

Notes from your Show Secretary Team

Hello Exhibitors!

Show season is fast approaching and that means that the show secretaries are already working hard getting everything ready for the upcoming show season.

This year we thought we would drop you all a note regarding show office preparedness. We are hoping this will help new exhibitors and existing ones, to be prepared when making entries. We want to make sure that making entries is a straight forward process.

The first thing for exhibitors to be aware of is that the new calendar year means you likely need to renew your memberships! Please check the expiry date on your APHA memberships before coming to the first horse show of the year. If you have an Amateur/Novice Amateur card remember to check both expiry dates. Your Amateur card expires at the end of the December each year, so you will need to renew this as well as your general membership. Both memberships can be renewed online and if the card does not arrive before the first show you can print your receipt to prove to us that your membership has been purchased. If you need to purchase an APHA membership while at a horse show we can certainly assist you but please keep in mind they have to be paid in American funds. This means you will need to have a credit card handy. Also if you renew at the show a \$25 US rush fee is added by APHA, so it is cheaper for you to renew it in advance.

Next if you would like to accumulate points towards year end awards you will also need to purchase an OPHC membership. We can accept your OPHC membership in the show office. Remember if you forget to purchase it your points will not count towards year end awards, so our advice for avoiding disappointment is to purchase your membership early so you do not forget.

Now when it comes time to head to the first show you need to make sure you have your APHA membership card with you, along with a copy of your horses papers. To make things easier on our exhibitors this year we have designed a special form to be completed before the first show that contains all your information. If this form and your cards and papers are provided at the first show we will then have them for the whole season.

After we collect your paperwork we will need your completed entry form. We have redesigned the form this year and are hoping this new format is more user friendly. We will also need your signed waiver.

Once we have collected your information and paperwork we will need one more very important thing payment. Please have a cheque or cash ready to leave with us in the show office when making your entries.

Once you make your initial entries you can scratch, add or make a rider change using the proper forms. To help ensure that the information on your statements and the information that we send to APHA is correct, we have designed ADD and SCRATCH forms. These forms are available at the show office and are to be used when adding or scratching a class, or making a rider change. These forms must be turned into the show office either by yourself or a helper. We understand that show day can be hectic for all of us, but these forms are important for the office for maintaining accurate records and charges. Again – please remember that all class adds, class scratches and class rider changes **MUST BE DONE IN THE SHOW OFFICE**.

Please remember if you have questions we are here to help! We look forward to seeing you all at the horse shows this summer!

Sherrill, Marie, Suzy & Carrie