

AMERICAN RABBIT BREEDERS ASSOCIATION, INC.
OFFICIAL RULES, GUIDELINES, RECOMMENDATIONS, AND SUGGESTIONS FOR
PRESENTATION OF THE ARBA NATIONAL CONVENTION AND SHOW

Hosting a national convention encompasses responsibilities and ramifications that the majority of the members, local clubs, and other associations do not realize, unless they have been involved in such an event.

The American Rabbit Breeders Association, Inc. Convention and Show is the most prestigious event of this organization. These convention show rules, guidelines, recommendations, and suggestions are intended to assist those individuals and associations that may be interested in bidding to host an ARBA National Convention. These items, endorsed by the ARBA Board of Directors, are intended to ensure the membership that adequate conditions and facilities are available for hosting a national convention and show.

The American Rabbit Breeders Association, Inc. will not, in any way, be responsible or liable, legally or financially, for organizations or persons hosting the National Convention; however, will assist the host organization, where possible, to present an outstanding event. The ARBA Convention and Show must comply with all of the latest show rules of the American Rabbit Breeders Association.

All contracts, leases, and purchase orders entered into by the host shall expressly state that the ARBA will not have any financial responsibility to vendors, suppliers, etc. The host corporation is responsible for all debts incurred by the convention host, and for awards offered, other than ARBA sponsored awards, and the same reports and reporting procedures that are required for a regular ARBA sanctioned show.

It is imperative that all rules governing the ARBA be complied with at all times. The ARBA Officers and Directors will assist the host corporation where possible; however, they shall at all times, have the right to confer and request information from the Host Corporation, and if deemed necessary, make changes for the best interest of the membership.

Enclosed you will find a general outline referring to the aspects of an ARBA National Convention, accompanied by a more detailed explanation of each item within the outline. Should there be any questions or concerns regarding the following pages, please do not hesitate to contact the ARBA Executive Director or your ARBA District Director in regards to same.

The ARBA Officers and Directors wish to thank you for your interest in sponsoring an ARBA National Convention.

IT IS IMPERATIVE THAT ALL DEADLINES AND TIME FRAMES PERTAINING TO AN ARBA NATIONAL CONVENTION BE STRICTLY ADHERED TO AND ENFORCED.

	TABLE OF CONTENTS	PAGE
I	Finances	3
II	Convention Location	3
III	Presentation of Bid	3-4
IV	ARBA Show Equipment	4-5
V	Show Officials	5-6
VI	Incorporation	6
VII	Performance Assurance	6
VIII	Headquarters	6-7
IX	Convention Catalog and Printed Materials	7-8
X	General Convention Rules	8-12
XI	Show Facilities	12-13
XII	Convention Sponsor Show Facility Responsibilities	13-15
XIII	Convention Judges	15-16
XIV	Youth Department	16-17
XV	Miscellaneous	17-18
XVI	Site Visitation and Observation	18
	Addendum	
	General Outline of an ARBA National Convention and Show	19-23
	Booth Guidelines	24
	Draft Financial Report	25

ARBA NATIONAL CONVENTION AND SHOW
RULES, GUIDELINES, RECOMMENDATIONS and SUGGESTIONS

I. FINANCES

When placing the bid for a national convention, the organizing group should have thorough plans included in the bid describing how they intend to finance the initial expenditures as well as the entire convention. Large sums of money are not necessary in order to submit a bid for a national convention. The actual amount of money needed to finance the convention will depend upon the relative expenses of the convention, including building rental, cooping rental and transportation, show supplies and equipment, etc.

A proposed budget should accompany the bid. This will allow the ARBA Officers and Directors to be aware of the anticipated financial status of the bidding organization, and better assist should there be areas of concern.

A report of any current assets held by the bidding organization should also be included in the bid.

II. CONVENTION LOCATION

The geographical location of the convention should be easily accessible by major highways, and serviced by a major air terminal. The convention site should be centrally located to the facilities needed to host the exhibition and other obligations of the national convention. The size of the city has little influence on the site selection.

III. PRESENTATION OF BID

A. PROCEDURE: A detailed written bid shall be mailed to all ARBA Officers and Directors at least sixty (60) days prior to the opening date of the annual convention, two (2) years in advance of the prospective convention. As soon as possible after the results of the annual election are announced, any newly elected Officers and Directors shall also be mailed a copy of the bid.

B. TIME: The sponsoring organization and ARBA President shall schedule a time to present the bid. All bids are to be presented to the ARBA Officers and Directors during a regular Board meeting session at the annual convention two (2) years in advance of the proposed convention. Each committee presenting a bid shall be allowed thirty (30) minutes in which to make their presentation. Any type of visual aids pertinent to assist in the presentation are permitted and suggested, and any costs incurred by use of such aids shall be the responsibility of the bidding organization.

C. PRESENTATION COMMITTEE: The bid may be presented by a committee of at least three (3), but no more than five (5) at the proposed time. All details of the proposed bid should be confirmed prior to the presentation of the bid.

D. DATES: The bid shall include the dates of the prospective convention, noting the desired starting day and day of conclusion. The convention shall formally open on a Saturday and close on a Wednesday.

E. SUPPORT: Any letters showing support from officials and/or organizations within the city and state of the prospective convention should be included in the bid. It is suggested that cooperation be solicited from the Chamber of Commerce, Convention Bureau, Mayor, City Commissioners, Governor, etc. In addition, letters from any local, state, or regional rabbit organizations, as well as individuals, should be included in the bid. These letters will reflect the willingness to help and overall support of the event.

F. COOPING: An adequate number and style of coops is a necessity in sponsoring a successful convention. The bid shall include the total number of coops available to the sponsoring organization, the location and owners of these coops, the types of coops, the sizes, and number of each size coop. Any irregularities foreseen in the normally accepted convention cooping should be noted at this time.

G. FACILITIES: The show facilities should be of ample size to accommodate the anticipated entry, booths, judging areas, and number of exhibitors and guests. A blue print of the facility should be included in the bid to allow the ARBA Officers and Directors to see the general layout and size. Any visual aids of the facility are also encouraged. The show site should be in a close proximity to all other facilities that will be used during the convention. A letter from the facility management shall be included confirming that the dates proposed for the prospective convention are available to the sponsoring organization. Any other events scheduled at the facility during the same time frame shall be noted.

1. LOCATION: The show facilities should be easily accessible from hotels and motels used for the convention. There should be easy access for those driving to the convention, as well as public transportation serving the facilities for those without transportation once they reach the convention location.

2. HANDICAP ACCESSIBILITY: All convention facilities should be equipped to accommodate the handicapped. If a multi-level facility is used, an elevator should be available for use. In addition, the facilities should have handicap equipment for rent, or there should be a business within close proximity of the facilities where handicap equipment can be rented. It is suggested that a member of the convention committee be appointed to oversee any handicap needs for the event and this information should be advertised.

3. SIZE: It is suggested that at least 150,000 square feet of space be available for booths, cooping and judging areas. The show facilities should be large enough to allow for aisles of sufficient size for the comfort of the exhibitors, and handicap equipment.

4. LIGHTING: The building should be well lighted throughout. If necessary, supplemental lighting should be provided at the judging tables. Care should be taken to ensure enough lighting is available so as not to create a hazard to the exhibitors and guests at all times the show facilities are open.

5. VENTILATION: The facilities should be well ventilated. If mechanical ventilation and or cooling are necessary at any time throughout the convention, equipment should be available from the time entries are accepted until the release of animals (closing of the convention). Due to the impact of air quality on animal and human health, close monitoring of air quality is recommended.

H. ENTRIES: The convention committee should determine the number of entries that can be comfortably housed according to the size of the facility and the available equipment, and limit the entry to reflect that number. If it will be necessary to limit entries, the process which will be used must be noted. If unlimited entries will be accepted this should be noted.

Desired entry fees for rabbits and cavyies shall be specified, including any substitution fees that will be charged. Should there be a difference in entry fees between open and youth animals, it shall also be noted.

