



CHAPTER 4
REGISTRATION
FOR FAIRS,
SEMINARS AND
MINI-CONVENTIONS

Section A Planning your registration information

NOTES

It is important when making your registration forms to be specific and include all areas of your event, i.e. clinics, horses shows, patron programs, etc.

The following samples of successful forms from previous events should be used as a guide and the tailored to your specific needs.

SAMPLE FAIR OR MIN-CONVENTION PROGRAM BOOKLET

Contact: Jack Johnson, (123) 456-7890 day or evening

Advertising fees: 150.00 Full page
75.00 half page
250.00 full page inside front or inside back covers
450.00 full page back outside cover

All ads are black and with only. All ads must be delivered to Jack Johnson no later than (date) and must be completely camera ready to qualify for the above price. Only full, half and quarter size space will be sold. Business cards submitted for ads may be enlarged in size. Cover of the program will include the fair or mini convention logo. Booklet pages will be 8 1/2" by 11" in size. Information (agenda, art auction times, hotel information, lists of speakers and patrons, raffle information and commercial exhibitors) will be provided to each seminar attendee at registration time, as well as all sponsors and advertisers.

Reprints are available of all full and half page advertisements. Order must be made at time of ad placement.

80.00 –	250
90.00 –	500
100.00	1000
125.00	2000
140.00	2500

Inclusion of flyers or brochures in the mailing to over 5000 attendees is \$200.00. 5,000 brochures or flyers must be provided. Absolute deadline (date).

SAMPLE YOUTH BOWL/HIPPOLOGY COMPETITION

Contact: Sue Smith (312) 111-2222 or suesmith@anyemail.com

Fee: \$25.00 (Fee is included in Youth Seminar fee but youth must be pre-registered to compete)

Includes: Admission to all lectures and panel discussions, as well as all open events. Youth also have the opportunity to compete in the Youth Bowl and hippology Competition to be held Saturday (date) from 8:00 am to noon. Youth must check in by 8:00 am Saturday morning for schedules. Ribbons (through tenth place) and prizes will be awarded to the top individual in each of the two age groups; 13 & under and 14 – 17. First place youth in each age group will win a registered purebred Arabian gelding. Teams will also be ranked and team prizes awarded for the first three teams placing in each age group.

Geldings have been generously donated by Arabian Breeder. This competition is not limited to Arabian horse Club youth. Other organizations and 43-H should be encouraged to attend and compete.

SAMPLE ART AUCTION

CONTACT: JUNE JACKSON (123) 456-7890

FREE ADMISSION OPEN TO THE PUBLIC

LOCATION: BANQUET HALL USA, 1234 Main St, Main Town

INCLUDES: Approximately fifteen pieces of artwork will be auctioned to the highest bidder, No reserve.

NOTES : Prices paid last year ranged from 30.00 to 2,500.00. A number of widely acclaimed Arabian horse artists will be represented with original oils, water colors, bronzes, jewelry and other works. Auction Items will be displayed in the Commercial Exhibit area on Friday and Saturday prior to the auction.

SAMPLE FASHION SHOW

CONTACT: JANE JACKSON (123) 456-7890

FREE ADMISSION OPEN TO THE PUBLIC

LOCATION: BANQUET HALL USA, 1234 Main St, Main Town

INCLUDES: Approximately 30 – 45 minute presentation of various attire for English, Western, Hunter and more.

Services donated by Arabian Fashion Inc.

SAMPLE BANQUET/RECEPTION

EVENT: Annual Banquet

LOCATION: BANQUET HALL USA, 1234 Main St, Main Town

Date: and time ??????

Call or return this form by (date) to:
 Mary Smith , 123 Any Street, Colt Town, Any State 12345
 (123) 321-1234

FEE: \$45.00 Adults (50.00 after (date))
 _____ New York Strip
 _____ Chicken Marsala
 30.00 Youth (35.00 after (date))
 _____ New York Strip
 _____ Chicken Marsala

INCLUDES: Free hors d'oeuvres before dinner (cash bar).

SAMPLE RAFFLE

NOTES:

**Don't forget our fabulous Raffle!
Buy your tickets Early!
Please Join us in Thanking the Generous Donors!**

Proceeds for this raffle to toward _____

Contact: John Smith (home) 456-654-1234 or (office) 456-654-7890

The AHA CLUB Raffle Prizes Include:

- Custom Show Halter. Donated by Show Halter Inc. (value\$\$\$)
- Sculptured Farm Sign by Farm Signs Unlimited – Custom made for your farm, home or business. Donated by Farm Signs Unlimited (value\$\$\$)
- An English or Western Saddle (your choice) Donated by The Best Tack Shop, Anytown, USA (value\$\$\$)
- Deluxe Escape Weekend for Two. Donated by Any Hotel, Any Town, USA. (value\$\$\$)
- Silver Necklace, Donated by Jewelry Supply Ltd. (value\$\$\$)
- \$50.00 Gas Card, Donated by Anyone
- \$250.00 Gift Certificates. Donated by Best Event Vendor you can apply toward your purchase at Best Event Vendor.

