

ACBA Dana's Guide to Hosting an ACBA Specialty Convention

by Dana Kolstad

Dana Kolstad is the ACBA Specialty Show Coordinator. She has raised cavies since 1977 and won Best in Show at the 1992 ARBA National Convention. Dana has been an ARBA licensed cavy judge since 1984, has attended 10 ARBA Conventions, and 6 ACBA Specialty Shows, including the 2008 and 2012 Specialties her club Pioneer Cavy Fanciers hosted.

One of my most favorite shows to attend is the American Cavy Breeders Association (ACBA) Specialty Show. Compared to larger local shows, this event is usually more like a national convention which includes the show and also a judges' conference, royalty contest, board and membership meetings, banquet, more shows on the second day and often a last supper. It is also a great way to visit an area of the country that I would not have otherwise visited.

It is possible for any and all clubs chartered with the American Rabbit Breeders Association (ARBA) to host a specialty show. All it takes is a will and an interest! And I hope this article will help more clubs get on the band wagon and submit a bid to host a specialty in the future. Now is the time for your club to start planning to bid on hosting the convention.

Back many years ago, I was contacted by the Boise Convention Center (when they had just built a new facility) saying that someone told them that our club would like to host the ACBA Specialty Show and they (the convention center) would like to help us. Now this was even before we had a cavy club. At that time in Idaho we only had rabbit and cavy clubs. But this idea was put into my head and it stuck. A lot has happen since this and now we have a regional cavy specialty club – Pioneer Cavy Fanciers. It is a small club with around 8-10 local members and many out of state members. Back in 2004, I got the urge to put on a specialty show. I presented it to the club and many were on board. Since then we have hosted the specialty show twice—in 2008 and again in 2012. I am now the coordinator for the ACBA Specialty shows and would like to help clubs become hosts in the future.

Club Support

The first step is to get the members on board. The club should have a vote of confidence to proceed. There will be a couple of things the club will need to get squared away before starting on the bidding process. Someone will need to be the Superintendent or Chairman of the event, and there will also need a show secretary. Those are the two main positions required to hold a show. Now this is very similar to hosting any show, but there are several other activities to the specialty show that will need to be covered. These are: planning

for ACBA board and membership meetings, banquet, royalty contest activities, and judge's conference. If possible, have a committee chairman for each of these events. Other chairmen could be website, show catalog, awards, and donations.

Once your club has decided to host a specialty show, contact the ACBA Specialty Show Coordinator. The coordinator will assist you with the bidding process. You can find the Specialty Show Guidelines in the ACBA website, <http://www.acbaonline.com/rulesandregs201101.pdf>. It is under the ACBA Rules and Regulations, Article III. It would be preferred that you contact the coordinator the fall before the ACBA Specialty Show two years before the year you would like to host the convention. The bid will need to be submitted at least 45 days before the ACBA Specialty where the bid will be considered. Bids are considered two years out to allow the reservation of facilities and time for the committee to make all the necessary plans to host the event.

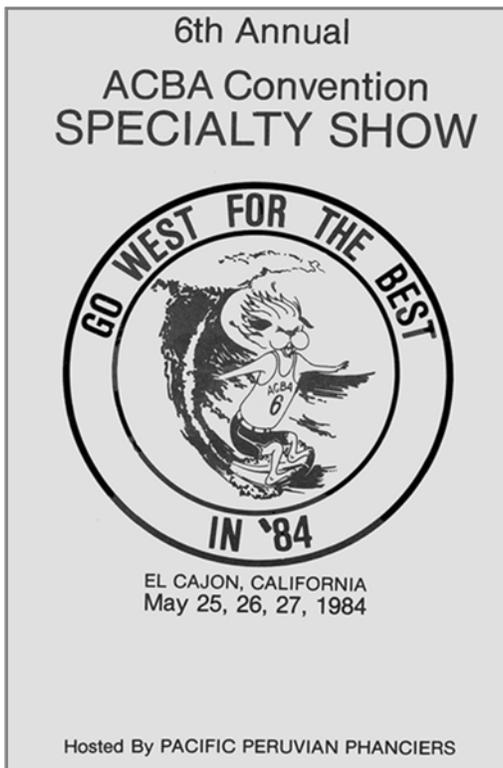
Selecting a Date

The date you select may hinge around finding a show facility. Many vendors give preference to those that have used the facilities the year before. Some things to think about in selecting a date are weather, airlines, other events, and the ACBA Guidelines. The Guidelines say to have the event approximately 6 months from the previous ARBA Convention. Usually between the end of March through the first week of May are the best dates. It is best to avoid dates earlier in March especially if you are in an area where there could be late snow fall or ice roads. It is also bad to go late in May as the weather in some areas gets too hot and none of us what to find that their beautiful show animals are heat stressed or perish from the heat. Airlines

