



## **Guidelines for Hosting The American Chinese Crested Club, Inc. Annual National Specialty**

(Adopted February 28, 2008, subject to revision as protocol and parameters demand)

The Annual National Specialty is to be held between April 1<sup>st</sup> and June 30<sup>th</sup> in conjunction with the ACCC Annual Membership Meeting. Ideally, the Annual National Specialty will rotate from one geographical area of the U.S. each year. (Western, Eastern, Mid-Western or Southern States within these geographical areas.)

These guidelines have been designed to assist Regional Clubs or organized groups who are interested in applying to host the ACCC Annual National Specialty Show. The guidelines are meant to supplement the ***AKC Show/Trial Manual***, which all applicants will be expected to know and follow in putting on an Annual National Specialty Show. The term “host club” will be any and all ACCC recognized Regional Clubs or Organized Group.

The contents are specific guidelines to be followed to provide uniformity and structure, which will enable the host club to effectively stage and hold the ACCC Annual National Specialty. Much of what is contained will answer questions of procedure, which arise. While other questions will certainly arise, and will be answered by the ACCC Board, the bidding clubs or Group can feel secure knowing that the guidelines stated herein will guide them through the necessary steps, and when followed will help them avoid many difficulties. The guidelines are approved by the ACCC Board and are to be understood as its directives.

**PRE-REQUISITES FOR THE PROPOSED BID**  
**TO HOST A NATIONAL SPECIALTY**

Before going any further, it is imperative that your club's treasury is financially able to satisfy the Hotel/Motel requirements for booking their facilities for the shows; \$5,000 is a conservative estimate of what your club will need in its treasury. The ACCC cannot be responsible for the host clubs expenses.

The Show Superintendent along with a firm date must be included in writing, when submitting an invitation to host the Annual National Specialty. The Annual National Specialty is an enormous event requiring a large amount of cash flow. Clubs must take a serious, businesslike approach to running it and to ensure accountability and profitability. While profit is not the goal or purpose of the show, due consideration must be given to ensure that costs are covered and that the shows do not incur a loss.

The American Chinese Crested Club, Inc. requires committee chairs that receive funds (trophy, advertising, dinner/banquet, booth space and catalog sales) to file reports with the club treasurer and show chair. Copies of the proper forms for these reports should be obtained from the ACCC Treasurer immediately after assignment to a committee chairmanship. In addition to filling these reports, an ACCC Expense Reimbursement Claim form must be completed and presented to the club treasurer with all receipts for any payments due. Forms must be completed and reimbursement will not be given without receipts. All costs over ten dollars must have a receipt. Once items under ten dollars achieve the combined total of one hundred dollars, receipts MUST be retained for those under ten dollar items.

The materials must be presented immediately following the specialty.

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## SECTION I

### GENERAL RESPONSIBILITIES DEFINED

#### **A. Responsibilities of the ACCC Board**

1. Receive and review bids by prospective host clubs for Annual National Specialty.
2. Approve and award bid for each Annual National Specialty including any planned related activities.
3. Approve final sites and scheduling
4. Approve Show Chairperson
5. Approve Show Secretary and/or Superintendent
6. Update policies as necessary
7. Maintain files for records and advice for future Annual National Specialties.
8. Appoint a Board Liaison National Specialty Advisor.
9. The Show Chairperson and the Board Liaison National Specialty Advisor may not exhibit a dog competing in any class at the National Specialty, other than a Parade of Champions, if offered.

#### **B. Responsibilities of Host Club**

1. To submit bid to host the Annual National Specialty preferably at the minimum two years in advance,
2. Include in the submission details of any planned related activities such as dinner, seminars, hospitality, excursion, recreation, charity, gala events, etc.
3. Prepare a list of all committees, their chairpersons and responsibilities
4. Recommend hotel and all hospitality
5. Preparation of all premium list and/or show packet contents and submitting them for approval to the ACCC Annual National Specialty Advisor
6. Recommend and procure all trophies and rosettes.
7. Catalog and advertising preparation unless otherwise arranged.
8. Recommend selection and arrangements of Specialty Show details
  - i. Show Sites
  - ii. Show Secretary and/or Superintendent
  - iii. All other details pertinent to conducting the Annual National Specialty.
  - iv. Dog Show Photographers and/or Videographer.

#### **C. Responsibilities of Show Chairperson**

1. Please note the Show Chairperson(s) or any members of his/her household are not permitted to show at the ACCC Specialty.
2. Prepare and send documents required by AKC, i.e. approval forms for show, obedience and/or any other performance events, to ACCC Annual National Specialty Advisor for approval and signatures by an Officer of the ACCC Board and who will forward the forms on to AKC.
3. Approve show site diagrams prior to presentation to ACCC Annual National Specialty Advisor.
4. Recommend general budget, particularly cost of hotels, seminars, trophies and food to ACCC Annual National Specialty Advisor.
5. Act as liaison between host club and ACCC Annual National Specialty Advisor.
6. Supervise and approve premium lists and other packet contents.
  - I. Attend Annual National Specialty and oversee it's operation.
  - II. Submit recommended final judging program to ACCC Annual National Specialty Advisor.
  - III. Have full working knowledge of **AKC SHOW/TRIAL MANUAL**
  - IV. Act as a liaison with the hotel for all complaints raised by hotel against a participant at the Annual National Specialty.

