

Mid-Atlantic Alpaca Association

Halter Show Superintendent Sealed Bid Application Form

2012 MAPACA Jubilee

Harrisburg Farm Show Complex, Harrisburg, PA

Name:

Address:

City, State and Zip

Phone:

Fax:

Email:

Show Division Member #:

Please indicate your desire to be considered as Halter Show Superintendent for the 2012 MAPACA Jubilee to be held in Harrisburg, PA. The Halter Show Superintendent will be required to be onsite one day prior 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 2012 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

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.
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 1,000+ 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.

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:

Terri Kinka, MAPACA President, 451 Oak Grove Rd, Pine Grove, PA 17963

Please don't hesitate to call Terri Kinka, at 717-587-2397, if you have any questions.