



COMPLETING THE SHOW APPLICATION: TARGET AREAS

All applications should be postmarked ninety (90) days or more for the U.S. and one hundred (100) days or more outside the U.S., prior to the entry deadline or show date, whichever comes first to avoid assessing late fees. The completed show application, a complete show bill or premium and the application fee should be submitted at least 120 days prior to the show date in order to allow time for processing the application for inclusion in the Calendar of Events in the *Paint Horse Journal* and on the APHA Web Site, www.apha.com. All information should be submitted at least 30 days prior to the show to allow sufficient time to notify judges, secretaries, management and exhibitors of the shows' approval. ***PLEASE make every effort to have your show application completed and submitted with the show bill or premium and show fees at the time the application is originally mailed.

1. Dates and Type of Show

- Please list the date that each judge will be judging, even if the judge is listed as TBA (to be announced). It will help us to determine how to set up your show. It is most important that these dates are listed correctly.

2. Name of Show

- See Rule SC-090.K. Cannot use other breed names-such as Pinto in the name when having combined show; cannot use World, International, Champion, Championship, National (exception - Fairs and Livestock Shows for National & International).

3. Entry Deadline

- Post entries means that exhibitors may enter at the show.
- Deadline is for pre-entry and/or pre-entry for certain classes such as cattle classes.

4. Stalls Available

- Be sure to list contact, phone numbers and e-mail addresses if stalls are available.

5. Judges

- If judge(s) have not yet been selected, list as TBA (don't leave blank).

6. **Manager/Secretary**

- The manager and show secretary cannot be the same person and both must be on grounds during the show. Only list one show manager as that person is in charge of the show.
- List address, phone numbers, fax numbers, and e-mail addresses. If an e-mail address is given; correspondence concerning the show will be done through e-mail whenever possible.
- It is highly recommended that the secretary and manager of the show have and use e-mail.
- If any number or e-mail address is not to be published, be sure to list DNP beside the number. However, at least one number – either the show manager's or show secretary's number - *must* be listed.

7. **Application in General**

- The show application should be *legible*. It is *preferred to be typed* so that all information is clear. **You can now complete the application online.**
- Use only the APHA current (revised 10/07/08) official application.

8. **Drug Testing Statement**

- This statement is now at the bottom of the application. This statement *must* be signed before your show will be approved.

9. **Show Bills or Premium List**

- Classes should be in the order they are to be held. Approval of a show will not be granted until a show bill or premium list in scheduled order for such show is received by the APHA. See Rule SC-120 & SC-160.J. Once the list is submitted, the list of classes can be amended up to 30 days prior to show by written notification to APHA.
- Minimum class requirements for show approval and schedule: Refer to Rules SC-095, AM-075, AM-245, YP-070 and YP-075.
- The rules about combining and splitting classes and cancellation of classes are most often misquoted on the show bill: Refer to Rules SC-185.G, YP-075.B, SC-060.A.3 and AM-080.B.

10. Changes

- Any additions or deletions or changes in locations, date, etc. should be sent in on show approval correction form. This form may be mailed, faxed or e-mailed.

11. Faxed Applications

- If an application is faxed, ***DO NOT*** mail the original. A faxed copy is the same as an original.

12. Contract Disputes

- APHA does not deal with contract disputes between the sponsor and a judge, a facility or other contracted individual, organization or company.

13. Additional Information

- Any additional information needed (such as judge names, show or premium list, drug and tail testing statement, phone numbers, etc.) should be returned immediately upon request of the information. ***Please be sure that the person listed on the application to receive the correspondence is the person who can submit the additional information needed.*** This information should be returned 90 days prior to your show so that it may be listed as approved in the *Paint Horse Journal* and on our Web site, www.apha.com. The show appears on the Web site the following day after being entered into the show program.

14. Checking for Accuracy

- It is your responsibility to check the information that is listed in the *Paint Horse Journal* and on the Web site for accuracy. Check date, location, judges, start time, stall information, all phone numbers and e-mail addresses. If there are any discrepancies, please contact Linda Knowles at 817-834-2742 extension 245 or by e-mail lknowles@apha.com.