**D. Responsibilities of Performance Events Chairperson**

1. Proof other performance events section of premium list
2. The Performance Events Chairperson must have a working knowledge of the **AKC'S SHOW/TRIAL MANUAL**.
3. Assist Show Secretary or Superintendent in preparation of Judging Schedule.
4. Approve diagram of rings making sure proper equipment is available.
5. Approve diagram of performance events making sure proper equipment is available.
6. Attend Annual National Specialty and assist with performance events, set up, conducting, etc.
7. Be responsible for seeing that AKC Performance event rules are on premises and collecting them afterward.

**E. Responsibilities of Agility Events Chairperson**

1. Prepare and proof the Agility Trial Premium List
2. Agility Trial Chairperson must have a working knowledge of the **AKC'S AGILITY TRIAL MANUAL**.
3. Coordinate with the Performance and Show Chairpersons and the National Specialty Advisor the Scheduling of the Events to create an atmosphere of as few conflicts as possible as well as keeping the well-being of the participants in mind when creating the schedules of the events.
4. As the Performance and Agility Events become more popular and participation increases and warrants, the addition of a extra day for these events to take place may prove to be necessary. The past year's participants will come into this decision, subject to the approval of the ACCC Board.
5. Propose the name of the Trial Secretary for ACCC Board Approval and work with the National Specialty Advisor in contracting and signing of judges, Trial Secretary, Equipment Rental and Photographer for the Trial.

**F. Responsibilities of National Specialty Advisor**

1. The National Specialty Advisor will be appointed by the ACCC Board and the National Specialty Advisor will be responsible for correspondence with and signing of contracts for all the Judges, Hotel Site and related commitments by requiring a contract as well as approving and presenting all AKC Event Applications for Officer's Signatures and bring to the ACCC Board for their approval, decisions involving all expenditures over \$250.
2. Please note the National Specialty Advisor or any members of his/her household are not permitted to show at the ACCC Specialty.
3. The National Specialty Advisor must have a working knowledge of the **AKC'S Show/Trial Manual** and may ask for a ACCC Board approved assistant to consult in matters concerning Performance Events.
4. The National Specialty Advisor will conduct his/her duties under the guidance and approval of the ACCC Board.

## **SECTION II**

### **HOSTING THE ANNUAL NATIONAL SPECIALTY**

- A. When a Regional club decides to issue a bid to host the ACCC Annual National Specialty, the bid should be prepared at least 2 years if not 3 years in advance. Show, Performance Events Chairpersons should be selected. The show site must be selected at the time the bid is submitted. It should also be decided if a licensed superintendent or a show secretary will oversee the Operations of the show. The bid should describe all planned activities and events Related to the Annual National Specialty contemplated by the host club.

- B. Bid, or invitation, is then submitted to the ACCC Annual National Specialty Advisor for review and submission to the ACCC Board. Ideally, all applications should be presented to the ACCC Annual National Specialty Advisor prior to the Annual National Specialty in order that the Advisor may review the bid and submit to the ACCC Board for their consideration at the Annual Meeting of the. The Board will vote on the bid, including sites and Chairperson.
- C. If approved, the Host Club should then appoint it's own committees as outlined in the **AKC Show/Trail Manual**.
  - D. The ACCC Board will select and contract with all judges for the Annual National Specialty from the list of judges nominated by the ACCC membership. Host Club will be responsible for retaining their own judges for their Specialty's Events. The Host Club will be responsible for retaining Obedience and/or Performance Judges on behalf of the ACCC.

## **SECTION III**

### **PREPARATIONS**

#### **A. DECIDING ON A DATE**

1. The Annual National is to be held between April 1<sup>st</sup> and June 30<sup>th</sup>. It is understood that airlines may place heat embargoes for certain areas of the country making it difficult for dogs to be flown. At this writing (2008) the embargo dates are from May 15 – Sept. 15. First inquire with all major airlines to acquire the general heat embargo dates.

