



We are pleased to extend our invitation to you as we solicit sites for the staging of the Sport Horse Arabian and Half-Arabian Championship Horse Show.

We are prepared to issue a multi-year contract beginning in the year 2019 to the organization which can provide the best facilities and services for the preparation and operation of our show. Typically, the show is held over a period of five to six days with two to three move-in days beginning in mid-September and requires a minimum of 750 stalls, 3 dressage rings 1 Hunter/Jumper, 1 show ring , and 4 warm-up arenas. The show switches East to West Coast every other year. Odd years are East Coast rotation, even are West Coast rotation.

Please present a complete bid by March 31, 2017 via mail or e-mail if you are interested in hosting this event. Your bid will be considered during a Sport Horse Show Commission Meeting. Please submit a bid for both a two-year contract (with an option of a one year extension) and a three-year contract (with an option of a two year extension).

If you need further information please contact me at either 303-696-4588 or [Brittney.Kaiser@arabianhorses.org](mailto:Brittney.Kaiser@arabianhorses.org).

Sincerely,

Brittney Kaiser  
National Events Coordinator  
Arabian Horse Association  
[Brittney.Kaiser@arabianhorses.org](mailto:Brittney.Kaiser@arabianhorses.org)  
303-696-4588

Cc: Nancy Harvey, President Arabian Horse Association  
Glenn Petty, Executive Vice President Arabian Horse Association  
Kelsey Berglund, Director of National Events  
Cathy Gage Chair, Sport Horse Show Commission

## **CRITERIA LIST – SPORT HORSE NATIONALS BID PROPOSAL**

### **East Coast**

2019 September 23 – 28 ( Monday-Saturday)  
Move in 20 & 21 (Friday-Saturday)

### **West Coast**

2020 September 22 – 26 (Tuesday-Saturday)  
Move in 19 & 20 (Saturday-Sunday)

### **East Coast**

2021 September 20 – 25 (Monday-Saturday)  
Move in 17 & 18 (Friday-Saturday)

### **West Coast**

2022 September 20 – 24 (Tuesday-Saturday)  
Move in 17 & 18 (Saturday-Sunday)

### **East Coast**

2023 September 18 – 23 (Monday-Saturday)  
Move in 15 & 16 (Friday-Saturday)

### **West Coast**

2024 September 24 – 28 (Tuesday-Saturday)  
Move in 21 & 22 (Saturday-Sunday)

The following topics are examples of criteria to be considered in comparing proposals for the Arabian Horse Association's National Shows. While some of the items may not apply to your facility, what we are after is the greatest amount of information available appropriate for evaluating your venue. Please address the following as you can:

### **Facility: Site**

- Proximity to airport & hotels
- Number of hotels and rooms within a reasonable driving distance of your facility
- Space suitable for office use (# /size /locations)
- Vehicle parking (approximate # of spaces/locations)
- Trailer parking (approximate # of spaces/locations)
- Stalls (# /type) (minimum of 600 needed/permanent and/or temporary with ability to provide up to 800 stalls)
- Show rings (# /sizes) (minimum of 3 dressage, 1 hunter/jumper, 1 show ring needed)
- Availability of dressage rings, jumps, other support equipment

- Warm-up rings (# /sizes) (minimum of 4 needed)
- Lunging areas
- Wash areas
- Seating capacities (total seating capacities)/ show ring
- Type of lighting
- Restrooms & showers (# /locations)
- American Disability Act amenities (seating, ramps, parking, elevators, restrooms)
- Plots, maps, building layouts may be used to illustrate many of the above criteria

### **Facility: Operations**

- Audio/visual technology (sound systems, equipment, scoreboards, etc.)
- Footing (type, availability, dust control)
- Equipment availability and usage plus cost (specialty class equipment, tractors, water trucks, fork lifts, ring working equipment, etc.)
- On-site camping (type, reservations arrangements, # of spaces, location)
- Catering and concessions (policies /services /hours of operation)
- Labor rates
- Refuse & manure removal
- Storage & shipping procedures and address
- Tables and chairs provided by venue or decorator company? Rates?
- Miscellaneous equipment availability (office furniture, video monitors, telephones, Fax Machine, IT, etc.)
- Availability of facility IT technical support
- IT connection specifications and strengths for internet for webstreaming, show office and other office areas including potential issues such as firewalls
- Climate control amenities
- Bedding & feed – through facility or show managed?
- Type of food provided/ restrictions i.e., private barn parties
- Grounds & building layouts / maps

### **Commercial Exhibit Space**

- Layouts with demensions as appropriate
- Location plat – interior and grounds – utilities access
- Miscellaneous amenities (carpet, electricity)

### **Local Services**

Proximity to:

- Lumber store
- Florist / Nurseries
- Decorator
- Rental companies
- Landscaping companies/contractors

### **Public Relations & Promotions**

- Local media contacts (television, radio, newspaper, CVB)
- Chamber of Commerce & CVB support including grants
- City & State government support
- Facility marketing staff assistance /interaction

**Other**

- Hotel/motel accommodations proposals including special rates and comp rooms
- Complimentary facilities & services
- Local equine organizations which might like to become involved with the show
- Tourism information for the area, ie – what can spouses and parents do when not at the show – museums, shopping centers, parks, etc.
- Weather /climate history for the show period
- Anything else the venue feels important to a proposal