usually have a cutoff date around the first week of May, or if the temperature gets too warm. You should check with the air transportation in your area to find the details.

Facilities

Now you will need to find a facility to have the event. Some of the things to think about are size, convenience, and price. The size must be large enough to house the cavies, an area for the judging tables, a place for the judge's conference, royalty contest, and space for the board and membership meetings. An event like this should expect to receive 500-700 cavy entries, but some regions could have more or slightly less entries.



You also want the facilities to be convenient for those travelling to the event. Close to hotels, resultants, airport and freeway. The facilities should also be climate control for the comfort of the covies and exhibitors. The price also will need to fit within the budget. Be sure to check to see if there will be additional fees for set up and check out time. Some venues include these times with the fee, but others charge extra for this. Some venues will charge an extra fee for the use of electrical outlets. The size of the facilities for the main exhibit room should be at least 6,000 square feet which may need extra rooms for judge's conference. But a facility around 20,000 will be plenty of room for all that is required with room to spare. There has been a specialty held in 4,000 sq ft room with an extra room for the youth exhibits. This facility was very tight and inconvenient for the second day when the youth that exhibited in one of the open shows had to travel back and forth.

Additional area will also be required for vender booths and for sales covies. Having venders is an added benefit to the convention since it will bring in some additional income plus exhibitors love to shop! Personally, I would recommend on keeping the cost as low as possible for the vender booths to encourage more venders to attend. Some venders have low volume or low mark up so it would not be practical for them to have to pay a high fee to attend.

The convention should be a minimum of two days. Friday for set up in the morning, check-in during the afternoon and evening, and the evening for the royalty contest, board meeting and judge's conference. On Saturday will be the judging of the specialty show and the will also need to plan time to hold the general membership meeting for ACBA. To facilitate the timing of getting all the covies judged, a membership meeting, and get done in time for the banquet, there will need to be considerations on the number of judges selected and the number of covies they are expected to judge. It is always a good idea to have back up judges available.

It is optional to hold an additional show or two on Sunday, but may be economically necessary. Some facilities give discounts for two or more days. Also the additional show will entice some exhibitors to make the trip to the convention.

There are many different venues that could work for the facilities. Through the years I have seen the use of fairgrounds and hotels with convention centers. The perfect facilities would be at a hotel just off the freeway which has a conference room around 10,000-15,000 sq ft, banquet room for 120-150 people, has a shuttle to and from the airport, and is animal friendly. The problem is that many of these facilities will not allow live animals or will require you to cover the floor with plastic. Covering the floor with plastic is doable if it works into the budget

**YOU
ARE INVITED
TO**



have a nice clean coop that is larger than a carrying cage to put their animals in after the long trip to the show. Then again, some breeders prefer to use their own caging as they feel their covies will feel more comfortable in caging they are used to, and they can keep their covies all together.

Either way, the club will need to provide bedding for the show. If cooping is provided, then enough bedding will be required to bed all the cooping plus extra for exhibitors to clean cages. If having a carrying cage show, bedding will be required for exhibitors to change bedding as necessary.

I have heard of a club that did a combination of cooped for those that prefer it, and allowing carrying cages for those who preferred to go that direction. There is also the option that the club could charge an extra fee to cover the extra expense for those preferring cooping.



with the price of the facilities.

While looking for a facility, also think about attractions that family members might like to attend. This will be another draw for your convention.

To Coop or Not to Coop

The club will need to decide if they will want a cooped show or to have a carrying cage show. If you have a cooped show, there may be extra cost (coop rentals are usually a certain price-per-hole, plus cost of delivery) and additional labor is needed for set-up. A cooped show could house more covies in the area, if you double stack. Not all areas have the cooping available or cooping that is cavy friendly. Bantam poultry or pigeon caging are usually available from fairs, but is not adequate for covies as the juniors will slip out of these. I have also seen rabbit cages with wire bottoms used with newspaper on the bottom to hold the savings in, but they were not very practical.

