**PLEASE COMPLETE THIS FORM IN ORDER TO BE CONSIDERED TO HOST A POLISH NATIONAL SHOW:**

**BID SUBMISSION FOR NATIONAL POLISH RABBIT CLUB SHOW FOR YEAR:**

Name of Sponsoring Club:

Date Submitted: \****Bids must be submitted to APRC Secretary a minimum of 30 days prior to the general meeting at the APRC National Show***

Location of show - City, State:

***\*Consider current RDHV2 restrictions / hot zones***

Hosting Club:

Date of show:

Entry Deadline:

Health Certificates Required for Out of State Exhibitors:

Show Chairperson (Name and contact information – Phone and Email)

Show Superintendent (Name and contact information – Phone and Email):

Show Secretary (Name and contact information – Phone and Email):

**THE FOLLOWING SECTION IS TO BE COMPLETED AND SUBMITTED TO THE APRC SECRETARY WITHIN 90 DAYS OF BEING GRANTED THE BID TO HOST THE NATIONAL SHOW:**

Location Details\* (include showroom site/venue location):

* Parking Availability: (any cost for parking; gravel lot or blacktop; unloading site vs. parking site)
* Amount of square feet of usable showroom space:

List schedule of events Friday thru Sunday:

List names of volunteers and their contact information:

**Judge(s):**

Open – (suggested 3, see below notes)

Youth – (suggested 2, see below notes)

**Pre-entry fee (s):** **Specialty Show:**  ***IF ALLOWED*** - **Day of show fee (s):**

Open $\_\_\_\_\_\_\_\_\_ Open $\_\_\_\_\_\_\_\_\_\_\_ Open-$\_\_\_\_\_\_\_\_\_\_\_\_

Youth $\_\_\_\_\_\_\_\_\_ Youth $\_\_\_\_\_\_\_\_\_\_ Youth-$\_\_\_\_\_\_\_\_\_\_\_\_

Fur $\_\_\_\_\_\_\_\_\_\_\_ Fur $\_\_\_\_\_\_\_\_\_\_\_\_\_ Fur- $\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***\*Consider a refund policy in cases of unexpected illness (Covid 19) or RDHV2 restrictions!***

Cooping: include if available, cost, if reservations are needed & contact person/telephone numbers:

Polish rabbit auction - location, approximate time, name & contact number of who is in charge of the auction:

 Other Shows Available:

(How many times can Polish be shown? Are there any other National Breed shows being considered for same time and location? Will there be an ARBA all breed show held at show site?)

Catalog (Mailed, e-mailed, ad space available, website):

Lodging: Provide a designated “headquarters” & at least 3 other hotel/motel options… include distance from showroom, rates, hotel/motel names, phone numbers & city location, what group name are the rooms blocked under:

Local Restaurants:

Companies that offer vehicle rentals:

 Camping facilities: include distance from showroom, list rates, phone numbers & city location:

 Airport Accessibility: include names of airports, location & distance from showroom…rabbits cannot be flown from May 15th through September 15th:

Banquet Information/Facilities: include location, distance from the showroom, price for adult/ youth, possible menu:

Any other pertinent information (are all places handicap accessibility, include special entertainment/activities of area, may include attachments, meeting rooms for executive board & general membership meeting rooms, usable space for ARPC service booth):

Vendor:

Registrar:

Insurance coverage: please include who is providing insurance coverage…often insurance can come from rental agreement, local club or state club:

***\*It should be decided if a signed Waiver of Liability for Covid-19 or RHDV2 will be required upon check-in.***

***THE FOLLOWING SECTION IS A WORK-SHEET TO ASSIST IN YOUR PLANNING FOR THIS EVENT:***

***Budget Considerations***: (*Numbers of exhibitors will vary depending on show location)*

 Estimated Number of Entries: OPEN YOUTH

X Class Fees = ($7.00 and up)

 Judges Fees:

 Judges Expenses:

 Facility Fee:

 Hospitality Costs:

**Awards:** Note: APRC donates $150 total towards BOB and BOS split evenly between Open and Youth

 Money Raised for awards at Prior Year National Show: **TOTAL $**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Basket Auction: (money raised is used for awards) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Rabbit Auction: (money raised is used for youth scholarships) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Silent Auction: (money raised is used for youth scholarships) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Additional Notes:***

1) Use the *APRC guidebook* and *ARBA Member Handbook* for further suggestions.

2) It is suggested that a judge handle a maximum of 250 rabbits per day- ARBA Handbook.

3) Each judging station should be at least 252 sq. feet- ARBA Handbook.

4) Must have ARBA sanction number in order to request Specialty sanction. - ARBA Handbook.

5) APRC donates specialty sanction fee for national show - APRC guidebook.

6) Have enough scales for show- 1 scale for 2 judges minimum- ARBA Handbook.

7) After comparing previous 3 different breed bids & 5 polish bids here are a few suggestions:

* Pre- entry cost could be $7.00 and up
* Pre-entry fur could be $3.00 and up
* Day of show entries, ***if allowed***, could be an additional $2.00 or more each entry.
* $50.00 charge for insufficient funds checks.
* Start with approximately $2000 to $3500 in the local club checking account for expenses.
* National awards can vary in price depending on selection but $1500 to $2500 could be a good starting point.
* Be able to accept payment via Apple Pay, PayPal, etc.
* The APRC will not sanction another polish show on the same day as the national show day.
* The date & location of the next National ARBA Convention must be published in every show catalog.
* Utilize your local Visitor’s Bureau and/or Chamber of Commerce for information to share with visitors to your area as well as sections of this form. They are both great resources of information!

**Revision Date: 10/1/2021**