

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

**Bids must be submitted to APRC Secretary (aprcsecretarytreasurer@gmail.com) by September 1, 2024 to be considered.*

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

Name of Sponsoring Club: _____

Date Submitted: _____

Location of show - City, State: _____

**Consider current RDHV2 restrictions / hot zones*

Hosting Club: _____

Local Polish Specialty Club (if different than the 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): _____

Additional notes for bidding 2026 Nationals:

- All bids are due to Joan on Sept. 1, 2024.
- The National Show rules (page 167 of handbook- rule #1) doesn't specify any dates for a national show. The Show Liaison Team suggests bidding for dates between April 1st and no later than May 31st.
- The bidding club(s) may be asked to submit a current financial statement.
- The APRC Youth Committee will host the APRC Youth Royalty Contest at the Polish National Show and may request help along with space and table(s) to use during the show.
- There has been changes on page 4 of this form; please review that page.

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) _____

Judge(s) Youth – (suggested 2, see below notes) _____

Pre-Entry Fee(s)	Specialty Show Fee(s):	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 oversees 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 # of Entries: OPEN _____ YOUTH _____ x Class Fees (\$7.00 and up) = TOTAL ENTRY FEES \$ _____

Judges Fees: \$ _____

Judges Expenses: \$ _____

Facility Fee: \$ _____

Hospitality Costs: \$ _____

Awards: * \$ _____

TOTAL \$ _____

*Note: APRC donates \$500 total towards BOB and BOS split evenly between Open and Youth.
Money is raised for awards at prior year national show.

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, ARBA Member Handbook and APRC website 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 to request Specialty sanction. - ARBA Handbook.
- 5) If different than the host club, it is expected that the Local Polish Specialty Club be included in planning the National Show.
- 6) APRC donates specialty sanction fee for national show - APRC guidebook.
- 7) Have enough scales for show- 1 scale for 2 judges minimum - ARBA Handbook.
- 8) 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 \$3500 to \$5000 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!
 - If additional help is needed, contact your area 4H extension office or high school FFA club.
 - Make sure you have adequate size rooms for the banquet and/ meeting room.

If you have any questions throughout the bid process, please contact Michaela Walsh (michaelajsimcoe@gmail.com) or Jessica Cotter (jessiecotter@gmail.com).