Having a carrying cage show is the easiest, but some exhibitors would prefer to

Hotel

Most exhibitors will need a place to stay. Contact the hotels closet to the facilities and see if they will block rooms for you at a discount. Some hotels will even give you extras for filling enough blocked rooms. They may even give you free rooms that you can use for judges or to raffle off. Some may give you free meeting room space that you can use for board meetings or judge's conference. Depending upon your area, and number of expected exhibitors, you may need to block 50 or more rooms. This could mean blocking rooms in more than one hotel depending upon the size of the hotel.

If you are using a convention center with a hotel, they may even require that a certain number of room nights are used during the convention to get the facilities for the show at a discount. At other conferences I have attended, when they have this requirement, they have an additional charge for those not staying at the convention hotel. I have not seen this necessary for an ACBA convention,

but it may be something to consider. One host club faced a *large* surcharge for the showroom because too many exhibitors booked rooms at nearby discount motels, and not at the convention hotel (read the fine print on all rental agreements).

Banquet

The banquet will be the social event of the conference. It will give exhibitors a time to visit with old and new friends that they only see once or twice a year. Try to have a banquet with good food, low cost, with discount price for the youth (calculate the cost of attending for a family of 4 or 5 to see if the price is affordable for most). This will be the place that the youth royalty contest, management, and achievement awards will be given out. Families with youth that have participated in these events will want to attend for the awards ceremony.

Many exhibitors also appreciate banquets that have a bar. This will bring up all sorts of considerations. If you are not having the banquet at a restaurant that already has a bar, then you may have to pay extra for this luxury. There could even be a fee for security guards required by the venue.

Don't forget the amenities for the banquet. Have a master of ceremonies to help with announcements, and a program if you have one. It is always nice to have centerpieces on the tables. Members enjoy receiving door prizes which could be the centerpieces. Remember to leave time for the youth awards.

Bidding Process

The ACBA Guidelines spell out the process for bidding. It is best to contact the ACBA Specialty Show coordinator as soon as the club decides they would like to submit a bid. The coordinator will help advise you on creating a competitive bid, and help you through the process. The official bid from the club must be submitted to the ACBA Specialty Show Coordinator at least 45 days before the ACBA Specialty show held two years before the date the club is bidding for. For example, bids for April of 2015 specialty will be presented at the 2013 ACBA Specialty in Orlando. It is best to be bidding for the specialty when it is not in the same area as the previous year's ARBA Convention, which was held there only a few months before.

The bid should be like a report of what the event will be like. Here is what will need to be in the bid for the ACBA Board of Directors to review:

Dates

Tentative schedule

Show location, size, and other information about the facilities

Lodging and camping facilities in the area

Include estimated price

Distance from show room

Cooping

Feeding

Sales of covies

Accessibility of show location (car, airlines, shipping of animals, etc.)

Show committee: Chairperson, Superintendent, Show Secretary, Youth Chairperson and other committees set before bid is submitted

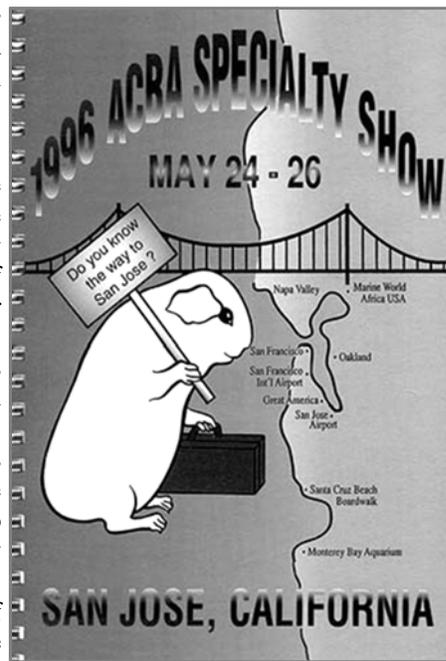
Projected Budget to included all expected expenses and an itemization of projected incomes