The deadline for entries, as well as any manner by which entries will be accepted, shall be determined and so specified. It shall be at the discretion of the convention sponsor by which means they choose to accept entries, however all entries must be prepaid prior to exhibition in order to count. The sponsoring organization should realize the amount of work and processing that is necessary after the entries are received, and allow for same when setting the deadline date.

I. SECURITY: The host corporation shall provide the best available means of security to assist in helping to prevent the theft of any animal entered in a National Convention. This security will be enforced for the duration of the National Convention.

IV. ARBA SHOW EQUIPMENT

A. COOPS: The host corporation must rent the entire complement of coops owned by the American Rabbit Breeders Association, Inc., or have exemption of the ARBA Board of Directors after demonstration that coops of a quality that is equal to or greater than that of the ARBA can be provided.

The Host Corporation shall pay \$2.00 per hole fee to lease all coops, bottoms and trestles owned by this corporation. The ARBA treasurer shall receive payment for the coop rental (with copy of payment form to Executive Director) at least 14 days prior to the shipment of the cages.

Coops rented from the American Rabbit Breeders Association shall not be used for any purpose other than the National Convention exhibition without written consent of the ARBA Board of Directors.

B. JUDGING UNITS: The ARBA will make available a number of judging units for rent to the Host Corporation at \$75.00 per unit. A judging unit will consist of one eight-foot judging table and enough holding coops for each table. The Host Corporation must rent all the judging units owned by the ARBA, Inc. or have exemption from the ARBA Board of Directors after demonstration that judging units of a quality that is equal or greater than that of the ARBA can be provided.

C. SHIPPING: The Host Corporation shall pay shipping costs for transportation of the ARBA owned trailers from the storage site (Bloomington, IL) to the convention site. In addition, the Host Corporation shall pay shipping costs for transportation of the ARBA owned trailers from the convention site to the storage site (Bloomington, IL), at the completion of the convention. NOTE: The host corporation shall be responsible for any loss or damage of any ARBA equipment, including but not limited to cooping, bottoms, trestles, judging stations, and racks while in their possession. Damages sustained to the equipment trailers or their contents shall be paid for by the host corporation unless the damages were caused by ARBA personnel.

D. RESPONSIBILITIES: To ensure the proper handling, set-up, cleaning, & re-loading of the Association's equipment, the ARBA will provide the necessary personnel to accompany the Association's equipment to the convention site. Their responsibility will be to supervise the unloading, set-up, tear-down, cleaning, & re-loading of the equipment on the ARBA trailers. It shall NOT be the responsibility of the ARBA equipment manager and staff to provide the forklifts and operators, pallet jacks, & manpower needed to accomplish these tasks.

V. SHOW OFFICIALS

A list of all proposed convention officials shall be included in the bid. In addition, at least 3 of these individuals must sign an affirmation stating they have confirmed acceptance of their designated positions and agree to abide by all convention rules, regulations, and requirements, as specified by the ARBA. It is suggested that the General Chairperson, Show Superintendent, and General Show Secretary, be three of those signing the affirmation.

Dependable and ample "key" individuals that can work together under stressful conditions are essential. Prior to presenting the bid, the following appointments should be made. These convention personnel must be ARBA members.

A. GENERAL CHAIRPERSON: It is recommended that this individual possess leadership ability, experience in organizing major rabbit events, and ability to interact with community business leaders. It is also recommended that a person who has attended previous conventions be appointed to this position. An in-depth knowledge of the ARBA show rules would be an asset to this individual.

B. OPEN SHOW SUPERINTENDENT: It is suggested that this person have a strong personality and the ability to communicate with the members. The person should have a wealth of experience in the function of a rabbit and cavy exhibition. Several experienced assistants that work well together are also suggested.

C. GENERAL SHOW SECRETARY: This individual must be very dependable and have experience in general secretarial work, as well as a general knowledge as to the requirements of a rabbit and cavy show secretary. Again, several experienced assistants are a necessity.

D. TREASURER: It is suggested that this person have expert knowledge in bookkeeping as well as being very efficient and dependable. The treasurer must be bonded by the Host Corporation.

E. CATALOG CHAIRPERSON: Experience in this position would be very beneficial. This person should be familiar with printing and layout.

F. ADVERTISING CHAIRPERSON: A person well known to many of the specialty clubs and commercial manufacturers would be valuable in this position.

G. YOUTH SHOW SUPERINTENDENT: This individual should possess the characteristics listed for the Open Show Superintendent, and be familiar with requirements specific to the Youth show and exhibitors. They should work together with the General Chairperson to ensure the best possible results for a successful event. Several experienced assistants that work well together will be valuable to this individual.

H. YOUTH SHOW SECRETARY: This should be a person possessing characteristics similar to the General Show Secretary. Also, knowledge of requirements specific to a youth show is helpful. Several experienced assistants would be helpful to this individual.

NOTE: Consideration should be given to the residential location of these "key" individuals in relationship to the convention site.

I. BREED CHAIRPERSON: These individuals may be selected by the host corporation show superintendent. Assistance from breed specialty clubs is encouraged for each breed.

VI. INCORPORATION

Any organization or group of persons hosting an ARBA National Convention and Show must be incorporated in the state where the convention will be held within six (6) months after receiving the bid. A copy of the incorporation papers must be furnished to the ARBA Executive Director at the time of incorporation. The ARBA Executive Director shall receive proof of renewed incorporation papers each year until the convention is held.

VII. PERFORMANCE ASSURANCE

A. DEPOSIT: The host of the ARBA convention will deposit, with the ARBA treasurer, \$5,000.00 on or before 1 June in the year of the convention. The host of the ARBA Convention will also deposit, with the ARBA treasurer, an additional \$5,000.00 on or before 15 September in the year of the convention. This \$10,000.00 deposit will be held, in an interest bearing account to ensure the performance of the Convention Host. This \$10,000.00 dollar deposit will be made in the form of a certified check or bank draft only.

This deposit will be repaid to the convention host, with interest, after a financial statement has been received and approved by the ARBA Officers and Directors. However, if for any reason the ARBA Board determines requirements of the convention as specified were not adhered to, any portion of the deposit may be retained.

B. INSURANCE: The host corporation shall secure and carry general public liability insurance in amounts not less than \$1,000,000.00 (one million dollars) per occurrence. Said insurance to be secured through a reputable company, carried for the duration of the convention, and shall include times of set up and tear down. The ARBA shall be named as an additional insured on this policy. The ARBA Executive Director shall receive a copy of the above insurance policy at least ninety (90) days prior to the shipment of any ARBA equipment to the sponsoring organization.

VIII. HEADQUARTERS

The Host Corporation shall select the convention headquarters. The headquarters should be large enough to accommodate a major portion of those attending the convention.

A. LOCATION: The headquarters should be as close to the show facilities and other convention related sites as possible. Many people travel a great distance to the convention using various modes of travel. Having the headquarters located in close proximity to the show facilities and other convention sites will be beneficial and convenient.

B. ARBA ROOMS: Rooms must be available for occupancy by the ARBA Officers, Directors, and other designated personnel at least 3 days prior to the opening day of the convention. At this time, approximately twenty (20) rooms in close proximity shall be available for those mentioned above. The convention host organization shall contact the ARBA President to determine the exact date and number of rooms that will be necessary. Expenses for all rooms occupied by the ARBA Officers, Directors, and other designated personnel shall be the responsibility of the ARBA. Suites must be provided for the ARBA President and Executive Director at the same room rate as the guaranteed regular room rate.

C. RATES: All room rates should be within the financial range of most exhibitors attending the convention, and should be guaranteed in writing. It is recommended that the room rate include from 1 to 4 persons per room, if possible.

D. TRANSPORTATION: Since many exhibitors and guests of the convention stay at the headquarters, public transportation should be available from the headquarters to the show facility, airport, bus terminal, etc. Modes of transportation should be provided at the most reasonable fees possible, and transporters should agree to transport rabbits and covies. Transportation should be available from at least 3 days prior to the opening day of the convention through the closing day of the convention.