When selecting a date also check on All-Breed shows in the area. All-Breed shows must be more than **200 air miles** from your location or you will need to seek relinquishment of Chinese Crested Classes at their All-Breed Show(s). Avoid conflicts if possible, but if you must obtain a relinquishment from the All-Breed Kennel Club for Chinese Cresteds, start early. Relinquishments are needed for the Chinese Crested Breed and Obedience from the All-Breed Club. The All-Breed Club is not required to relinquish, but most will for a Specialty. Be sure to ask nicely and make sure that they understand that it is for one year only. Remember to also check with the All-Breed Club whose show is being held on the American Chinese Crested Club, Inc. proposed date. All All-Breed Clubs will have to be willing to relinquish Chinese Cresteds for their shows. The Corresponding Secretary of the ACCC must be contacted immediately so a letter of relinquishment can be obtained from the All-Breed Kennel Club. The relinquishment letter from the All-Breed Club must be in writing and sent to the AKC along with the application for the Specialty.

If it is necessary to obtain an All-Breed Kennel Clubs relinquishment, be sure to do so well in advance (at least 2 years). If the Kennel Club has already prepared their judges slate, they will be less likely to want to change it for the specialties.

You must also obtain permission from the parent club (American Chinese Crested Club, Inc.) to hold a Specialty on the date you select. Be sure to contact the ACCC Corresponding Secretary well in advance for this letter. Also, make and keep copies of everything that you send to AKC. This is very important.

2. It is preferable to **Not** select a date that falls on a holiday. Air traffic is usually heavy over holiday periods making travel with dogs difficult as well as more expensive.

3. It is very important that the date you select be secure, to enable your club as well as the ACCC to confirm judges well in advance. It is usually not possible to rearrange everything for a date change. Be very sure of the date before you make your presentation to the board.
4. The ACCC Specialty Show will be as follows: Top Twenty Gala on the Evening Prior to Day one; All Novice, Open, Utility Obedience Classes, Agility, Puppy Sweepstakes Classes, Veteran Sweepstakes Classes, Junior Showmanship Classes and All Dog Classes. Day two; All Rally Obedience Classes, All Bitch Classes, Best of Breed and All Non-Regular Classes. Entry increases in may soon see the National Specialty Requiring a 3<sup>rd</sup> day for competitions, requiring adjustments in scheduling of Events becoming necessary.
5. Should the Host Club not yet be AKC Licensed, there may be an ACCC Regional Specialty Show held preceding the Annual ACCC National Specialty Show with all of the above classes to be held on one day.

#### **B. SECURE A HOTEL/MOTEL FOR THE SPECIALTIES**

1. Having all show functions under one roof is preferred. The Agility Trial may be held outdoors, Performance Classes are preferable for inside rings.
2. Try to get the Hotel/Motel to put all the dog people in rooms on the same floor. We have found that there are fewer complaints from other guests when this request is granted. This point must be made to the Hotel/Motel staff repeatedly throughout negotiations, and again just before people start arriving.
3. The Hotel/Motel should be reasonably near the airport, with a shuttle, a bus or limo service to and from the airport. If not, your club may wish to make arrangements to pick up arriving exhibitors at the Airport as well as taking them back for their departure. Judge will need transportation to and from the Airport. Having a shuttle bus or limo service is best. If a club member must provide the judges transportation, a member who is not exhibiting must be assigned this responsibility.
4. Negotiating with the Hotel/Motel can be a challenge because they frequently change ownership and staff. It is not unusual to work with two or more entirely different staffs at the same Hotel/Motel during the course on one year. In negotiating with their representative, one should remember that the person who represents the Hotel/Motel has a lot of leeway in drawing up a contract. They try to represent their Hotel/Motel well. They give only what you ask for, or what they think they have to give, to get your business.
5. Have the person negotiating with the manager prepare a list of requirements for both your club and the ACCC, such as free show room, free photographer's room, free Judge's rooms, free hospitality room, free meeting room for the ACCC Board of Directors and a low room rate. The Hotel/Motel will usually negotiate in exchange for the understanding that they will have occupancy for at least 50 to 75 sleeping rooms and at least 125 to 150 people for a sit down dinner/banquet. Some exhibitors will stay there three, four or more nights and many will be eating most of their meals there. Hotel/Motel managers know this!
6. When you feel you have reached the best possible agreement for both clubs, have the Hotel/Motel manager prepare a written contract. This contract must be sent to the ACCC National Specialty Advisor for approval. If necessary the National Specialty Advisor will then negotiate with the Hotel/Motel for a better contract. The contract cannot be signed until the National Specialty Advisor gives his/her approval.

7. The room size for the show is very important. It must be large enough to have a ring at least 40 feet by 50 feet, and at the same time allow for extra space on all sides of the ring for spectator seating, grooming area and booth space. If grooming and the vendors are in the same room, it must be a minimum of 90 feet by 160 feet or 14,400 sq. feet. If an adjoining room is available for grooming and vendors, the minimum for the show room is 70 feet by 130 feet or 9,100 sq. feet.
8. The host hotel check-in time policy should be emphasized in the pre-show information and the premium list. If the check-in time is mid-afternoon and the hotel is fully occupied beforehand many of the rooms will not be cleaned and ready ahead of time. Exhibitors arriving early can be disappointed if their room is not ready when they arrive.
9. Many Hotels/Motels offer discounted room rates over the Internet. These rates, at times will be lower than the rates given to the host club. It is vital that you check with the manager and see if this is their policy. If it is, they must remove the days prior to, during and immediately following the Specialty weekend from the Internet. Unless the rates in the Internet are the same as quoted to the club, and the rooms sold will count in the total number of rooms occupied by Chinese Crested exhibitors. The number of rooms sold is used in negotiations for discounts and complimentary rooms. If the clubs do not have enough rooms sold, we could be charged a great deal more, making it impossible to hold the Annual National Specialty.

