

## ROCKY MOUNTAIN HIGH SHOWS CONVENTION GUIDELINES

Revised October, 1994  
Amended February 28, 1998  
Amended December 2, 2000  
Amended March 17, 2006  
Amended August 25, 2007

1. The hosting club does not pay for the RMHS sanction or show tax for the RMHS show only.
2. The RMHS annual state convention will be held anytime between February 1<sup>st</sup> and May 31<sup>st</sup>. The date to be determined by the host club, at a site determined by the host club.
3. The RMHS host club will be determined by a bid system. Bids will be submitted to the President by April 15th one year in advance of the show. The Board of Directors will determine the host club and notify that club at the next convention.
4. RMHS members receive a reduction in entry fees of fifty (50) cents per animal entered. RMHS will compensate the host club for the fifty (50) cent discount per animal entered.
5. A youth show is mandatory in conjunction with the open show.
6. Any specialty show associated with the convention will preferably be held on the second day of the convention.
7. A banquet will be held at a location determined by the host club, where a general membership meeting will be conducted.
8. The host club shall not be required to provide overnight cooping.
9. Awards given for the state convention will be determined by the host club and will comply with additional guidelines state below. **Awards must have "RMHS Convention Show" on them.**
10. RMHS will provide sanctions for the top ten open show breed (determined by numbers shown in previous year's sweepstakes), and the top five youth show breeds (determined by numbers shown in previous year's sweepstakes). RMHS will provide money for awards for the sanctioned breeds, not to exceed \$300.00 for the open show and \$200.00 for the youth show.
11. The host club may not refuse, and must provide a sanction for any paid sanction request providing payment is received prior to the specialty club's filing date.
12. An educational seminar may be held in conjunction with the state convention. The topics of the educational seminar shall be determined by the host club and a committee appointed by the President. If the hosting club presents an educational seminar, they shall be reimbursed for the costs of the seminar up to a limit of \$300.00.
13. RMHS will compensate the host club for the cost of facilities for the second day of the convention, not to exceed \$300.00.
14. RMHS will compensate the host club for the cost of banquet facilities, not to exceed \$150.00. RMHS will also split the cost of any judge's meals at the banquet with the host club.
15. RMHS will advance to the host club \$500.00 in anticipation of the aforementioned expenses. The payment shall be made at least 60 days prior to the scheduled show date.

16. RMHS shall be responsible for all costs associated with any youth contests held during the convention not to exceed \$500.00.

17. The host club will submit a detailed list of the aforementioned expenditures and all receipts and/or documentation within thirty (30) days after the state convention. RMHS must then make compensation to the host club within forty-five (45) days of receipt of the list. ABSOLUTELY no compensation will be issued to any individual for any expense item without documentation and/or receipts for the expenses incurred. The host club shall submit its expense summary and reimbursement request to RMHS on a reimbursement form provided by RMHS.

18. Excluding income from concessions and raffles, if the host club showed fiscal responsibility but incurs a loss, RMHS will cover all or part of the loss, subject to negotiation.

19. Under no circumstances will the host club violate any of the rules and regulations governing all ARBA shows and the RMHS state convention. Violation of any of these rules could lead to non-reimbursement of allowed expenses by RMHS.

20. Every fourth year RMHS has the option to host the state convention at a site of their choice.

REIMBURSEMENT FORM

ITEM	COST	LIMIT	AMOUNT TO BE <u>REIMBURSED</u>
AWARDS FOR OPEN SANCTIONED BREEDS		\$300	
AWARDS FOR YOUTH SANCTIONED BREEDS		\$200	
EDUCATIONAL SEMINAR		\$300	
BANQUET ROOM		\$150	
JUDGES' MEALS (SPLIT WITH HOST CLUB)			
SHOW ROOM FOR SECOND DAY		\$300	
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TOTAL		\$1250	Plus share of Judges' banquet meals

The maximum amount of \$1250.00 (plus share of judges' banquet meals) does not include the reimbursement of the ten sanctions for the open show and the five sanctions for the youth show.