

FIRST Place Shows

Complete Show Management/Secretarial Services

250 218-2468



QUOTE FOR SECRETARY SERVICES

Quote:

Dates:

CHARGES COVERED

_ days of office service
Administrative fee
Travel fee including mileage
Misc office supplies & Exhibitor back numbers
General Phone charges for show for contacting
Judges and exhibitors
Cell Phone usage while on the grounds
Mailing and Emailing Results to AQHA

Services provided: Pre-Show

Putting together show pattern book for exhibitors
Submit AQHA show approvals
Hire Judges, obtain signed contracts for services
Send copies of all Judges Contracts to Treasurer
Make sure judges book itineraries in a timely fashion
Get Judges patterns from them prior to show
Put together exhibitor packages with patterns and show schedules
Put together Judge packages for patterns and show schedules

Put together posting packages for grounds
Complete all pre show work (ie enter pre show entries into computer, assign back numbers, handle calls & emails from exhibitors)

At-Show:

Bring all hardware and software necessary to run the office
At show office: handle all entries, run class sheets and handle all show issues
Work with show manager to assure stalls and RVs are billed properly;
Figure High point for all categories
Complete tasks that make the show run efficiently
Provide Treasurer with a breakdown of all charges billed
Maintain database and keep required records according to AQHA for show worked
Complete rosters for AQHA and submit required information
Research any issues for AQHA or club

CHARGES NOT COVERED

Cost for copying of Exhibitor Pattern book
Cost for trailer camping fees or hotel from Sept 12 evening thru Sept 15, 2013 evening
Costs for Priority Mail for Show Approvals
Costs for Priority Mail for Show Results

Services not provided:

Assignment of Stall or RV
Booking Judges hotel accommodations and transportation to and from airport

In the unfortunate circumstance a show or shows has to be cancelled it is agreed that out of pocket expenses will be paid with receipts and 50% of the agreed fee.

In the unlikely event that the parties have a disagreement that cannot be resolved each agrees to appoint 1 person individually and a 3rd person jointly to review and make binding recommendation "s".

I look forward to doing business with you. If you have any questions feel free to contact me @ 250 218-2468

Approved Signature: Cherie Corrigan
Cherie Corrigan

Approval Club's Signature