#### **C. SHOW SUPERINTENDENT**

1. The local club may ask for proposals from various superintendents, and the National Specialty Advisor can assist the club in picking one. The National Specialty Advisor will review the contract, present it to the ACCC Board and sign for the ACCC. Your club must not sign a contract until both clubs agree.

#### **D. DINNER/BANQUET**

1. The American Chinese Crested Club always holds a Dinner/Banquet with presentation of awards and annual auction, traditionally on the evening of Day 1 of the National Specialty. We ask that the Host club make all arrangements for the Dinner/Banquet including appropriate decorations (decorations are often sold later at the auction). A separate table is to be assigned solely for the Judges and Judges Hospitality person(s) only. All checks for the Dinner/Banquet should be made payable to ACCC and sent to the ACCC Treasurer early enough that checks clear prior to the event. The average attendance at the Dinner/Banquet is 125 to 150 people. It is desirable to have a 'no-host bar' in the banquet room....this is usually an extra charge to the Clubs.
2. Tax and Gratuity: make sure the tax and gratuity is included in the price of the dinner.

#### **E. TOURIST ATTRACTIONS**

1. If your area is located in an area that has tourist attractions, this information should be included in your presentation to the Board. Many exhibitors will plan to come a few days early or stay extra days to see the sights. Tour information would also be helpful. Contact your local Chamber of Commerce; they may be willing to help you with literature on tourist sights in the area. It would be helpful to designate a chairperson in the Host club to be responsible for providing information on tourist attractions and tours.

#### **F. LOCAL CLIMATE**

1. It is always helpful if the Host club gives the general membership some idea of what the weather conditions should be like at the time of the shows. Suggestions on type of clothing, etc., are beneficial to those not familiar with your area. This information can be included with other specialty information on the ACCC's Web Site within the National Specialty's information.

#### **G. AUCTION**

1. The Host club may hold an auction, usually following the parent club's Dinner/Banquet, award presentation and auction. Most clubs have been successful in raising extra funds this way. It has been found that more money is raised if several nice Chinese Crested related items are auctioned, rather than having an abundance of non-related items that take up a lot of auction time. A committee in your club can collect auction items over a period of several months. Most people attending the Specialty will bring items with them for the auctions. The ACCC Fundraising Chair is familiar with the auction process and is available to help with any questions you may have.

#### **H. RAFFLES**

1. Another way the Host club can raise money is to have a raffle. You may want to have a committee in charge of a two-day raffle with items to be given away on the last afternoon of the show. Have nice items donated and sell lots of tickets. The Host club will retain all the receipts from their raffle.

#### **I. THE SHOW**

1. The Annual National Specialty Advisor is the contact person for any information, questions or help with any problems. If you are not experienced in working with Hotels/Motels, it is a very good idea to check with the Annual National Specialty Advisor before negotiating with the manager to make sure you have not overlooked any essential needs.
2. The Show Superintendent is very important to the success of any show. Both Clubs will use the same Show Superintendent, and have the same entry fees. The American Chinese Crested Club will send the Show Superintendent a set of mailing labels for our premium list. The premium list may be a combined premium list for the ACCC and the Host Club. The ACCC name and official club logo will be the primary name and logo on the premium list. The Show Superintendent will be responsible for ribbons, rosettes, Sweepstakes money, ring equipment (unless Host Club owns it's own ring equipment, then this will be used) and any other items needed for the show.

#### **J. JUDGES**

1. The American Chinese Crested Club selects, confirms and contracts with the judges for the regular classes and Sweepstakes classes for our specialty. The Host club does the same for their show. The Host club will be responsible for retaining all Obedience (and performance) Judges for the ACCC and do the same for their show(s).

#### **K. SHOW CATALOG**

1. The ACCC name and official club logo will be the primary name and logo on the catalog cover. The show catalog may be shared between the Host Club and the ACCC; consequently funds from sales of the catalog as well as the expense of production will be divided equally to the respective clubs, using the same catalog. If separate catalogs, the Clubs will then receive the funds from the sale of their individual Club's catalogs.