Photocopy of Hosting Club's current ARBA charter

Summary of tourist attractions in the area

Any other relevant facts

The bid will first be reviewed by Specialty Show Coordinator. The coordinator may let the club know of any improvements the



club might make or if something is missing. The coordinator will send the final bid or bids to the ACBA Board for their review at least 30 days before the current year's specialty. The board may have discussions and may request further information. Then the Board of Directors will present submit the final bids to members at the general membership meeting. The club will be allowed to make a presentation if present or the coordinator will present the bids for the club if requested. It is recommended that the club have a one page

handout about their bid to give to the membership. There will be a vote of recommendation by the membership. Final vote will be made by the board of directors. The host club will be notified within thirty days if their bid has been accepted or declined. Now the work begins! Be sure to get your contract with the facilities and hotels signed and deposit put down as soon as possible. I know with the venue that we used, if we didn't get the contract signed and deposit down by their next fiscal year, the rate would go up. So lock it in so you don't have any surprises down the road. The hosting club will be required to sanction the specialty show with both the ARBA and ACBA at their own expense. Also the hosting club will be required to pay the ACBA Secretary/Treasurer a fee per cavy entered (currently \$.75 per animal) in the specialty shows, within 30 days of the event. A deposit of \$150 towards this fee will be given to the ACBA Secretary/Treasurer 60 days before the event.

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JACBA

Host club will be given advertisement in the *JACBA*. The club will be getting a year and a quarter of free advertisement. This means you will need to have all your ducks in a row before Robert requests your information. This will come up faster than you think since there are early deadlines for submissions to the *JACBA*. If room allows this means Robert will want some general information about the specialty for the winter edition a year before you host the specialty. It would be best if you have your slogan and logo by this time. This ad will include contact information and website address if available. He usually puts in a 1/4 page ad inside the *JACBA*. Submissions for the winter edition are due by October 1st, 18 months before the specialty you are going to host, about 6 months after the bid is accepted!! This will be the start of the process.

The next issue may be a full page ad and could be placed on the back cover in color! That will happen unless the back cover is sold for advertisement. This submission deadline is January 1st. For this issue you will want to include location of the show site, host hotel information and price and any other additional information you would like to include. Be sure to have some photos to include.

The next issue's deadlines will be on April 1st, July 1st and October 1st for the one page ads. As soon as you know your judges

for the specialty, be sure to let Robert know who they are so they can be added to the advertisement. Everyone is going to want to know who will be judging.

Judges

To me, selecting the judges is one of the hardest jobs of putting on a specialty show. Maybe I just over-think about the judges. To me it is best to have judges everyone wants. Every August, the ACBA sends out a poll in the mail (with the ballot for club elections) and publishes these results in the Fall *JACBA* (see page 16 in this issue). But there are other considerations to deciding upon the judges for the event. Usually there will be four main judges who will judge the specialty. Since you have put your budget together, you know that there is a limit to the expense you can pay for judges. With airfare going up each year, it is difficult to plan and stay within the budget, so you may not be able to select the top four judges from the membership poll. You may need to think about where the judges fly out, and who will drive to the show. Some cities are lower priced when flying into the airport for your specialty. Some airports are way too high and will not work for your show. Also, airlines have sales, so you never know what the flight will cost until you finally commit and purchase the ticket. I have spent countless hours checking airfare, day after day, until I have decided the price is at its lowest.

Some things we thought about in selecting judges for our specialty was: who did we want to have come, airfare, who did we think everyone else would like to have come judge, and to have a variety of judges.

Insurance

Now days, most venues require liability insurance. In the northwest there is a show group that clubs can join to get a group rate on insurance. Check your area for this. Make sure that you have enough coverage for the venue. Also some venues will allow you to purchase a binder to be part of their insurance policy. Either way, it is important to have insurance to protect the club and officers of the club.

Our club ended up becoming a non-profit organization through the Internal Revenue Service. At the time it cost us \$300 to submit for the non-profit status, and we also had the assistance of a certified public accountant. We also had to file for non-profit with the secretary of state for Idaho. Yes, we have to file each year, but it is done online and is very easy. With the state, they only need an update of officers. With the IRS since our gross receipts are under \$50,000, it is just a series of yes or no questions and update of personal. So don't be afraid of becoming a non-profit organization as it will protect the officer and members of your club. But be sure to report each year, or the club will lose its non-profit status and could be charged fines from the state. Our state sends me a post card to remind me to report on line, and then I just do the federal report at the same time and we are done for the year.