IX. CONVENTION CATALOG & PRINTED MATERIALS

AN EXACT COPY OF ALL MATERIALS PROPOSED FOR USE MUST BE PROVIDED TO THE ARBA EXECUTIVE DIRECTOR FOR EVALUATION AND APPROVAL, PRIOR TO USE.

A convention catalog with proper and accurate information will be a great asset to the convention and help prevent many problems.

A. ARBA PRESIDENT: No later than 1 February, in the year of the convention, the ARBA President shall be responsible for supplying the catalog chairperson with a schedule of events. This schedule shall be coordinated between the ARBA President and the convention host organization, with final approval by the ARBA President and Executive Director. The President shall also supply the catalog chairperson with an article to be printed in the convention catalog.

B. LOGO: All advertising, entry blanks, catalogs, letterhead, envelopes, and printed materials pertaining to the convention and show must carry the heading "AMERICAN RABBIT BREEDERS ASSOCIATION, INC. (NUMBER) CONVENTION AND SHOW" (or a variation thereof), along with the ARBA Logo (emblem). The host corporation name and logo can be used in conjunction with the above, however, should be in equal or smaller type and character.

C. CATALOG CHAIRPERSON: The catalog chairperson should be selected well in advance of submitting the convention bid. This person's name, address, and phone number should be made available as soon as possible after receiving the bid so individuals and organizations that want to place ads, orders, etc. have the opportunity to do so.

D. DEADLINES: The deadline for all convention catalog information should be determined prior to the preceding convention so the information may be disseminated to the national specialty clubs and all

other interested persons at that convention. All information to appear in the convention catalog should be submitted as early as possible in order to allow for ample time for layout of the materials.

E. **RULES:** All general convention rules, as well as desired ARBA show rules shall be printed in the convention catalog. The general rules shall include, but not be limited to, entry deadlines, check-in and check-out times, any substitution requirements, entry limitations or restrictions, the entry process, show facilities restrictions, etc.

F. **SPECIALTY CLUB INFORMATION:** All information required by the national specialty clubs to be printed for their sanctions and sweepstakes must appear in the convention catalog. This information must be obtained from the national specialty clubs. In addition, a complete list of all specials offered for each breed (open and youth) shall be included.

G. **AWARDS:** All awards presented by the American Rabbit Breeders Association must be listed in the convention catalog, including all Best of Breed and Best opposite Sex awards for all breeds of rabbits and cavies recognized in the Standard of Perfection.

H. **JUDGES:** A complete list of convention judges must be printed in the convention catalog. It is requested that whenever possible judge(s) for particular breeds be listed with the respective breed information. Judges for open class rabbits and cavies as well as youth rabbits and cavies shall be listed accordingly.

I. **SHOW REGISTRARS:** The name(s) and available times of all official show registrars must be listed in order to allow those desiring to register animals the opportunity to make arrangements.

J. **EVENTS:** A complete schedule of all convention events shall be printed in as much detail as possible. This list to include, but not be limited to, all ARBA meetings or events, national specialty club meetings, any other scheduled meetings, banquets, tours, conferences, seminars, services, times concession areas will be available, times show facilities will be open, and any other information deemed beneficial to those attending the convention.

K. **PROOFING:** "Printing proofs" must be forwarded to the ARBA President and Executive Director for written approval. At least ten (10) days shall be allowed for the "proofing" of the convention catalog materials to allow for correction of mistakes prior to printing.

"Galley proofs" must have written approval of the ARBA Executive Director prior to printing. Galley proofs will be available by 1 April in the year of the convention. This will ensure the catalog will be available at least sixty (60) days prior to the opening of the convention.

L. **RATES:** The amount charged for the convention catalog shall be at the discretion of the sponsoring organization, however, it is suggested the cost be reasonable.

M. **PRINTING:** The ARBA Office can assist with the layout and printing of the convention catalog. The ARBA Office may be contracted to prepare and coordinate printing of the convention catalogue. All fees to be negotiated between the Host Corporation and ARBA Executive Director, and agreed upon prior to January 1 in the year of the convention.

N. **COMPLIMENTARY CATALOGS:** It is recommended that the host corporation provide each ARBA Board member a complimentary catalog.

X. GENERAL CONVENTION RULES

Each national convention and show must be known as: "AMERICAN RABBIT BREEDERS ASSOCIATION, INC. (NUMBER) ANNUAL CONVENTION AND SHOW" (or a variation thereof).

A. **EXHIBITORS:** All convention exhibitors must be members of the American Rabbit Breeders Association, Inc. or join prior to the start of official judging. Arrangements must be made by the host corporation and the ARBA Executive Director to ensure the above.

B. **CONVENTION LENGTH:** The American Rabbit Breeders Association, Inc. National Convention shall be five (5) days in duration, starting on a Saturday. All air flights should be scheduled to coincide with the official opening and release times as printed in the convention catalog.

C. **OPENING CEREMONY:** The opening ceremony of the convention shall be held on the official opening day of convention. Starting time of the ceremony to be agreed upon by the ARBA President and the convention committee. Ample time and preparation should be allotted for the ceremony as this is an important event for the convention host.

D. **CHECK-IN:** The convention check-in procedure shall be publicized prior to acceptance of any entries. It is recommended the check-in be done by individual breed, if at all possible, and begin at the designated time. This procedure should be expedited as much as possible in order to coop the animals as soon as possible upon arrival.

The show facilities shall be ready to accept rabbits and cavies by 5:00 p.m. at least two (2) days prior to the official opening of the convention, and accept rabbits and cavies as late as possible, but at least until 10:00 p.m. on that day. Check-in to resume at 6:30-8:30 a.m. on the day prior to and the day of the official opening of convention, and continue until 10:00 p.m. or later, if possible, however, all entries must be cooped by 10:00 p.m. on the day of the official convention opening.

It is suggested that a breed chairperson be present for check-in, if possible.

E. **NON-RECOGNIZED BREEDS/VARIETIES:** Any non-recognized animals brought to the ARBA convention for presentation purposes must be paid for at the regular entry fee rate, and shall be accepted by the sponsoring organization, if possible. The number of entries per presentation is limited to 10 animals for a 6-class breed and 10 animals for a 4-class breed. At the discretion of the convention host, additional non-recognized animals may be accepted at the same entry fee. The ARBA shall not be responsible for the expenses incurred from the cooping of any non-recognized animals.

All animals in non-recognized breeds and/or varieties that will be utilized in an official presentation to the ARBA Standards Committee shall be exempted from any official judging.

All animals in non-recognized breeds and/or varieties entered in the national convention that are not to be utilized in an official presentation to the ARBA Standards Committee shall be officially judged within the official time frame of the convention.

F. **SUBSTITUTIONS:** All substitutions must be made during the check-in procedure. All substitutions must be completed prior to the official start of judging.

G. **COOP NUMBERS:** All animals shall have coop numbers placed legibly in their right ear prior to official judging.

H. **OFFICIAL CLOSING:** The official closing of the convention shall be at a pre-designated time on the 4th day following the official opening date of the convention. All animals entered will be released at the closing of the convention.

I. **CHECK-OUT:** The check-out procedure will be the responsibility of the sponsoring organization. This procedure should be as simple as possible; however, security must remain a top priority.

Check-out shall begin at a time agreed upon by the convention committee and the ARBA Officers and Directors. A reasonable time shall be designated and advertised, by which all exhibits must be

removed from the show facilities. Any animal left after the designated time shall be cared for by an individual appointed by the host organization, for a maximum of 72 hours. Any animal not claimed by the end of the 72-hour period shall become the property of the host organization. If an animal is claimed within the specified time, the owner shall be responsible for “boarding” costs and the cost of having the animal returned.