## **L. ADVERTISING CHAIRPERSON**

1. A person from the Host club should do advertising for both clubs. You may use the same person to chair the advertising for both clubs, or you may assign a separate person for each club if you wish. However, those chairpersons involved should make this decision early. Solicitation for advertising should be made early, but not prior to the end of the previous year's National Specialty and this information needs to be published on the ACCC's Web Site.

## **M. TROPHY CHAIRPERSON**

1. A person from the Host club should be responsible for the trophies. You may use the same person to chair the trophies for both clubs, or you may assign a separate person for each club if you wish. However, those chairpersons involved should make this decision early. Solicitation for trophies should be made early and should be included in the National Specialty's Web Site Information as well as solicitation deemed suitable by the Trophy Chair.
2. All of the Host club's information, request for ads and trophy donations, auction items and any last minute material can be published on the ACCC's Website and any planning book that may be published for distribution. Planning flyers and other information can be mailed together in one envelope to save postage for both clubs with the cost being shared equally. **Checks for ads and trophies must be made separately to each respective club.** Pictures from the ads should be returned at the shows to all who are in attendance; all remaining photos should be mailed immediately after the show. It must be noted when requesting advertising that the ACCC nor the Host club accepts no responsibility for errors in advertising which were produced with the advertising chairs assistance. The front inside cover of the catalog is permanently reserved for the ACCC and will not be offered for sale.

## **N. GROUNDS**

1. A grounds committee is responsible for organizing the set-up, clean-up, parking, etc. of the areas for the Annual National. It is a constant job during the time the Specialties are in progress. This committee will be responsible for signs, for placing clean-up equipment at the host hotel and show site, and patrolling these areas. The importance of our participants leaving clean and orderly the areas where we have been cannot be overemphasized. The grounds committee along with the Show Chairperson will ensure that all participants have a copy of the rules & regulations during their stay, participants will also be required to sign a copy of the rules & regulations upon check-in at the Host Hotel. It is the grounds committee responsibility to inform the Show Chairperson of any potential violators.

## **O. LOGO**

1. Each Annual National Specialty should have its own commemorative logo for use in advertising the specialty and for any logo wear items to be offered. Most Regional Clubs are fortunate enough to have at least one member with artistic abilities who can develop a logo for the ACCC Annual National Specialty. **The submission of the proposed Logo must be presented to the ACCC Board for the proposed Logo's final approval**
2. The logo should show at least 1 hairless and 1 powderpuff Chinese Crested and give the date and location of the show. **All proceeds and expenses from the sale of the ACCC commemorative items will be that of the ACCC.**
3. Host Club may have their own commemorative logo on items to sell during their show date(s). All proceeds and expenses from the sale of the Host Clubs commemorative items will be that of the Host Club.

## **P. CONCESSIONS**

1. Concessionaires can add to the profitability of all specialty shows and should be encouraged at the Annual National Specialty. The host club should appoint a Concession Chairperson to contact with and supervise all vendors allowed to sell products at the specialties. All contracted vendors will be required to pay to the ACCC in advance a reasonable daily fee, (suggested fees are \$40.00 a day or \$150.00 for 4 days) plus any hotel expenses or surcharges related to the vendor, for each day at the specialties. All vendor fees will be divided equally between the ACCC and the Host club. The Concession Chairperson should make every effort to see diverse arrays of products are offered to the exhibitors/spectators.

## **Q. RING STEWARDS**

1. Skilled ring stewards are very important. A good team of stewards greatly assists the Judges, as well as the exhibitors and can help prevent delays. It is best to have at least two ring stewards for Conformation and three ring stewards for Obedience and/or any other Performance events. The ACCC is willing to pay a reasonable fee if professional stewards are available. When a fee is not paid, the stewards are invited to be our guests at the ACCC Annual Dinner/Banquet.

## **R. EARLY SET UP**

1. The American Chinese Crested Club does not allow for early set-ups for exhibitors. dogs, equipment, etc. can only be bought into the show room during show hours.

## **S. INSURANCE**

1. If your club does not have liability insurance, you must obtain insurance. It is imperative that your club be protected in case of an accident.

## **T. HOSPITALITY**

1. Hospitality for the shows is always the responsibility of the Host club. It does not need have to be elaborate or expensive. You may wish to provide a Hospitality Room, or just have coffee, tea and snacks available first thing in the morning. It is the Host club's option.
2. Arrangements should be made each day to provide lunch for the Judges and Ring Stewards. For the lunch break the can be taken to the Hotel/Motel restaurant. If the entry is very large, and if the Judge prefers, lunch should be brought to them. The ACCC will pay the cost for these meals on the day of our show. If a restaurant is not available for the exhibitors/spectators to purchase lunch, arrangements should be made for a luncheon cart to be available to purchase lunches. Pre-orders of 'boxed lunches for exhibitors. is another option.