Ticket available at the AHA Club Booth or from any AHA Club Member

Donation: \$1.00 per ticket or \$5.00 for a book of 6

Drawing will be held Sunday afternoon at the AHA Club Annual Arabian Horse Show (date)

Winners need not be present!

SAMPLE SEMINAR

CONTACT: JANE DOE (222) 222-3333 for registration.

LOCATION: BANQUET HALL USA, 1234 Main St, Main Town

Date: and time ??????

Fee:	Early Bird (By (date)	After (early Bird Date)
	55.00 Adults	65.00 Adult
	25.00 Youth (18 & under)	35.00 Youth (18 & under)

Includes: Admission to all lectures and panel discussions. To all open events (i.e., Commercial Exhibits Booths, Art Auction, etc): Coffee, Tea and pastries each morning. Soft drinks during the lunch break. All bars as strictly cash bars. Each attendee is responsible for their own lunch.

NOTES:

On the back of this form is a waiver for the participant.

SECTION B SAMPLES OF REGISTRATION FORMS

SAMPLE SEMINAR/DEMONSTRATIONS

**Region 00
Seminar & Demonstrations**

**With Mr. Performance Trainer – Performance and
Mr. Halter Trainer – Halter**

**Location: Mary Jane Doe Stable’s
123 Filly St , Anytown, Anystate, 00000**

**Date Saturday (date) and Sunday (date)
9 am - Western Demo
10 am – English Demo
Halter Demo both days after the performance demo**

Riders Name _____ AHA # _____

Address _____

City _____ State _____ Zip _____

Horse’s Name to be used in clinic _____

Horses Age _____

COST

Performance	\$100.00 Region 00 members	\$150.00 non-members
Halter	\$75.00 Region 00 members	\$100.00 non-members
Audit/Spectator (each day)	\$15.00 Region 00 members	\$20.00 non-members

Membership cards must be presented to get discount.

Please select which clinic/s and day/s you would like:

Performance	Saturday (Date)	Sunday (Date)	Amount Due: _____
Halter	Saturday (Date)	Sunday (Date)	Amount Due: _____
Audit/Spectator	Saturday (Date)	Sunday (Date)	Amount Due: _____

There will be a limited number of stalls available for those needing overnight accommodations. Stalls will be \$\$\$\$ per night.
 Each clinic will run for approximately one hour.
 Please be ready to begin at your designated time.
 You may call after (DATE) for your clinic time.
 All clinic times will be on a first come first serve basis and every effort will be made to ensure everyone will have a spot ***HOWEVER*** Reservations must be **RECEIVED no later than (DATE)**.
 Reservations received after (DATE) will be subject to time slot availability.

Make Checks payable to REGION 00

Please mail to
Mary Jane Doe, 123 Filly St , Anytown, Anystate, 00000

Questions? Call 123-321-3333, Barn — 123-321-3334 for more information or email maryjanedoe@anyemail.com

SAMPLE HOTEL RESERVATION FORM

NOTES:

AHA CLUB SEMINAR (DATE)

NAME _____

ADDRESS _____

CITY _____ ST _____ ZIP _____

PHONE _____

RESERVATIONS MUST BE MADE BY (DATE) TO GET THE SPECIAL AHA RATE
Please indicate number of rooms you wish to reserve:

_____ Single King @ 89.00/night
Arrival date: _____
Departure date: _____
_____ Smoking or _____ Non Smoking

_____ Double Queen @ 89.00/night
Arrival date: _____
Departure date: _____
_____ Smoking or _____ Non Smoking

If you want your room(s) guaranteed for late arrival (after 6:00pm) please
include credit card information or a check for one night's deposit for each room:

Name on CC		
Credit card type (circle one) Visa Master Card Discover American Express		
Credit Card #		\$
Exp Date	CVS code	Signature
CC Billing address (include zip)		

**PLEASE MAIL TO:
ANY HOTEL
ANY STREET
ANYTOWN, 00000**

SAMPLE FAIR REGISTRATION FORM

NOTES:

Registration

Please register me for the AHA Region 00 2010 Arabian Extravaganza at the Expo Center, Anytown, Any State, (Date).