J. EARLY RELEASE: No animal cooped at the ARBA national convention, whether a regular entry or animals brought for raffles, judging contests, display, or any other reason, will be released prior to the official closing of the convention without written permission from the convention grievance committee. Any requests for early release must be made in written form to the convention General Chairperson. Any exhibitor found violating the release time will forfeit any and all awards, premiums, and/or legs of grand champion won at the convention. In addition, they shall forfeit the right to exhibit at the following year’s ARBA national convention. **THIS RULING SHALL BE BOLDLY PRINTED IN THE CONVENTION CATALOG.**

K. ARBA INFORMATION TO BE SUPPLIED: The ARBA Executive Director shall be responsible for supplying the convention General Secretary with the most recent listing of all national specialty club secretaries at the earliest possible time after securing the convention bid, so the host convention can contact specialty clubs for their judge selection and respective breed sanction.

L. CONVENTION NAME BADGE: The host corporation shall be responsible for the design and printing of the official convention name badge. The host corporation shall provide the ARBA Executive Director a proof of the badge at least 60 days prior to the opening date of the convention. The host corporation shall be responsible for costs incurred and for purchasing the lanyard and the plastic badge holder. Quantity provided to be determined by the ARBA Executive Director and the Convention Chair.

M. PLACEMENT RIBBONS: The total number of potential classes, which may require 1st, 2nd, 3rd, 4th, and 5th place ribbons for rabbits and cavy (open, youth, commercial classes), must be provided by the host corporation to the ARBA Executive Director within one week after entry deadline so that the official convention placement ribbons may be ordered. The host corporation is responsible for costs incurred and for purchasing these ribbons. The cast die used in the making of the ribbons shall be shipped to the ARBA Library for archival.

N. SHOW RESULTS: The convention show results must be reported to the ARBA Executive Director within one (1) week of the official closing date of the convention. Convention show results are to include: the name and address of the winners of each “Best of Breed” and “Best Opposite Sex” for both open and youth, in each (rabbit and cavy) breed; the total number of entries in each breed, and the total number of exhibitors in each breed. The name and address of all other winners of ARBA sponsored awards, and the name and address of all winners of convention host awards, booth awards, husbandry awards, commercial awards, etc.

O. ARBA AWARDS: The American Rabbit Breeders Association will furnish Best of Breed and Best Opposite Sex awards for all breeds of rabbits and cavy recognized in the Standard of Perfection, both open and youth. ARBA open and youth awards shall be the same size.

P. FINANCIAL REPORT: A complete itemized financial report must be submitted to the ARBA President and ARBA Executive Director within six (6) months after the official closing date of the convention.

Q. SANCTIONS: The ARBA sanction for the national convention will be supplied at no charge after the sponsoring organization has become chartered with the ARBA. All breeds recognized by the American Rabbit Breeders Association, Inc. that have a national specialty club, must be sanctioned. Specialty clubs may donate the sanction, but this is at the discretion of each specialty club.

R. MEETING ROOMS: All meeting rooms shall be identifiable by names or room numbers, and scheduled meetings shall be printed in the convention catalog or posted in the showroom with the name and/or number of the meeting room, whenever possible. It will be the responsibility of the host organization to furnish, without cost to the ARBA or national specialty clubs, meeting rooms with adequate chairs and tables, that shall be available throughout the convention.

S. ARBA BOARD MEETING: A room for the ARBA Board meeting shall be available at all times, beginning 3 days prior to the official opening day of the convention, until midnight on the official closing day of the convention. This room to be arranged "conference style" with seating capacity for at least twenty (20) persons. A blackboard and easel must be supplied. In addition, ample electrical outlets for projectors etc. must be available. The meeting room should be located at the headquarters or show facilities. The room and supplies will be provided at no charge to the ARBA.

T. ARBA GENERAL MEMBERSHIP MEETING: A room must be made available for the seating of at least one hundred fifty (150) people for the ARBA general membership meeting. This room should be arranged "theater style" and equipped with chairs to seat the expected attendance. There must be a head table for the ARBA President, Vice-President, Executive Director, and Treasurer. There shall be a podium or lectern equipped with a microphone, to ensure all members can hear. The meeting room should be in close proximity to the convention show facilities. The room will be provided at no charge to the ARBA. **There shall be no other activities scheduled during the ARBA general membership meeting.**

U. SPECIALTY CLUB MEETINGS: At least six (6) rooms of sufficient size to accommodate a minimum of fifty (50) people should be provided for specialty club meetings. Rooms to include chairs, microphones, podium or lectern, and will be provided at no charge to the specialty clubs or ARBA. Rooms are to be available throughout the duration of the convention. Care should be taken not to schedule any specialty club meetings that conflict with the convention judging schedule.

V. ARBA JUDGES CONFERENCES: Rooms and equipment shall be made available at no cost to the ARBA for the official ARBA judges conferences. The rooms shall contain carpeted tables, holding pens, and any other equipment, within reason, requested by the judge's conference chairperson. These rooms to be available for conferences and/or seminars upon request, but it shall be the responsibility of the judge's conference chairperson to make arrangements for the rooms prior to the convention. The host corporation shall provide cooping for up to 15 animals (rabbits or cavy) for use in the judges conferences at no charge to the ARBA.

W. ADDITIONAL MEETINGS: The host organization should be willing to help accommodate any special or last minute needs regarding meeting rooms throughout the duration of the convention.

X. ARBA BANQUET: Arrangements must be made by the host organization for an ARBA banquet. The program is to include the introduction of ARBA Officers and Directors, and is to be coordinated by the convention committee and the ARBA President. A head table for the ARBA Officers, Directors, and guests shall be made available (25-30 people). The banquet should be held after the completion of all official convention judging in order to announce the winners of Best in Show rabbit and cavy, for the open show. Other special awards to be presented may also be included in the program. Cost of the banquet should be kept as reasonable as possible. It is recommended that the Host Corporation provide each ARBA Board member two complimentary tickets.

Y. ARBA YOUTH BANQUET: The ARBA Youth banquet is to be scheduled by the host organization and should be directed with the youths' interests foremost in mind. This banquet should be arranged to accommodate at least 250 persons. The program and scheduling of events is to be coordinated between the convention committee and the ARBA Youth Chairperson. It is recommended that the Host Corporation provide each ARBA Board member two complimentary tickets.

Z. SPECIALTY CLUB BANQUETS: A Host and/or Hostess committee should be available for specialty clubs to contact concerning specialty club banquets, luncheons, etc.

AA. OTHER SOCIAL ACTIVITIES: Other social activities may be planned at the discretion of the host organization. Additional events, tours, etc. should be planned with the enjoyment and interests of the exhibitors and guests in mind, and should be highly publicized in DOMESTIC RABBITS and the convention catalog. It is suggested that the host organization assign a representative of their committee to be included in all tours and events for control and informational purposes. The host organization should consider the "return" for membership dollar spent when planning all activities. Arrangements should be made for tours of local attractions and other activities of interest. If organized tours are not available, information concerning the attractions at the host site should be available in various news releases in DOMESTIC RABBITS and at the convention.

AB. GRIEVANCE COMMITTEE: The grievance committee shall consist of the General Chairperson, two other representative of the host organization, and two ARBA Officers or Directors appointed by the ARBA President. This committee shall act upon all grievances. This committee shall also act upon all requests for early release. A simple majority vote of this committee is necessary to approve any matter upon which they are called upon to act.

XI. SHOW FACILITIES

The show facilities are to be as comfortable as possible with consideration to the exhibitors, guests, and animals. The host organization should make every attempt to have the show facilities decorated in an attractive manner.

A. REST AREAS: Rest areas should be provided throughout the show area. They should have capacity for at least seventy-five (75) persons, and be equipped with chairs, tables, or other items for rest and relaxation. It is suggested a smoking area be available for exhibitors and guests.

B. RESTROOMS: An adequate number of clean and well maintained restrooms, which meet handicap requirements, if possible, should be available throughout the exhibition hall.

C. CONCESSIONS: Arrangements should be made for lunch counter or refreshment stands to be available to the exhibitors and guests from the day and time that check-in starts until after check-out. The facilities should be open for business throughout each day. Coffee and soft drinks should be available within a reasonable distance of the showroom at all times. Prices for food and beverages should be reasonable.