## **U. SHOW PHOTOGRAPHER**

1. The Host Club is responsible for suggesting a professional show photographer for both shows. If there is cost involved, each club pays for their own show. A signed contract with the photographer must be obtained; check with the ACCC Annual National Specialty Advisor for the signing of the contract. A copy of the contract must be furnished to the ACCC Annual National Specialty Advisor. The photographer should agree to provide a photo album of the winners for the American Chinese Crested Club, Inc. archives. These photographs as well as those going to the individual exhibitors should be received in a timely manner.

2. The photographer designated to take photos of the Performance Events MUST be experienced in that field (i.e.: Agility Photographers MUST be experienced at shooting Dog Agility). Coordinate this photographer with the National Specialty Advisor and Agility Chairperson for the contract which will be signed by the National Specialty Advisor.

#### **V. REQUIRED CLASSES**

The ACCC requires the following classes at all Specialty Shows:

1. Puppy Sweepstakes: 6-9, 9-12, 12-15, 15-18 Month Dogs & Bitches.
2. Veteran Sweepstakes: 7-9, 9-11, 11 and older Years Dog & Bitches.
3. Regular Classes: 6-9 month puppy, 9-12 month puppy,
4. 12-18 month adult, Novice, American Bred, Bred-by-Exhibitor, Open Hairless and Open Powderpuff Dogs & Bitches. Best Bred-by-Exhibitor, Best Puppy, Veteran 7-10, 10 and older Dogs & Bitches, Stud Dog, Brood Bitch, Brace.
5. Award of Merit System based on Best of Breed entry; 2-10 entries, 1 Award of Merit 11-20 entries, 2 Award of Merits 21-30 entries, 3 Award of Merits 31-40 entries, 4 Award of Merits 41 and over in entries, 5 Award of Merits.
6. Obedience: Novice A & B, Open A & B, Utility A & B, Brace, Veteran 7-10, 10 and older
7. Rally: Novice A & B, Advanced A & B, Excellent
8. Agility: Excellent, Open, Novice Standard Classes, Excellent, Open, Novice Jumpers With Weaves Classes

#### **W. ACCC MEDALLIONS**

1. ACCC Medallions are offered for Best of Breed, Best of Opposite Sex to Best of Breed, Best of Winners, High in Trial, Best in Sweepstakes and Best Junior Handler for ACCC Specialty shows.. These must be listed in the premium list.
2. ACCC Medallions are offered to the Host club for one AKC Licensed Specialty show per year for Best of Breed, High in Trial and Best Junior Handler. These must be listed in the premium list.

### **SECTION IV**

#### **ADDITIONAL REQUIREMENTS**

##### **A. BASIC NEEDS**

1. The basic needs for a show room are twelve tables, two for trophies, one for catalog sales, one for the Judge, one for the Ring Steward, one for the Show Secretary/Superintendent, two for ACCC Fundraising, two for Health & Genetics Fundraising, one for commemorative sale items, and one for the Photographer. There must also be tables provided to accommodate any booth space that has been sold. Approximately 100 chairs will be needed in the show area.

##### **B. SHOW VETERINARIAN**

1. AKC now requires a list of Veterinarians, their names and address, their hours of business, and directions to the clinics. This information must be included in the premium lists and catalogs. In addition, there must be map with directions available at the Superintendent/Show Secretary table. The Host club is responsible for obtaining this information and having it available.

### C. UNENTERED DOGS

1. The AKC rule is that unentered dogs are not allowed on the show grounds unless the club has provided space for dogs in transit. This has become an increasing problem over the past few years. Since we hold the Specialties in the Hotel/Motel where we are staying, unentered dogs can stay in the rooms. Keep in mind, the Show Site Includes the Host Hotel and Grounds.

### D. KEEPING ROOMS CLEAN

1. It is very important that every effort be made to see that people who bring dogs keep their rooms clean. Some Hotels/Motels are already restricting the number of dogs per room. Each year we lose Hotels/Motels for show sites because of people who don't care. This is unfair to the rest who have to suffer for the actions of a few. You are urged to make a strong statement in the premium list concerning this matter, which includes any infractions of the rules are subject to a hearing under the AKC's Guidelines. Also, have your grounds committee inspect the rooms and take photographs in case of complaint. Offenders should be told that they are not welcome at future shows.

### E. NO SMOKING

1. The American Chinese Crested Club has a No Smoking policy at its dinner/banquets and specialty shows. Anyone wishing to smoke may step outside. This policy will be printed in our premium list and will be enforced. It is becoming much more commonplace for No Smoking Allowed in any public gathering areas and those local rules need to be noted and made common knowledge to attendees.

### F. PARKING FOR VANS AND RV'S

1. More people are now traveling to the specialties with large Vans and RV's. It is important to check early to determine how much space will be available for RV parking. If space will be limited, this information should be included in the premium list. If RV parking is not permitted, this must be printed in the premium list and off site Campgrounds must be listed.
2. The Hotel/Motel may or may not have hookups available. Some Hotels/Motels charge for parking space, some don't. Some state and/or local laws do not allow RV's on Hotel/Motel parking lots. The Show Chairperson will have to check on all these details and make sure that this information is included in the premium list.