Website

It is very important to have a website for the specialty show. This is how you are going to get information out to those interested. Hopefully you have someone in your club that is savvy in putting a website together. This is a place to post all the information about the specialty. Everything you put into your bid plus more. Also a place to put the show catalog so exhibitors can print off their own

catalog.

The website is a great place to sell advertising. This will help with collecting funds for the event. Be sure to solicit with the local businesses for ads and also for donations. You could give free ads for donation of items for the raffle or awards.

Entries & Finances

Usually entry fees for an ACBA Specialty show will be higher than a regular show. This is because of the cost of a larger facility, judges, and the fee paid to ACBA. The specialty show requires a larger and usually nicer facility which will cost more. The event is also more than one day which will add to the cost. It is best to try to keep the fee as low as possible, but the budget needs to balance.

Not all exhibitors will say for the show the second day. To help encourage exhibitors to show more, you can give discounts for entering a cavy in all shows, discount if they are exhibiting a large number of cavies, or you could set the fee for the second day show(s) at a lower rate than the specialty show.

The club will need to set the deadline date for entries. This is by far too large of an event to take day of show entries. Two things will dictate when you set your date: the show secretary and when you need the funds from the entries.

Most of your income will come from entries fees. If you don't have the funds to pay the balance of your facilities, you might need the entries in before that date. Now if the balance of the payment for the facilities comes too early, the club will need to make some other decisions. Clubs can get more funds through fund raising. Another way to raise funds is to sell shares for the convention. This may be easier, but could cause conflict if the event does not pay off. Be sure to have everything in writing and approval from the club before tackling this way of collecting funds.

The show secretary will need enough time before the start of the show to get all the paper work ready. Also realize that some people will mail their entries in and the mail service can take anywhere from three to seven days. Entries coming from Canada have taken a week or more to arrive.

Check with your bank about Canadian funds. There might be a fee or charge or conversion from Canadian funds to U.S. funds. It will be good to know this before you send out the show catalog as you might want to request U.S. funds only, or charge a fee for Canadian checks and money orders. Even if an exhibitor sends you a check, that is in Canadian funds. Your bank will probably charge a fee to collect these funds. The easiest way for everyone is to have the exhibitors from Canada pay with a credit card or through Pay Pal.

Not all clubs have the ability to allow exhibitors to pay with credit cards. But allowing exhibitors to pay with credit cards is the easy way to receive online entries. Our club chose to use PayPal for the online entries. Start early at setting this up as there is delay in starting the process as PayPal checks to make sure everything is legitimate. If you club is planning on becoming a non-profit organization, it could take a couple of months to verify all the information. To become a non-profit organization, you will need to apply for an Employer Identification Number (EIN). After filing with the state, companies will then be sending you credit card applications for your business. Then it will be easy to apply for a

14TH ANNUAL A.C.B.A. SPECIALTY SHOW

3RD ANNUAL COLORADO-UTAH FRIENDSHIP SHOWS

Make A Beeline to the Beehive State & "Catch the Cavy Craze"

Sponsored By
UTAH CAVY BREEDERS ASSOCIATION INC.

MAY 22 - 24, 1992

UT STATE FAIRPARK, SALT LAKE CITY, UT

PayPal account as they require a credit card number for verification. Our club does not have a credit card, so a personal one was used (not the best method).

Technology keeps getting better and more options are available. There are probably more ways for clubs to collect funds online, so you will need to do the research.

Maybe your club already has a program to receive online entries. Our club did not, so we received help from Sandy Dumitru. She is the person that helps the big show with the CavyFancy online — Cavy Connection, online message board for their show. She also can help clubs hosting specialty shows with online entries. Be sure to start early as this takes time to get set up just right.

Fund Raising & Donations

The ACBA encourages clubs to fundraise to offset the cost of putting on the specialty convention. There will be expenses for the facilities, judge's airfare, awards, possibly equipment rental, banquet, secretary supplies, and more. These all add up to be quite a bit of cash. Most expenses will need to be paid before the entries are received but some will be afterwards. Unless your club keeps a sizable treasury, you will need to do some fundraising.