Name _____

Address _____

City/State/Zip _____

Phone # _____

Registration Fees

____ Adult \$40.00 each (does not include Saturday evening meal) _____

____ Adults \$55.00 a day after closing of registration (date) _____

____ Juniors \$20.00 per day or 35.00 for both days
(does not include Saturday evening meals) _____

____ Saturday Night Meal \$15.00 per person (\$20.00 after (date)) _____

____ Sponsor \$150.00 each.
Includes one Adult package and Saturday night meal _____

____ Stallion Row \$250.00 per stallion.
Includes one Adult package and Saturday night meal. _____

____ Commercial Exhibits \$75.00 - 10 X 10 space _____

Total submitted _____

Fees are payable in advance to Region 00:
C/O: (Contact info with address phone and email)

Hotel Information

Make your reservations early - Special room rates at:

1. Any Hotel, Any City, Any State 00000 Phone 111-222-3333
2. Any Hotel, Any City, Any State 00000 Phone 222-333-4444

REGION 00 STALLION SERVICE AUCTION

TO ALL MEMBERS OF REGION 00

Region 00 has an exciting Regional Futurity and Youth Benefit program. Region 00 Stallion owners have generously donated breedings to be auctioned at the Region 00 Extravaganza in Any Town on (date). Proceeds from the auction will be divided equally between a Regional Futurity and a Youth Foundation to benefit the Youth of Region 00. Details of the program are attached.

You can benefit in three ways:

1. Buy one or more breeding to these fine stallions for a (year) breedings for your mares.
2. Gain entry to an exclusive Futurity. There is no entry except through these breedings.
3. Help Fund the Region 00 Youth Foundation

A list of the stallion services available and their advertised stud fee is attached. We encourage all bidders to be present at the auction at the Extravaganza or be represented by an agent. However, if it is not possible, we have designated a proxy bidder. You may phone or mail instruction on your bid. You can designate a maximum bid on a stallion.

SAMPLE - PARTICIPANT REGISTRATION FORM

PARTICIPANT REGISTRATION

PLEASE ENCLOSE COPY OF 1993 NEGATIVE COGGINS & HORSE'S REGISTRATION PAPERS!

Your Name _____ Nickname _____ Birthdate ____/____/____ (Jrs.)

Address _____ Phone (____) _____ Sex M ____ F ____

Horse Name _____ Reg. # _____ Age _____ Height _____ Sex: M G S

Prefer to be stabled near: _____ JRS. COMPLETE THIS SECTION

1. _____

2. _____

3. _____ Will parent be at Games? _____

Family Doctor _____ Phone (____) _____

Attach list of allergies or health problems which may be helpful to chaperones in case of emergency.

AS PARENT AND/OR GUARDIAN FOR ABOVE YOUTH CLINIC PARTICIPANT, I HEREBY CONSENT TO ACCEPT RESPONSIBILITY FOR THE PARTICIPATION OF SAID MINOR/JUNIOR IN THIS CLINIC, AS SAID MINOR, AND AS PARENT AND/OR GUARDIAN OF SAID MINOR, WE AGREE TO ABIDE BY THE APPLICABLE TERMS AND RULES, AND FURTHER AGREE THAT INSTRUCTORS AND FAIR-GROUNDS OFFICIALS AND THEIR STAFFS WILL NOT BE HELD RESPONSIBLE FOR ANY ACCIDENT OR DAMAGE TO HORSES, PROPERTY, OR ANY PARTICIPANT OR SPECTATOR. THE EXHIBITORS AND SPECTATORS SHALL HOLD THEM HARMLESS AND INDEMNIFY THEM AGAINST ANY LEGAL PROCEEDINGS ARISING FROM ANY SUCH ACCIDENT OR DAMAGE.

Signature of Minor _____ Birthdate _____ Age _____

Address _____ City/State/Zip _____

Signature of Parent/Guardian _____ Date _____

Horse Owner _____

Country Pl. Horse _____

Eng. Pl. Horse _____

Wes. Pl. Horse _____

Hunter _____

Halter _____

Trail _____

Youth Judging _____

Beginner Intermediate Advanced

Deduct \$20.00 if member of your immediate family is signed up for a Games Package at Full Rate.

SCHOOLING SHOW: Classes Entered

GAMES FEES: (see Prize List for explanation)

Package I \$ _____

Package II \$ _____

Package III \$ _____

Youth Judging Package I \$ _____

TOTAL FEES: Transfer to Show Entry Form \$ _____