D. PARKING: Ample convenient parking should be provided at a minimal charge. There shall be handicap parking available. Parking must be available for large vans, trucks, and recreational vehicles.

E. BOOTHS: Booth space should be available at a reasonable cost. The host organization is responsible for assignment of spaces.

Each organization renting a booth space will be provided a list of all building and fire codes. Additional information should be provided as early as possible to allow those renting booths the opportunity to make special arrangement, as needed.

At least one table and two chairs shall be provided with each booth rented. The booth rental should also include draping for the table, backdrops, and side skirting. Additional items such as extra tables and chairs, electrical outlets, telephones, supplemental lighting, carpeting, etc. should be available to those renting booths if desired, and shall be the responsibility of the renter. A list of these items and their cost should be made available with the materials sent in regards to the booth rental.

F. ARBA BOOTH: The host organization will be responsible for providing the ARBA with at least 2 double booths (4 spaces). The booth is to be located at a highly visible location, and must be equipped with at least 8 tables, 6 chairs, skirting and backdrop. An adequately decorated booth is mandatory and

creates good will between the Host Corporation and the ARBA. This booth will be supplied at no cost to the ARBA.

G. ARBA YOUTH BOOTH: The host organization will be responsible for providing the ARBA Youth Committee with at least a double booth. The booth is to be in a location convenient to the Youth area, and must be equipped with at least 4 tables, 4 chairs, skirting and backdrop. The convention Youth Committee is to be in charge of decorating the Youth Booth. No materials are to be sold from this booth except those for the benefit of all ARBA Youth members. Additional space must be provided for display of Youth exhibits at no charge, and should be coordinated between the ARBA Youth Committee chairperson and the sponsoring organization, prior to the convention. This booth and additional space shall be supplied at no cost to the ARBA.

H. ADDITIONAL ARBA BOOTHS: Double booth spaces for the ARBA Research & Development Committee, the ARBA Youth Scholarship Committee, and the ARBA History Committee shall be provided by the host at no cost to the ARBA. They are to have the furnishings supplied with a regular booth rental. The ARBA committees responsible for these booths will do any further decorating of these booths. Additional equipment necessary or desired for these booths shall be arranged by the ARBA committee chairperson responsible for the booth prior to the convention. Should any of these booths have a raffle involving animals, it will be the responsibility of the raffle personnel to notify all winners of animals. Those animals not claimed by 10:00 a.m. of the official closing day of convention will be auctioned to the highest bidder. The convention host organization shall provide cooping, as needed, for the Research & Development and ARBA Youth Scholarship raffles at no cost to the ARBA.

I. ARBA REGISTRATION BOOTH: A booth space shall be reserved for ARBA Membership Registration. This booth must have the furnishings supplied with a regular booth rental, as well as a minimum of three (3) typewriters and typists to be available from 10:00 a.m. to 5:00 p.m. on the official opening day of convention, and from 8:00 a.m. to 5:00 p.m. on the second day of convention, for registration of exhibitors and guests. Any special requirements for this booth shall be coordinated between the chairperson of the ARBA Credentials Committee and the convention committee. The booth space, equipment, and typists are to be provided by the host organization at no cost to the ARBA.

J. PUBLIC ANNOUNCEMENT SYSTEM: There shall be an audible public address system available to inform the exhibitors and guests of necessary information throughout the convention. This system should be made available to the ARBA, and shall be the responsibility of the convention host.

K. WATER: Multiple areas must be available throughout the convention facilities for use by exhibitors. These areas should be kept as clean as possible, with every precaution taken to ensure the safety of exhibitors, guests, and animals.

L. NEW BREED/VARIETY PRESENTATION AREA: Space will be provided to the ARBA Standards Committee for the presentation and viewing of new breeds and/or varieties. This location must contain judging tables, holding coops, and accurate scales. There shall be an area provided for the members of the ARBA Standards Committee to meet to discuss each presentation. The area should consist of tables and chairs, and if possible, there should be a separate room in the immediate proximity of the presentation location. This equipment and space are provided by the host organization at no cost to the ARBA.

XII. CONVENTION SPONSOR SHOW FACILITY RESPONSIBILITIES

A. COOPING: The convention host must ensure there is ADEQUATE COOPING for all rabbit and cavy entries accepted. All cooping shall have DOUBLE PARTITIONS OR SUBSTANTIAL SOLID PARTITIONS. All cooping shall have DOOR OPENINGS OF AT LEAST SIX INCHES OR WIDER.

Stacking of cages is permitted, but attention should be given to animal safety, to adequate width of aisles for the convenience of exhibitors and guests, and to meet fire codes of the building. Cages should be stacked at a height convenient for most exhibitors.

All cooping, whether for regular class entries, raffles, judging contests, etc. must be available no later than 5:00 p.m. two (2) days prior to the official opening of convention. The host organization is responsible for providing adequate cooping. All cooping will be provided at no cost to the ARBA.

It is suggested all non-recognized animals, whether brought to the convention for presentation or display purposes, be cooped in the same area. This allows the exhibitors and guests the opportunity to view all proposed new breeds and/or varieties.

There shall be cooping made available for the ARBA Youth Judging Contests. This cooping should be located as close to the youth area as possible in close proximity to judging tables. Cooping for approximately 400 rabbits and covies not entered in the show, but used for the ARBA Youth Contests, will be provided at no cost to the host corporation.

1. Research and Development Raffle: Fifty (50) holes will be made available to the R&D raffle. This cooping will be provided at no cost to the host corporation. Only recognized breeds of rabbits and covies or breeds of rabbits and covies with a certificate of development will be allowed in the raffle.

2. Youth Scholarship Raffle: Fifty (50) holes will be made available to the Youth Scholarship raffle. This cooping will be provided at no cost to the host corporation. Only recognized breeds of rabbits and covies or breeds of rabbits and covies with a certificate of development will be allowed in the raffle.

3. Judges Conference: Fifteen (15) holes will be made available for use during the judges conference. The cooping will be provided at no cost to the host corporation.

4. The host corporation will make arrangements with the ARBA Equipment Manager concerning the dates and times for transportation of ARBA trailers and related equipment to the convention site (Bloomington, IL). The Convention Host is to advise the ARBA Equipment Manager of the person to contact who is responsible for the ARBA cooping while it is in the possession of the Convention Host. (Name and phone number for both work and home).

5. The ARBA Equipment Manager shall provide the Convention Host with a loading diagram of the ARBA trailers and the number of each size coop available. The ARBA cooping will be loaded by size with bottoms and stands secured. Stands to be bundled ten (10) to a bundle by size. The Convention Host will guarantee enough help to have the ARBA trailers loaded by 12:00 noon on the 3rd day following the official closing of the convention. Thereafter, a penalty of \$1,000.00 per 24-hour period, or a portion thereof, will be assessed for any additional time needed to load the ARBA equipment. All bottoms (false bottoms included) are to be thoroughly cleaned before being reloaded onto the ARBA trailers.

B. BEDDING: All coops shall contain bedding material, as necessary, at the time official check-in begins. There shall be an ample supply of acceptable bedding material provided at no charge to the exhibitors or the ARBA, throughout the duration of the convention, for exhibitors that wish to clean their cages. Prior to the convention, the type of bedding materials that will be allowed, and/or provided must be identified in the convention catalog.

C. FEED and WATER: The convention committee must provide feed and water cups for all animals cooped at the convention. If plastic or metal containers are used, a method of stabilizing these should be provided, so that the animals will not spill or upset the contents. Containers and/or equipment to feed and water animals shall be available at all times. The convention host shall provide an adequate number of tags or signs stating "OWNER WILL FEED AND WATER", if the owners desire to accept this obligation. Feed and water will be provided at no charge to the exhibitors or the ARBA, for all entries accepted as well as all animals exhibited.

It shall be the show superintendent's responsibility to see that all animals are fed and watered at least once a day. This responsibility may be assigned to the breed chairperson, if desired, however the show superintendent must see that the obligation is fulfilled.

