Mid-Atlantic Alpaca Association

Fleece Show Superintendent Sealed Bid Application Form

2019 MAPACA Jubilee

Harrisburg Farm Show Complex, Harrisburg, PA

Name:

Address:

City, State and Zip Phone:

Fax:

Email:

Show Division Member #:

Please indicate your desire to be considered as Fleece Show Superintendent for the 2019 MAPACA Jubilee to be held in Harrisburg, PA, April 26-28, 2019. The Fleece Show Superintendent will be required to be onsite on April 24, 2019 for set-up and check-in.

Please complete the following information: Use separate addenda as needed.

The Fleece Show Superintendent is responsible for coordinating the Fleece Show. The following duties fall under the Fleece Show Superintendent:

1. Fleece Show Superintendent will manage judging for AOA certified fleece submissions at this event, which will include Full Fleece and Cottage fleece.
2. Work with MAPACA Board or designated representative to ensure application for AOA certification of the fleece show has been obtained, help set the conditions of entry and establish the schedule for the classes.
3. Work with the MAPACA Board or designated representative for the utilization of fleece judges, obtaining volunteers and the hiring of other show personnel

if necessary (NOTE: All added personal cost needs to be approved by the MAPACA Board).

4. Produce the class listing, which contains the list of fleece classes and awards, and show entry form.
5. Provide the MAPACA Board or designated representative with monthly updates 3 months prior to the show, which progresses to weekly updates 1 month prior to the show.
6. Proof the entry information for accuracy, including verifying that the show entry matches the ARI registration papers.
7. Organize the classes according to the rules pertaining to the level of the fleece show.
8. Produce the premium listing which contains the show order and listing of entries in their appropriate classes.
9. Provide the judge with a list that shows only the proposed classes and the estimated number of fleeces in each class after entries have been received. The list shall also show the class order.
10. Be able to utilize data provided from the online registration system (either the one used last year by MAPACA or the new sanctioned AOA online system. The MAPACA board would like for the superintendent to avoid performing double entry of information from online system to the show superintendent database system. (Note: Both systems should be able to work together. As part of the process, MAPACA will entertain a business proposal for the required programming to make this happen.)
11. Working with the MAPACA Board or designated representative, to ensure procurement of ribbons and/or trophies in compliance with Show Rules
12. Work with the MAPACA Board or designated representative to arrange the setup and equipment required for the fleece show
13. Arrange for staff to receive the fleeces at the show and to follow the procedures in Show System Handbook, to sort the fleeces into classes and to assist the fleece judge.

14. Be present at the fleece show area for the duration of the show.
15. Be responsible for reporting show results to the Show System Administrator in the required format and within 30 days following the last day of the show.
16. In addition to the specific duties and responsibilities listed above the Fleece Show Superintendent shall follow the show guidelines as set forth in the latest edition of the Show System Handbook.
17. Provide the MAPACA board notice of any needed funds for any unanticipated costs not already agreed upon in this proposal. Information needed for consideration

1. List the AOA Certified Fleece Shows you have served by contract within the past 24 months, including a name as a point of reference for each show. Please provide all information for each show.

Name of Show: Dates of Show: # of Entries: # of Classes: # of Judges: # of Staff Hired: Reference Name/Telephone #

2. List Other Shows and Show Associations you have served by contract within the past 12 months, including a name as a point of reference for each show.

Name of Show Association: Name of Show: Dates of Show: # of Animals: # of Classes: # of Judges: # of Staff Hired: Reference Name/Telephone #

3. Please attach premium books and sample materials of at least one of the above referenced shows. Indicate which you are sending:
4. Please itemize the services that you will provide within the framework of your basic contract. All proposals are to include any office supplies (paper, pens, pencils, staplers/staples, tape, clipboards, etc) that are necessary to fulfill the responsibilities of this position and to support fleece show personnel (clerks, volunteers, etc).
5. Please include anticipated travel, food, and lodging cost.
6. Anticipating that the 2019 MAPACA Jubilee Fleece Show will likely include 150+ fleece entries, please indicate your expected compensation level. In response, I have attached my contract including fees for your consideration. This contract

is to be held in strict confidence and should I not be awarded this position will be: returned to me –OR- destroyed (please circle one).

Signed:

_____Date: _____

Please send your completed application by electronic mail to: bod@mapaca.org

Please send hard copy and any supplemental materials to:

Chris Reachard 2952 Dusty Road Seaford, De 19973 DEADLINE FOR RECEIPT OF APPLICATION AND MATERIALS is August 15, 2018. Contract to be award on or around September 10, 2018.

Thank you very much for your interest. Please don't hesitate to call Chris Reachard (302)-629-6489, if you have any questions.