Some of the ways to raise funds before specialty have been: raffles, ads, selling of specialty shirts, benefit shows, auctions, yard sales, online auctions of cavies, selling Pampered Chief, selling Tupperware, selling fall bulbs, etc. For raffles, I have seen hotel rooms for specialty, quilts, and other handmade items. Just think, if you raise a lot of funds for the specialty, you will have more funds left over in your checking account after the event!

Don't forget to solicit for donations. The donations can be items for the raffle or cash. Be sure to contact all the local venues around the show grounds. They will want the exhibitors to visit their businesses while they are in town. Also contact some of the national organizations. It is always worth a try.

Fundraising at specialty could be raffles, silent auction of items and live animals, and bottle auctions.

Awards

The awards that are given for the ACBA Specialty show will be handled by the ACBA Show Specials Committee. One thing the club won't have to do. Well maybe. When we hosted the specialty, I kept tabs on how the committee was doing at collecting funds for the specialty awards. I also helped them advertise for donations. There are a lot more awards given out for specialty than a regular show. Of course there are the main awards such as Best in Show, Reserve In show, Best of Breed, and Best Opposite Sex of Breed, the regular awards for all shows. At the ACBA Specialty show there are also awards for best senior, intermediate, junior of breed, and also best of variety of each breed. This will be for both the open and youth shows. That is a lot of awards!

Be prepared to accept the shipment all the awards. Either have a person chair as they will be responsible for getting them to the show grounds or make arrangements with the host hotel to accept the delivery and then make arrangements for them to be delivered to the show grounds.

If your club will be hosting shows on the Sunday, you will need to come up with awards for these shows. Handmade awards with art work on them are a favorite. Use your local talent or have something related to your area. Also useable items always go over well too. Remember your budget.

Show Catalog

Thank goodness we don't have to mail show catalogs out anymore. Most people will be able to get their show catalog from your website. You may need to mail a few to those who request one.

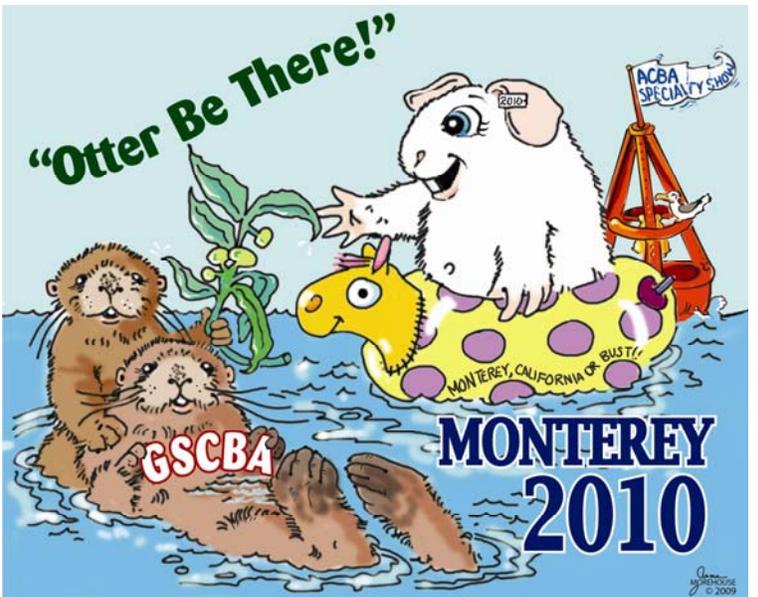
You are allowed to charge for the show catalog. It would be best to only charge what the printing and postage cost is. We sent a complimentary copy to our judges to make sure they had all the information.

The show catalog should include all information about the show, entry information, show committee, schedule, show rules, hotel, directions, judges, awards, judge's conference, youth activities, membership meeting, ACBA raffle, banquet, last supper, cavy sales, etc. It is also nice to include a welcome from the event chairman and ACBA president. As a courtesy also include information about the next year's specialty. If the club will be having any special events at the specialty, this is a good place to include the details. Some clubs have offered challenge classes such as the Tan Challenge that will be held in Florida. Idaho had the Marten Challenge since Martens were formally recognized by the ARBA that year.