### G. CHECKS

1. All checks for Advertising, Trophies, Gala and dinner reservations must be sent to the ACCC Treasurer each week by those who are designated to receive those monies within their Committees. This way the Treasurer has time to deposit the checks and see if any do not clear. It is much easier to collect at the show than trying to do so later. **Do Not wait** until you get to the show to give checks to the Treasurer. Additional bank charges and any other collection expenses will be added to the original amount due to the Club.
2. The American Chinese Crested Club likes to settle all bills by the close of the show. Be sure your club has receipts for all bills. The ACCC Treasurer will furnish each committee chair that has received funds with report forms to be completed, including expense reimbursement claim forms.

3. The ACCC will pay its share (1/2) of the following expenses if the Hotel/Motel did not include them as part of the complimentary package.
  - a. Room charge for Showroom
  - b. Cost of any cleaning charge for the Showroom
  - c. Postage for mailing the Advertising and Trophy donation flyers for both clubs.
  - d. Coffee (2 gallons ONLY) for the day of our show. Be sure to check the cost of the coffee with the Hotel first. There is normally no charge for Water Stations but are desirable during all Events being held.

#### H. CLINICS, SEMINARS, ETC.

All efforts must be made to have a specific day, date and time for Health Clinics, Seminars or any other type of informative sessions made available. Health Clinics can be set up with the assistance of the ACCC Health & Genetics Committee. Time must be allotted for exhibitors to be able to exhibit as well as participate in any Health Clinics. Seminars, etc.

## **SECTION V**

### **AKC RULES AND REGULATIONS**

1. Be sure your Show Chair and Show Committee familiarize themselves with all the AKC rules and regulations dealing with Specialty Shows as well as how to deal with Misconduct at the shows. It is very important that if some problem does occur, you know the proper way to handle it. If a club allows a violation to go on without taking appropriate action, the club could be fined or lose the right to hold its show.
2. The AKC requires a Disaster and Emergency Plan for each club. The form is included with the application from AKC to hold a show. The Host club must obtain this information and a copy must be forwarded to the ACCC Annual National Specialty Advisor.

### **HOTEL RULES & REGULATIONS SET FORTH BY THE ACCC**

#### HOTEL ROOMS

1. No removal of furniture from any Hotel Room.
2. No Dogs permitted to be loose and alone in any Hotel Room
3. If dogs are loose in any Hotel Room (while you are in attendance) belly bands must be used.
4. A Complimentary Sheet of Plastic should be provided upon check in and placed under all crates in Hotel Room. Crates must be stacked.
5. Authorized Agents (no less than 2 people) of the Host Club, ACCC or Hotel Staff will be permitted to inspect any Hotel room at any time.
6. Hotel Rooms must be maintained in clean and orderly fashion.
7. Dog waste MUST be disposed of by flushing OR placing in an appropriate receptacle (ie: NOT an indoor trash bin).

#### HOTEL GROUNDS

1. All Dogs must be on lead when not in Hotel Room.

2. No Dogs are permitted in Pool or Pool area.
3. Exercise Pens must be kept clean at all times.
4. Exercise Pen Identification Tags will be displayed.
5. If Dog relieves itself on the Hotel Grounds, it must be picked up immediately. Baggies should be provided in the welcome packet and available at the front desk.
6. Any persons witnessed not picking up waste produced by those dogs they were in charge of at the time shall be subject to discipline for misconduct.
7. **NO** dogs or persons are allowed in the agility ring or on **ANY** of the equipment unless they are being judged at the time. Signs should be posted around these rings stating same.

**(EXAMPLE OF SIGN IN AGREEMENT FOR EXHIBITORS UPON CHECKING INTO HOTEL)**

*If any person(s) staying in the below Hotel Room should be in violation of the Rules & Regulations they will be subject to a Bench Show Hearing under the guidelines of the AKC Rules and Regulations regarding Misconduct at a Dog Show and/or expelled from the Hotel and Show Grounds.*

**I agree to abide by the Rules & Regulations set forth.**

**Print Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Room #:** \_\_\_\_\_

Signed copy is to be retained by the Hotel. A copy will be issued to you for your reference.

Thank you for your cooperation,

Host Club: \_\_\_\_\_  
 American Chinese Crested Club, Inc.

**American Chinese Crested Club, Inc. Annual National Specialty**

**CONCESSION CONTRACT**

The undersigned vendor hereby agreed to contract with the American Chinese Crested Club, Inc. to rent vendors space at the (month) \_\_\_\_ thru \_\_\_\_\_, \_\_\_\_\_, Annual National Specialty. The undersigned vendor hereby agrees to be bound by the following terms and conditions of said rental.

