above the (Halter/Fleece) Show Superintendent shall follow the show guidelines as set forth in Part 4 Show Positions and Officials, Section D. Ethics Relating to Show Superintendents of the 201X Show Division Handbook.

Experience and References

List up to 10 AOBA Certified Shows and/or other Shows & Show Associations with whom you have contracted or acted in a volunteer nature within the past 24 months, including a name as a point of Reference for each show. Please provide all information for each show. (If you require more room, you may attach an addendum).

Name of Show

Dates of Show

Position contracted or volunteered at Show (Note if this was contracted or volunteer position)

Type of Show (Halter, Fleece, Performance, other)

AOBA Certified Show (Y/N)

of Entries

of Classes

of Judges

of Rings

Reference Name, Telephone # and email

Please attach premium books and sample materials of at least one of the above referenced shows. Be sure to identify on the sample which show and position you are submitting.

Anticipating that the **_NAME OF SHOW_ Alpaca Show** will likely include XXXX entries (breakdown as follows:), please indicate your expected compensation level, i.e., flat fee, per entry, expenses {airfare, meals, office expenses, show numbers, *class listings*, etc.). Hotel room will be provided by Calpaca.

*Selection of Calpaca **_NAME OF SHOW_ Show Superintendent will be made by the Calpaca Board with input from the **_NAME OF SHOW_ Show managers and will be relayed to submitters by (date here).*****

Thank you for your interest.

Calpaca Board: