

CRITERIA LIST – SPORT HORSE NATIONALS BID PROPOSAL

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

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

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

**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 indoor 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 dimensions 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