1. All vendors **must** be on the show site 30 minutes prior to the start of the show. Any vendor arriving after this time shall forfeit their deposit.
2. All space is rented by the linear foot in width of \_\_ feet and the depth shall be the linear feet of \_\_\_\_\_.
3. All vendors shall pay **"In Full"** and non-refundable upon signing this contract.
4. All spaces are rented on a **"First Come, First Served"** basis. Designation of assigned space is at the discretion of the Concession Chairperson.
5. Show giving club is not responsible for any lost, stolen or damaged items belonging to said vendor.
6. Support ropes, guide wires and other support must be contained within the rental space and shall not exceed beyond that space.
7. All vendors are responsible for cleaning up their rental areas, and placing all debris in proper receptacles.
8. All special needs or problems **must** be made known to the Concession Chairperson at the time of reserving space, example: electrical outlets.
9. The cost of rental space is \_\_\_\_\_ per day or \_\_\_\_\_ for all \_\_ days. In order to take advantage of the 'Special' rate, Vendor must be present and ready to sell their wears for all \_\_ days.
10. No items will be permitted to be sold on show grounds unless contracted with the American Chinese Crested Club, Inc. Any person(s) in violation will be subject to a Bench Show Hearing and/or expelled from the show grounds.

I have read this contract and understand all terms set forth herein, and agree to be bound by the same. I realize that any violation of these rules or general rules of the American Kennel Club, Inc. may cause my expulsion from the show.

**Vendor Type:**

**Type of Items Sold:**

**Name of Company**

**Address**

**Address**

**City / State / Zip:**

**Phone:**

**Fax:**

**E-Mail:**

**Vendors Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Every effort will be made to ensure no duplication of vendor items. Only items listed will be items permitted to be sold. We want this to be a profitable show for all!!!

Please sign and return one copy to the Concession Chairperson and retain one copy for your records. Send full payment and completed form **no later** than, \_\_\_\_\_. You will receive confirmation of your reservation.

Make check/money order payable to: ACCC

Concession Chairperson \_\_\_\_\_

Contact Information \_\_\_\_\_

\_\_\_\_\_

**APPLICATION FOR HOSTING ACCC ANNUAL NATIONAL SPECIALTY**

Name of Club: \_\_\_\_\_

Proposed Show Date: \_\_\_\_\_

Has your club hosted an ACCC Annual National Specialty before? \_\_\_\_\_ If yes,  
please give the date and location: \_\_\_\_\_

Who would be the ACCC Show Chairperson: \_\_\_\_\_

Does this person have other experience as a show chairperson? \_\_\_\_\_ If yes,

Please list other experience: \_\_\_\_\_

\_\_\_\_\_

Please provide the names of the following committee chairpersons for the ACCC show, if known.

Obedience Chairperson: \_\_\_\_\_

Performance Events Chairperson: \_\_\_\_\_

Hospitality Chairperson: \_\_\_\_\_

Trophy Chairperson: \_\_\_\_\_

Advertising Chairperson: \_\_\_\_\_

How many ACCC Members are members of your club? \_\_\_\_\_

What Show Superintendent or Show Secretary would you propose to use? \_\_\_\_\_

\_\_\_\_\_

Has the Superintendent or Show Secretary been contacted yet? \_\_\_\_\_

What will the charges be for superintending the ACCC show? \_\_\_\_\_

Have you submitted site diagrams and details for specific related activities? \_\_\_\_\_

Is the facility already under contract with your club? \_\_\_\_\_ If not, when will your

Club sign a contract for the days in question with the Hotel/Motel? \_\_\_\_\_

Approximately how far is the proposed show site from the nearest major metropolitan  
airport in both minutes and miles? \_\_\_\_\_

Is ground transportation readily available from this airport to the show site? \_\_\_\_\_

At what cost, if any? \_\_\_\_\_

Does your club carry liability insurance for your show event? \_\_\_\_\_

What amount of liability coverage does the proposed superintendent provide for the day of show/s?  
\_\_\_\_\_

It may sometimes be necessary for the hosting club to pay for items before it can be Reimbursed by the ACCC. In order for the ACCC to evaluate your Club's financial Solvency, please list the amount of money available in your Club's treasury as of the date of this application. (The ACCC Board will keep this information strictly confidential). \$\_\_\_\_\_

The undersigned officer of the above named club (hosting club) hereby certifies that the information provided on this application is true and correct, that the membership of the hosting club has passed a motion authorizing it's officers and directors to bid for an ACCC Annual National Specialty Show, and that the hosting club has a copy of the AKC's publication *Show/Trial Manual, A Guide for Planning AKC Dog Shows and Obedience Trials*, and that the officers and directors of the hosting club have read and are familiar with the contents of said Show/Trial Manual.

\_\_\_\_\_  
Signature of Club Officer

\_\_\_\_\_  
Printed name of Club Officer

\_\_\_\_\_  
Date