



**Halter Show Superintendent Sealed Bid Application Form
2010 MAPACA Jubilee
Harrisburg Farm Show Complex, Harrisburg, PA**

Name:

Address:

City/State/Province/ Country/Zip:

Phone: Fax: Cell:

E-Mail:

Show Division Member #:

Please indicate your desire to be considered as Halter Show Superintendent for the 2009 MAPACA Jubilee to be held in Harrisburg, PA, April 22-25, 2010. The Halter Show Superintendent will be required to be onsite one day prior (i.e., April 21st) to the event for set-up and check-in

Please complete the following information: Use separate addenda as needed.

The Halter Show Superintendent is responsible for coordinating the Show. The following duties fall under the Halter Show Superintendent:

1. Halter Show Superintendent will manage an AOBA certified full fleece, production classes, and performance at this event. It is expected that the 2010 Jubilee will follow the 60/40 rule of judging.
2. Not personally show his/her alpacas before any Judge in the show.
3. Work with MAPACA Board or designated representative to ensure that AOBA certification of the Halter Show has been obtained, help set the conditions of entry, and establish the schedule for the classes.
4. Work with MAPACA Board or designated representative for the utilization of halter judges, obtaining volunteers, and hiring of other show personnel if necessary.
5. Provide the MAPACA Board or designated representative with monthly updates 3 months prior to the show, which progresses to weekly updates 1 month prior to the show.
6. Provide the MAPACA board notice of any needed funds for any unanticipated costs not already agreed upon in this proposal.
7. Implement a system that ensures verification and compliance with color and fleece length of all alpaca entries.
8. Receive the entries and examine for accuracy, including verifying that the show entry matches the ARI registration papers.
9. Be able to utilize data provided from the online registration system (either the one used last year by MAPACA or the new sanctioned AOBA online system. The MAPACA board would like for the superintendent to avoid performing double entry of information from online system to the



show superintendent database system. (Note: Both systems should be able to work together. As part of the process, MAPACA will entertain a business proposal for the required programming to make this happen.)

10. Organize the classes according to the rules pertaining to the level of the show.
11. Produce the premium listing which contains the list of classes offered, ribbons, prizes, or premiums and work with the MAPACA Board or designated representative on the show entry form.
12. 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.
13. 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.
14. Work with the MAPACA Board or designated representative to ensure procurement of ribbons and/or trophies in compliance with show rules.
15. Enforce all show and event rules pertaining to the show.
16. Authority to excuse any alpaca or exhibitor from the show prior to or during judging who is deemed to be in violation of the Show System Rules.
17. Be present in the event center for the duration of the show.
18. Direct anyone seeking to register a complaint or protest to follow the procedures documented in the Ethics and Protest section of the AOBA Show System Handbook.
19. Responsible for reporting show results to the Show System Administrator in the required format and within 30 days following the last day of the show.
20. In addition to the specific duties and responsibilities listed above the Halter Show Superintendent shall follow the show guidelines as set forth in the latest edition of the Show System Handbook.

Information needed for consideration

1. List the **AOBA Certified Shows** you have served by contract within the past 24months, including a name as a point of reference for each show.

2. Please provide all information for each show.

Name of Show:	Dates of Show:	# of Entries:	# of Classes:
# of Judges:	# of Staff Hired:	Reference Name/Telephone #	

3. List **Other Shows and Show Associations** you have served by contract within the past 24 months, including a name as a point of reference for each show.

Name of Show Association:	Name of Show:	Dates of Show:	# of Animals:
# of Classes:	# of Judges:	# of Staff Hired:	Reference Name/Telephone #



4. Please attach premium books and sample materials of at least one of the above referenced shows. Indicate which you are sending:
5. Please itemize the services that you will provide within the framework of your basic contract. All proposals are to include any office supplies (paper, pens, pencils, staplers/staples, tape, clipboards, etc) that are necessary to fulfill the responsibilities of this position and to support halter show personnel (clerks, stewards, gate keepers, etc).
6. Anticipating that the MAPACA Jubilee will likely include 1,500+ entries please indicate your expected compensation level.
7. Please include anticipated travel, food, and lodging cost.
8. Shall be a member of AOBA and a member of the AOBA Show Division.
9. In addition to the specific duties and responsibilities listed above the Halter Show Superintendent shall follow the show guidelines as set forth in the latest edition of the Show System Handbook. The Show System Software should be in full implementation by 2010 and will be used for this national event.

In response, I have attached my contract including fees for your consideration. This contract is to be held in strict confidence and should I not be awarded this position will be: returned to me -OR- destroyed (please circle one).

Signed:

Date: _____

Please send your completed application by electronic mail to:

bod@mapaca.org

Please send hard copy and any supplemental materials to:

Kristie Smoker, 5701 Valley Glen Road, Annville, PA 17003

DEADLINE FOR RECEIPT OF APPLICATION AND MATERIALS is September 15, 2009 at 5:00 PM Eastern time. Thank you very much for your interest. Please don't hesitate to call Kristie Smoker, at 717-503-6168, if you have any questions.