A sufficient supply of rabbit and cavy feed shall be made available from the time exhibits are accepted until the last day of the convention. Endorsement of any feed shall be at the discretion of the Host Corporation. Brands of feed available should be advertised prior to the convention, if possible.

D. **SANITATION:** The show facilities should be kept as clean and sanitary as possible. This not only reflects the desire of the sponsoring organization to have a successful event, but also contributes to the safety of the exhibitors and guests. Cleaning equipment such as brooms, shovels, scoops, etc. should be available at all times. Breed chairpersons may be enlisted to assist in this area. **IT IS RECOMMENDED THAT EXHIBITORS BE REMINDED DAILY TO CLEAN ALL CAGES AND BEDDING AND DISPOSE OF IT PROPERLY.**

E. **ASSISTANCE:** The convention committee should be available to provide assistance to exhibitors and guests in the show facilities at all times. This should include maps, signs, information booths, etc. to assist in locating any event and/or activity that may be taking place, or to assist with any situation that may arise.

F. **JUDGING ASSISTANCE:** The host organization must ensure proper help is provided during the official judging of exhibits. Adequate trained table clerks are mandatory for each breed judged. It shall be the responsibility of the convention show secretary to see that each table clerk records the placing of each breed as well as recording the required and offered specials. Each animal shall have the placing and remarks recorded on the show card to be given to the exhibitors at a time selected by the Host Corporation. Tables and chairs shall be available for the table clerks, as necessary, and this equipment shall be placed in positions where they do not hinder the judges or their duties.

G. **CARRIERS:** It will be the responsibility of the breed chairperson to provide "carriers" and to see that the animals are carried to and from the judging tables properly. Cooperation from the specialty clubs can be requested. The owner of an animal can assist, if they so desire.

H. **JUDGING EQUIPMENT:** Judging tables should be of a height to accommodate the judge assigned to the table. They should be of proper size and type to accommodate the breed that is to be judged at the table. The tables should be covered with an acceptable material to facilitate the judge and allow for the comfort and safety of the animals. All tables should be as sturdy and secure as possible.

Judging pens of any type may be used, provided they serve the intended purpose of controlling the animal during judging, with front and back doors required for the running breeds. There should be a sufficient number for each judging station to hold all, or a large percentage of the largest class to be judged, and should be of the proper type and size to accommodate the breed that is to be judged.

Holding pens of sufficient number and size for the breed being judged should be furnished for class and/or specials winners whenever possible. The holding pens for wool breeds must have wire bottoms. If it is not possible to supply the required number of holding pens for a breed or variety, it is suggested the winning animals be taken back to their coops and returned to the judging table for selection of the breed specials. Care should be taken that the correct animals are brought back to the table, and this should be verified by the breed chairperson or a designated breed representative.

Proper scales must be available for each judging station. All scales must be checked by the host organization for accuracy prior to the show.

I. **BEST IN SHOW EQUIPMENT:** The selection of Best in Show is the highlight of the ARBA National Show. The entire process should reflect this. For size and quality, the cooping for the Best in Show animals shall meet the requirements of the Care & Use Guidelines established by the ARBA. All

cooping should be as sturdy and secure as possible. The judging equipment for each group being judged should be of quality, sturdy and placed so all members present can view the selection process.

XIII. CONVENTION JUDGES

A. **SELECTION:** The convention Show Committee has the authority to select and hire all convention judges. It is requested that judges secured for the ARBA convention should be exceptionally knowledgeable in the breed/s assigned. The Host Corporation shall attempt to have as official convention judges, the specialty club's recommendations (including cavy), provided the recommendation was a result of an election taken by the specialty club. All specialty club recommendations are to be received by the Show Committee in writing by 1 February in the year of the convention.

B. **YOUTH JUDGES:** The convention Show Committee shall be responsible for hiring youth judges. This may be done by consulting the ARBA Youth Chairperson and specialty clubs who may suggest names of judges. Specialty clubs should be allowed to make judging suggestions for their breed(s) based on availability and entry size.

C. **LIMITS:** A judge should not be expected to judge more than 200 animals per day or more than 300 animals in two days. Care should be taken that a judge does not commit to more breeds than can be judged within the above guidelines.

D. **SCHEDULES:** For the exhibitor's convenience, judging schedules should be posted in advance. The site, location, and anticipated time of breed judging should be posted with attractive, readable signs, whenever possible. Judging stations should be in close proximity to the breed being judged.

E. **FEES:** Each judge officiating at the convention will be paid 15% of the total entry fee for each animal they judge in regular and fur classes, with a minimum fee of \$150.00. The above compensation rate applies to open, youth, and meat class judges. Neither the ARBA nor the sponsoring organization shall be responsible for any honorariums offered to a judge by a national specialty club.

F. **BEST IN SHOW:** Animals eligible for "Best in Show" are the Best of Breed animals from each recognized breed. The Best of Breed rabbits will be divided as evenly as possible into four (4) groups as designated. All Best of Breed animals shall be verified by the host convention committee prior to the selection of the Best of Groups.

G. **BEST IN SHOW JUDGES:** Each open and youth exhibitor with a paid rabbit entry at the National Convention shall receive one ballot to cast for the "Best in Show" judges. The judges are to be selected from the official judges listed in the show catalog. Open judges will be selected from the Open judges list, and Youth judges will be selected from the Youth judges list. The judge receiving the largest number of votes will select "Best in Show."

The judges receiving the second through fifth highest number of votes will be randomly assigned to select a "Best in Group" from the four (4) designated groups.

Each Open and Youth exhibitor with a paid cavy entry at the National Convention shall receive one ballot to cast for the "Best in Show" judges of the cavy when making official entry. Open judges will be selected from the Open cavy Judges list, and Youth judges will be selected from the Youth cavy judges list whenever applicable. The judge receiving the largest number of votes will select "Best in Show."

No ARBA judge may select any of the above special awards more than two (2) years consecutively.

H. RESTRICTIONS:

No judge or registrar applicants will be permitted to work with any official judge during the national convention.

No person, except those approved by the show superintendent, shall be behind the judging tables during official convention judging.

All judges must be requested to avoid the area where the breed they will be judging is cooped, until after that breed's judging has been completed.

XIV. Youth Department

A. **YOUTH JUDGING CONTESTS:** Adequate cooping (approximately 400 holes) for the animals needed for the ARBA youth judging contests must be provided, at no charge to the host corporation. The animals for these contests must be provided by the convention host. It is recommended that a chair be appointed to work with the chair of the ARBA Youth Committee.

B. **WRITTEN ROYALTY CONTEST:** A large quiet room with seating for 200-300 young adults, in a classroom atmosphere, is required for the written portion of the royalty contest. This room will be provided at no charge to the ARBA.

C. **ROYALTY INTERVIEWS:** A large room is required to conduct interviews for the finalists in the royalty contests. This room will be provided at no charge to the ARBA.

XV. MISCELLANEOUS

A. **RV and CAMPING:** The convention sponsoring organization shall make arrangements for recreational vehicles and camping trailers as near as possible to the convention show facilities, where they may secure sites to park their vehicles during the convention. Expenses incurred for renting sites shall be the responsibility of the vehicle owner. The sites should be complete facilities including a waste dump, if possible.

B. **ADDITIONAL MOTELS:** A list of hotels and motels in addition to the headquarters should be advertised and printed in convention articles and materials for the convenience of the exhibitors and guests. This information should be made available as soon as possible after securing the bid, and be advertised multiple times prior to the convention.

C. **RESTAURANTS:** It is helpful to provide a list of area restaurants and eating establishments for the exhibitors and guests. This will allow them the opportunity to make arrangements if they will not be eating at the show facilities or their hotel/motel.