The show catalog is also a place to put advertising. You could offer free advertising on the website if they place an ad in the show catalog, or free advertising if they donate a substantial amount for awards or the club's raffle.

Showroom Set-up

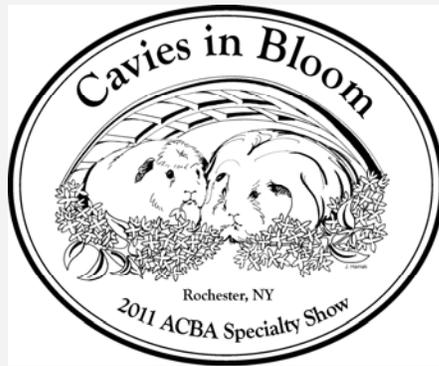
Try to have a layout of the set-up ahead of time. Most venues will have the dimensions of the building. You might also want to note where the electrical outlets are when you make your map for the layout so vendors and the show secretary may need electricity. When thinking of how you want to set up the facilities, think about



Logos and Shirts

The logo for your event is what will be strategically placed in *JA CBA* ads, on t-shirts, on the cover of your show catalog, perhaps awards, etc. The logo can be designed by a club member, a professional graphic artist, or as some host clubs do, by reaching out in contest format. The logo and the slogan which is often designed into the logo should capture the exhibitor's imagination and create interest in them coming. Some things to consider in designing the logo is a topic to represent your geographic area, a design which is simple catchy. You see, this logo is going to be printed in many different sizes. What looks good full size in smaller sizes becomes busy with what appear to be too many lines scrunched together, so consider the full size look on say a t-shirt, and then shrunk for the pocket size on collared shirts, and smaller yet in print publications. The logo must be camera ready for shirt production, and is an affordable number of colors. Many places charge by the colors. One Specialty's original logo had seven or nine colors, and this had to be cut to three or four so as to not eat up the profits from selling shirts. The printers charge extra for each color. It is also recommended a guinea pig on the logo not be white. What happens is the logo's white paint doesn't quite completely cover the shirt color. And, if what was to be white is not part of the logo material? Well, the "white" will become the color of the shirt. In other words, a white pig on a pink shirt will show up as the prettiest pink.

One of the most successful logos and shirts was for the 24th ACBA Specialty in Hamburg, New York "When Guinea Pigs Fly." The shirt came complete with flying



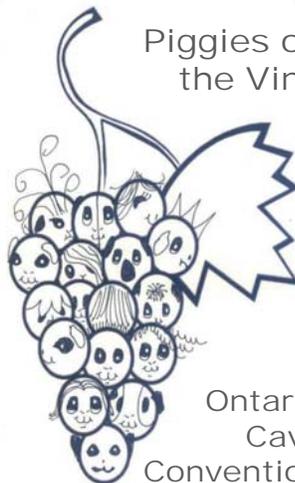
guinea pig logos on the front and a large logo on the back.



**A WHEEP! END
 IN NEW ENGLAND**



Piggies on the Vine



Ontario Cavy Convention



what will be handy for everyone. Try not to play favoritism either. Put the secretary's table close to the judging but also accessible to the exhibitors. If the secretary has entries, try to put them close to the secretary's table. Assigning venter booths close to where their cavies are cooped will make it handy for them to exhibit their animals and to attend to their booth.

If the cavies are not cooped, assigning space will aid in the running of the show and the ability to know where the exhibitor's display is and knowing how many tables will be required for the show. This will be too large of a show to allow first come to take their space as there may not be space left for those that arrive last (so those living farthest away, or with workplace constraints, are not penalized). Having a map of where exhibitors are will also aid in the return of their show animals if they are not present, or if they have volunteered to help at the judging table.

Arriving by Plane

It is common courtesy to make arrangements to help exhibitors travel from the airport to the hotel or show grounds and back again. Also there may be the need to help with shipping. There can be a small fee charged to cover the fuel cost. Find someone willing to do this that is not exhibiting or on the main show committee since the times may conflict with other obligations. This is a great area that spouses or someone in the area that used to raise cavies can help out.

Check-in

Have extra people for the check-in of cavies on Friday and Saturday. That way it will run smoothly and exhibitors will not have to wait in line as long. Many exhibitors will have traveled a long way and would like to get their cavies settled in quickly.

