

The Exhibitor's "Must-Do" List

Part of taking the headache out of checking in is making the show secretary's job less complicated. Here's what you can do to make your life-and the secretary's easier:

Know the rules. Take time to review the current Official ARHA Rule Book, especially the show sections for the category and classes you are showing in. Review any rules designated by the sponsoring club or state affiliate of the show being attended.

Plan your budget. Planning your show year in advance helps with budgeting. And know what costs will be prior to entering a show. The worst experience would be to pay off your bill for classes and it ends up being more than anticipated.

Join a club. By joining a local or state charter you can obtain valuable information about Ranch Horses in general. Plus, local charters and organizations often mail newsletters and show information to their members.

Get organized. Organize all documents you need in one briefcase or binder. Make several high-quality copies of your horse's registration papers and your membership cards. Every exhibitor must present a copy of their horse's current registration papers when checking in at the show office. It is recommended to use a notebook and see-thru document protectors with the front of each horse's registration papers on one side and their EIA (Coggins) report on the other.

Bring your wallet. Determine how you want to pay your show fees before standing in line at the show office. An exhibitor number may not be assigned without some form of payment on file.

Don't lose your exhibitor number. These are probably the single most important items that a show secretary uses to maintain the show. Every horse being shown has one exhibitor number assigned to it. Exhibitors assume complete responsibility for their show number. If the horse is shown with an incorrect number, they will be disqualified from that class. If an exhibitor loses a number, the show office can provide a duplicate.

Scratch if you must. Class scratches tend to be a problem, as many people forget to scratch a class before it starts. This causes delay in the show. Many shows require that add and drop forms be completed and given to the show office, some shows charge for a no-show.

Close your show tab. Before the conclusion of the show, or once you have finished showing, go to the show office and close out your show tab. Be sure to check the classes you entered and compare them to the charges. Many variables combine and determine who actually went through the gate, and the person who can best verify this for the show secretary is the exhibitor.