D. **SHIPPED IN ANIMALS:** The convention sponsoring organization shall accept and transport animals shipped in from the airport to the show facilities, should the owner not be able to accompany the animals. Assigning a representative of the convention committee familiar with the airport to be responsible for this task will be beneficial to all concerned. It shall be the owner's responsibility to notify the convention committee of the date and time of shipping the carrier, and any other special arrangements that need to be made. It shall also be the owner's responsibility to make arrangements for the return shipment of their animals. It is recommended that all shipping fees be pre-paid. The above may be coordinated with the convention committee.

E. **WASTE DISPOSAL:** An adequate number of waste disposal containers should be available throughout the convention facilities. This should include enough containers to keep the inside of the facilities clean, as well as large containers on the outside of the building that can be used for dumping waste created from the cleaning of coops, sweeping floors, etc.

F. **CONVENTION ADVERTISEMENT:** The national convention should be publicized in as many rabbit related circulars as possible in order to gain the greatest exposure for the event. Each convention sponsor is encouraged to submit an article for each issue of the **DOMESTIC RABBITS**, beginning with the issue following the closing of the preceding convention.

G. **VETERINARIAN:** The convention sponsor shall make arrangement to have a licensed Veterinarian available, as necessary, to ensure the general health of any animal in question. In addition, the Veterinarian should be available to provide other services desired, including writing health certificates if needed for travel from the convention.

H. JUDGES BREAKFAST/LUNCHEON/AND OR DINNER: The convention host will provide a suitable room, furnished with an adequate number of tables and chairs, at no charge to the ARBA.

I. ARBA JUDGES & REGISTRARS TEST: The host shall provide a quiet, well-secured room, for conducting a written test for at least 20 candidates, at no charge to the ARBA.

J. EDUCATIONAL SEMINARS: The convention host shall provide a room(s) for an educational presentation(s) with seating for at least 200 people, in the show facility or in a facility in close proximity to the showroom. A slide projector, screen, and audio system must be available. The room and furnishings will be provided at no charge to the ARBA.

K. GUIDELINES FOR ADVERTISING IN DOMESTIC RABBITS MAGAZINE: Future national convention host will not be allowed any free advertising in the DR prior to the completion of the present national convention. This will not prevent them from using paid advertising at any time.

XVI. SITE VISITATION AND OBSERVATION

The purpose is to assist the next Host Corporation, and to ensure an excellent convention and show. Representatives from the host corporation for the current convention and for the next ARBA Convention and Show, and an ARBA Board member(s) [the District Director (if possible) of the district where the convention is being held], must visit the convention location during convention set-up (i.e., cooping etc). A copy of all contracts pertaining to the convention should be made available at this time.

A. TIME: After it has been decided which ARBA Board member(s) shall be involved in the site visitation, a time convenient to all parties involved shall be determined. The visitation will commence prior to set-up and include set-up of the convention and show.

B. PERSONNEL: It is required that the convention General Chairperson, Show Superintendent, General Show Secretary, and Youth Show Superintendent, of the current convention and the following convention, be involved in this visitation. In addition, any other show officials are welcome to participate, especially those involved with the show facilities, hotels, motels, banquets, etc.

C. LOCATIONS: The site visitation should include, but not be limited to, the headquarters hotel, show facilities, additional hotels or motels secured for the convention, banquet facilities, restaurants, and any other points of interest the convention committee feels would be beneficial. If possible, management personnel from each location should be available to address any questions or concerns.

D. REPORT: The ARBA Board member(s) making the site visitation shall supply a complete report to the host corporation, representatives of the visiting host corporation, and all ARBA Officers and Directors within 30 days following the visitation. The host corporation shall provide quarterly progress reports of the upcoming convention hosts' activities, beginning with the close of the preceding convention.

Addendum
General Outline for an ARBA National Convention

This outline is a supplement to the Official Convention Show Rules. There are suggestions not in the show rules that may be of benefit to the host group in planning. This supplement can be used as a timeline.

- I. Incorporation
 - A. The deadline for incorporation is 6 months after receiving the bid.
 - B. Proof of incorporation must be provided to the ARBA Executive Director
 - C. File a copy in a report book
- II. Finances
 - A. General capital to finance the convention
 - 1. Method of raising funds
 - a. benefit shows or other fundraisers
 - b. vested memberships or shares
 - c. entries
 - B. Proposed budget
 - 1. Complete estimate of expenses and income expected
 - a. use past convention budgets as a guideline
 - b. list big item expenses such as cooping and building charges
 - c. list contracted help (computer programs, set up, etc.)
 - C. Current assets
 - 1. Cash on hand
(at least \$10,000.00 when presenting a bid is a reasonable goal)
 - 2. Investment in resale promotional items
 - 3. Equipment owned by the host group
 - D. Track expenses and keep accurate records

Suggestions:

- 1. Contact nationally known supply vendors and major feed companies to cover the cost of the printed supplies you will need such as entry forms, coop and remark cards and youth department needs.
- 2. Sell additional advertising on the back of the remark cards
- 3. Ask for donations from convention bureaus, civic groups, and local businesses

- III. Convention Location
 - A. Map of the city
 - B. Blueprint of the showroom
 - C. Airport
 - D. Access to major highways
 - E. Hotel availability
 - F. History of past conventions in the area

- IV. Presentation of bid
 - A. Procedure
 - 1. Send a written bid to all ARBA Officers and Directors. Additional copies must be sent to all newly elected Officers and Directors.
 - 2. Select 3 to 5 people to present the bid. Selection should be based on these members knowledge of the city, site, and ability to answer questions asked by the ARBA Board.
 - B. Bid
 - 1. Date of convention
 - 2. Supporting letters from local clubs/city officials
 - 3. Location
 - 4. Cooping information

5. Show facility features and address
6. Size and layout
7. Letter committing proposed date from show facility manager
8. Entry fees-open/youth
9. Deadline for entries
10. Show officials

Suggestions:

1. Make sure that a general layout and the exact size of the floor space to be used are in the bid packet. Verify that your entry fee is in line with the projected expenses. Study financial reports from previous conventions to determine how much money it will require to host the convention.
2. Each group bidding to host a national convention will have two opportunities to sell their bid; the bid packet and the people that present the bid. Contact previous convention hosts to determine questions that were asked by the ARBA Board and be prepared to answer similar questions.

V. ARBA show equipment

A. Coops

1. What coops will you lease or rent?
2. Use of the ARBA coops is mandatory unless the ARBA Board approves an exemption

B. Shipping

1. Cost of shipping should be a close estimate of actual equipment expense.
2. Costs for loading and unloading

Suggestions:

1. The ARBA has approximately 20,000 holes for cooping. Additional equipment can be rented from state groups and fairgrounds. These organizations should be contacted to negotiate an exact cost for rental and shipping of these coops. The host, in most cases, must provide a deposit and pay for the shipping prior to receipt of the equipment.

VI. Show officials

A. Personnel

1. General Chairperson
2. Show superintendent
3. General show secretary
4. Treasurer
5. Catalog chairperson
6. Advertising chairperson
7. Youth show superintendent
8. Youth show secretary
9. Breed chairperson

B. Additional personnel

1. Internet information
2. Protest and grievance
3. Floor plan chairperson
4. Cavy coordinator
5. Security
6. Judges selection chair
7. Adult coordinator for youth activities

Suggestions:

1. It is recommended that a short biography for each committee chair and member be submitted with the bid. The people you select should be willing to give about 2 years of their life to this project. Regular meetings are an important factor, never be afraid to ask questions of past general chairs.

2. The Internet is an information highway and it is important that someone be responsible for getting updated information to the ARBA Web Page.
3. The person in charge of the showroom layout should also be the person that works with your decorator in the location of the booths.
4. It is important to include a cavy coordinator to identify the needs of cavies.
5. Security is often overlooked at national shows. Oftentimes there are many people, many doors, and not enough staff to man the doors.
6. One committee member should be designated to contact the specialty clubs, and work with them in securing judges for the convention. Everything must be in writing and make sure each judge knows what they are judging. Have a backup list of judges if entries warrant or someone cancels at the last minute.
7. A youth coordinator must be identified to work with the ARBA Youth Chair to address the youth department needs.
8. The catalog chairperson will present the first impression of your convention. This committee must be dedicated and meet all deadlines required. Some national specialty clubs no longer purchased ads in the catalog. They feel they may not get enough bang for their buck. It is recommended that you contact any company or individual that has advertised in the last 3 conventions.