Youth Royalty Contest

The host club will need to have a chairman to work with the ACBA Youth Chairman. They will need tables for test taking and cooping for breed and variety identification. The Youth Chairman will also request cavies for the identification. The club chair should not have a child entered in the contest.

ACBA Booth and Raffle

The host club will need to provide booth space for ACBA. They will need around three tables. The tables will be used for ACBA information, ACBA merchandise, and ACBA awards.

The host club will also provide around three tables for the ACBA Raffle. These proceeds go to fund the youth awards. Exhibitors should be encouraged to donate items for the raffle.

Judging Tables

It is crucial that there be enough judging tables and holding coops for the specialty. Classes can be very large. If the club doesn't have enough judging tables to handle four or more judges, send out a request to borrow neighboring club's tables. With our club being so small, that is what we had to do. The first specialty we ended up borrowing from two clubs. Since then we have built more judging coops, but still need to borrow more. If there will be a double show on the second day, even more judging coops will be needed.

Volunteers

Most clubs don't have enough members to run a show with four to six judges. Volunteers will need to be recruited. Do not wait until show day to ask for volunteers. Try to get the main positions lined up ahead of time. There will be one ramrod and one scribe for each judge. Also have extra people available to rotate in when they need a break or would like to watch their breed judged.

A couple of volunteers to make sure the control sheets are completed will help the secretary. Other volunteers will be needed

to run cavies for those working the show.

The volunteers do not have to come from only your club. Most cavy exhibitors would be happy to help if asked. For our specialty, we had more people from out of the state working the show than we had local members working. This is a great hobby to belong to as the people are wonderful and will step up to help if asked. Thank you ACBA members!!

Judge's Conference

The hosting club will need to have a chairman for the ARBA Judge's Conference. To be an official ARBA Judge's Conference, several requirements will need to be met. You can find the official ARBA Judge's Conference Guidelines on the ARBA website at http://www.arba.net/PDFs/ARBAJudgesConferenceGuidelines_030310.pdf. Be sure to read through these guidelines carefully. The Intent to Sponsor needs to be submitted at least 90 days before the event. Sooner would be better. The ARBA will advertise the conference in *Domestic Rabbits*. It will also be on their website. Be sure to let your district director know about the conference so they can get the information on the district website. District directors also receive funds from ARBA to help put on a judge's conference. Check with your director early to see if you can get some of those funds.

The ARBA requests the name of the moderator (ARBA member) on the intent form. This is the person that will put the conference speakers together and keep the speakers on schedule. The conference needs to be three hours long. It can have up to two fifteen minute breaks. The conference will need to have at least eight separate topics with at least five separate breeds discussed. At least fifteen ARBA members need to be present and two licensed cavy judges. The first subject will need to be on Posing and Handling. ARBA would like the conference videotaped, but this is not required.

The ARBA Judge's Conference Report must be completed by an ARBA officer, director or state representative. If you don't think one of these will be attending the conference, work with your district director to see if someone could be assigned as a state representative. They will only have 10 days after the conference to submit the report. Along with the report, the conference evaluations and sign-in and out sheet will need to be sent. It is the hosting club's responsibility to make sure the reporting is done. They also need to make sure there are evaluations sheets available and the sign-in sheet is at the conference. Be sure to keep a copy of all the information submitted to ARBA in case it is lost in the mail.

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Clean-up crew

Don't forget assigning the clean-up crew. If people know ahead of time that they will be there at the end to help with the clean-up, they will plan accordingly. Do not just expect someone to stay and help with the clean-up. Check with the facilities about your duties for cleaning. Of course you will need to collect everything you brought. But you need to know if you are responsible for stacking the tables you rented, emptying the trash cans, sweeping the floors or cleaning the restrooms. Some of this may be provided by the venue, but be sure to check if it is not written in the contract so your club isn't docked extra fees.

Conclusion

All described here may seem overwhelming, and it would be for a team of one, but with plenty of helping hands it is more than possible for most any well-organized club to host a national specialty show, even a small club. Yes, I am the first to admit hosting the ACBA Specialty is a lot of work, but it is very rewarding to host the event. It is great to have exhibitors and friends come attend the event you have put your heart into. And