VII. Performance assurance

- A. Deposit
 1. A performance deposit must be paid to the ARBA
- B. Insurance
 1. Amount of policy
 2. Provide proof to ARBA Executive Director

Suggestions:

1. Send your deposit in on time since it gives the impression that you are on top of your commitment. Shop around for insurance rates and make sure that the ARBA office has a copy of the policy. Do not hesitate to ask previous hosts what company they used.

VIII. Site visitation and observation

- A. Arrange a date and time with the convention site managers, next host convention committee, and the ARBA Board representative
- B. Personnel
- C. Provide transportation to the hotels, showroom, etc.
- D. Prepare and submit a report of your financial progress, coops, etc.

Suggestions:

1. Prepare a tour of the hotels, showroom, etc. It is important that your key personnel be in attendance, if possible. Be prepared to present your contracts with hotels and show facility. Begin preparing the first quarterly progress report prior to the preceding convention. By preparing the report prior to the preceding convention will also bring attention to areas while in attendance in addition to creating questions to ask the convention hosts.

IX. Headquarters

- A. Location address and phone numbers
- B. ARBA rooms
- C. Rates
- D. Transportation to and from the showroom

Suggestions:

1. Get everything in writing. If someone says they will provide a service and it is not in the contract, ask for an agreement in writing for the service. Many hotels charge for meeting room space, make sure you know if the ARBA Board meeting room will be complimentary or if there

will be a charge. Negotiate the best price you can with your hotels. Try to secure free transportation to and from the showroom, if possible.

X. Convention catalog and printed materials

- A. ARBA President
- B. ARBA Executive Director
- C. Logo
- D. Chairperson
- E. Deadlines
- F. Rules
- G. Specialty club information
- H. Awards
- I. Judges
- J. Show registrar
- K. Events
- L. Proofing
- M. Convention show rules
- N. Galley proofs must be approved by the ARBA Executive Director and President

Suggestions:

1. Read the section in the ARBA show rules carefully and make a list of everything that must be done.
2. Some specialty clubs will get their information in on time. However, others require a number of phone calls and/or letters. The chairperson needs to be firm in order to get the needed information on time.

XI. General convention rules

- | | |
|------------------------------------|------------------------------------|
| A. Exhibitors | N. Placement stickers |
| B. Convention length | O. Show results |
| C. Opening ceremony | P. ARBA awards |
| D. Check-in | Q. Financial report |
| E. Non-recognized breeds/varieties | R. Sanctions |
| F. Substitutions | S. Meeting rooms |
| G. Coop numbers | T. ARBA general membership meeting |
| H. Official closing | U. Specialty club meetings |
| I. Check-out | V. ARBA judges conference |
| J. Early release | W. Additional meetings |
| K. ARBA information | X. ARBA banquet |
| L. Convention badges | Y. Grievance committee |
| M. Placement ribbons | Z. Social activities |

XII. Show facilities

- A. Location
- B. Handicap accessibility
- C. Size
- D. Lighting
- E. Ventilation
- F. Rest areas
- G. Restrooms
- H. Concessions
- I. Parking
- J. Booths
- K. ARBA membership registration
- L. Public address system
- M. Water

N. New breeds/varieties presentation area

Suggestions:

1. Be familiar with the requirements in the convention guidelines.
2. Contact the chairs of the various ARBA committees and make sure you know their needs before the convention.
3. It is critical to the success of your committee that the youth department needs are met, if possible.

XIII. Convention sponsor show facility responsibilities

- A. Cooping
- B. Bedding
- C. Feed and water
- D. Sanitation
- E. Equipment and labor

Suggestions:

1. When exhibitors arrive they are going to have jet lag, be road weary, and have been up for 12 to 36 hours. If they can complete check-in without a major problem and find a clean, well-bedded coop, you will make a good first impression.
2. Make every effort to have personnel on hand for check-in, check-out, and manage the show. Be prepared for early release excuses, misplaced rabbits/cavies, and people who are having a bad day. Sometimes all you need to do is listen. The general chairperson should be an individual that is willing to forego any pleasures for the week, and be a patient listener.

XIV. Convention judges

- A. Selection
- B. Limits
- C. Schedules
- D. Compensation
- E. Best in Show

Suggestions:

1. Appoint one person to oversee these duties. This individual should know how to deal with specialty clubs.

XV. Youth

- A. Youth judging contests
- B. Royalty contests

XVI. Miscellaneous

- A. RV and camping
- B. Additional motels
- C. Restaurants
- D. Shipping in animals
- E. Waste disposal
- F. Convention advertisement and promotion
- G. Judges breakfast/lunch/ and or dinner
- H. Veterinarian
- I. ARBA judge and registrars test
- J. Educational seminars

Booth Rental Guidelines

- I. Booth Rental
 - A. Require that each individual requesting a Booth rental complete a rental agreement.
 - B. Included with the rental agreement should be information on the additional services available and their charges.
 - C. All information should be provided as early as possible to allow ample opportunity for those renting booths to make special arrangements.
 - D. A copy of the State Fire Code should be supplied with the rental agreement.
- II. Booth Rental Agreement
 - A. On the rental agreement require the name of the Club, Company, Individual or Organization that will be renting the booth space.
 - B. If the booth space is to be rented or shared by more than one Club, Company, Individual or Organization it must be so stated on the agreement.
 - C. No booth may be co-rented or shared without the specific approval of the Booth Chairman/Committee
 - D. In the rental agreement be sure to state that "The Hosting Committee has the right to reject any booth or any material that is in any manner inflammatory or derogatory toward any other Association."
- III. Booth Locations
 - A. If the convention site is in one building, provide the cost of booths and additional space in prime locations and cost of booths and additional space in other areas.
 - B. If the convention site is in more than one building provide cost of booths and additional space in each building.
- IV. Booth Space
 - A. The size of the booth space should be stated in the rental agreement.
 - B. The cost per booth or square foot
 - C. If booth spaces are limited, state how booth rentals will be determined, whether on a first come first serve basis or what determines who will get a booth.
 - D. A table, 2 chairs, draping for the table, side skirting and backdrops are provided with the booth.
 - E. A list of additional items such as extra chairs, electrical outlets, telephones, lighting, etc., and the rental cost should be made available with the booth rental contract.
- V. Specialty Club/Commercial booths
 - A. If there is a difference, state the booth rental charges for Specialty Clubs and Commercially rented booths.
 - B. Individual Specialty Club and Commercial Booth locations should be clearly marked for set-up.
- VI. Electrical hook-up
 - A. If electrical hook-up is provided, state in rental agreement
 - B. If there is a charge for electrical hook-up state charge.
- VII. Merchandise Shipment
 - A. If Vendors/Clubs/Organizations require shipments before or during convention week, state the shipping address and the drayage costs if any for said service.
- VIII. State Fire Regulations
 - A. Require that each booth occupant adheres to the Fire Code
 - B. Provide each Vendor/Club/Organization with a copy of the State and/or City Fire Code

Draft Financial Report

DRAFT			
ARBA Convention Host Financial Report			
Income	Budget	Actual Expense	Difference +/-
Advertising			
Catalog Sales			
Promotional Items			
Banquets			
Tours and Events			
Entries			
Booth Rent			
Results Book			
Misc. Income			
Expenses			
Facility Rent			
Expenses for ARBA			
Cooping, Judging tables (ARBA)			
Cooping, Judging Tables (other)			
Transportation for ARBA Equip			
Transportation for Other Equip			
Booth Rental and Decoration			
Banquets			
Tours and Events			
Promotional Items			
Judges Fees and Expenses			
Labor – set-up, tear-down, clean-up			
Additional Equipment			
Insurance – equip. and facilities			
Office Supplies			
Misc. Expenses -			
Misc. Expense -			