



International Governing Body of the Sport of Reining

EVENT APPROVAL SUMMARY FORM

EVENT NAME: _____

START DATE: _____ END DATE: _____

CITY: _____ STATE/COUNTRY: _____

Please return all forms to: NRHA – Show Department
3000 NW 10th St.
Oklahoma City, OK 73107-5302
Phone: 405-946-7400

I hereby agree to adhere to, and abide by the NRHA Rules and Regulations, and do guarantee payment of all prize monies to exhibitors within **45 days** after the completion of this event, as well as, agree to forward results to NRHA within **10 days** after the completion of this event.

NRHA allows legal entities or individuals to be responsible for the payment of all show related fees and/or show related fines owed to NRHA resulting from an approved NRHA show. This form is used to document the legal entity or individual responsible for payment for the show or event noted on this form, it is critical for this section to be completed properly, the legal entity or individual responsible for payment as documented on this form is subject to suspension by NRHA for non-payment of all show related fees and/or show related fines owed to the NRHA. An individual who signs on behalf of a legal entity, who is not legally authorized to do so, will be held individually liable for all show related fees and/or show related fines owed to the NRHA.

We acknowledge that because these rules have been established on the basis of experience and fairness to all who are interested in the betterment of reining horse competitions, the undersigned therefore agrees to indemnify and hold harmless NRHA for any injuries, damages or claims, of whatever nature, arising from the performances conducted under the NRHA Rules and Regulations.

Legal entity responsible for payment to NRHA and compliance with all NRHA Rules and Regulations (MUST check box):

____ Individual / Sole Proprietor ____ Corporation ____ Partnership ____ Limited Liability Company

Name of legal entity or individual responsible for payment: _____

Address: _____

City: _____ State/Country: _____ Postal Code: _____

Signature: _____ Date: _____

NRHA OFFICE USE ONLY:

Date Rec'd: _____

In database as tentative: _____

In database as approved: _____

EVENT SUMMARY

EVENT MANAGEMENT:

*All show management must be current NRHA members. Please see NRHA Handbook for management responsibilities.

*For A or AA events, show rep, show secretary and show manager must be three separate individuals.

*Show representative must have been an NRHA member in good standing for at least one full calendar year.

*For all NRHA Approved Events, show secretary must be NRHA certified

Show Representative: *(if event is an AA event, the representative must be an NRHA judge or an FEI Reining Steward):*

Name _____ NRHA ID # _____

Show Secretary:

Name _____ NRHA ID # _____ Email _____

Address _____

City _____ State/Country _____ Zip/Postal Code _____

Phone Number _____ Cell Phone Number _____

Show Manager:

Name _____ NRHA ID # _____ Email _____

Phone Number _____ Cell Phone Number _____

Show Approval Contact: Same as Show Secretary Show Manager OR Other *(please fill in info below if mark "other")*

Name _____ NRHA ID# _____

Phone Number _____ Email _____

Show Results Contact: Same as Show Secretary Show Manager OR Other *(please fill in info below if mark "other")*

Name _____

NRHA ID# _____ Phone Number _____ Email _____

Stall reservation/Entry contact:

Same as Show Secretary Show Manager OR Other *(please fill in info below if mark "other")*

Name _____

NRHA ID# _____ Phone Number _____ Email _____

Paddock Manager: *(required for an A or AA event)(The paddock manager must be an NRHA member and separate person from the show manager, show secretary and show representative)*

Name _____ NRHA ID # _____

Videographer: *(required for A and AA events):* Is the videographer a professional? Yes No

Name _____

Phone Number _____ Contact Name _____

Event Website: _____

Name of Horse Show Facility: _____

Horse Show Office #: _____ **Fax #:** _____

EVENT CLASSIFICATION

TOTAL ADDED MONEY:

Show/Slate 1	
Show/Slate 2	
Show/Slate 3	
Show/Slate 4	
Show/Slate 5	
TOTAL	

Please check the level your event qualifies for:

<input checked="" type="checkbox"/>	Total Added Money (including all slates (sets))	Level
	Less than \$50,000 total added money	“B” Event
	\$50,000 - \$99,999 total added money	“A” Event
	\$100,000 or more total added money	“AA” Event

Event level Requirements:

“B” Event Requirements:

1. Less than \$50,000 added money to the entire event.
2. Follow all NRHA guidelines.
3. The Show Secretary must be certified by the NRHA.

“A” Event Requirements:

1. \$50,000 - \$99,999 added money to the entire event.
2. Judges not to judge over 12 hours per day, actual judging not including breaks. If a judge judges over the 12 hour limit, the event may be fined \$500 for the first hour and \$100 each additional hour over. The Show Representative will be required to report this to NRHA. Fines that are incurred due to conditions that are unforeseen may be waived following an appeal to the Executive Board.
3. The Show Secretary must be certified by the NRHA.
4. Paddock Manager for entire event. A paddock manager must be an NRHA member and the responsibilities should include the following: get exhibitors into the arena in proper draw order at the appropriate time; maintain communications with exhibitors as to the progress of the class, upcoming drags and scratches; maintain communications with the announcer regarding scratches and exhibitors checked in to aid in scheduling breaks and lunches, etc; and be aware of emergency procedures in the instance of a situation with a horse or rider in the makeup pen.
5. Videographer for all classes.

“AA” Event Requirements:

1. \$100,000 or more added money to the entire event.
2. Judges not to judge over 12 hours per day, actual judging not including breaks. If a judge judges over the 12 hour limit, the event may be fined \$500 for the first hour and \$100 each additional hour over. The Show Representative will be required to report this to NRHA. Fines that are incurred due to conditions that are unforeseen may be waived following an appeal to the Executive Board.
3. The Show Secretary must be certified by the NRHA.
4. An NRHA Show Steward must officiate for the entire duration of the show. (See page 35 of the NRHA Handbook for steward responsibilities.)
5. Paddock Manager for entire event. A paddock manager must be an NRHA member and the responsibilities should include the following: get exhibitors into the arena in proper draw order at the appropriate time; maintain communications with exhibitors as to the progress of the class, upcoming drags and scratches; maintain communications with the announcer regarding scratches and exhibitors checked in to aid in scheduling breaks and lunches, etc; and be aware of emergency procedures in the instance of a situation with a horse or rider in the makeup pen.
6. Professional Videographer for all classes.

SHOW KIT INFORMATION

*Show kits are shipped to the show secretary 2 weeks prior to the show. If someone else needs to receive the show kit, please fill in the information below.

Name: _____

Address: _____

City: _____ State/Country: _____ Zip/Postal Code: _____

Phone: _____

TROPHY SUMMARY

- * Trophy fees **MUST** be sent in with the event approval.
- * All missing and damaged trophies **MUST** be reported to NRHA offices **upon inspection**. All damages/repairs need to be reported by the next NRHA business day after the show in order for any repairing/replacing to be done at no cost.
- * Please note that Lawson and Morrison Bronze trophies are shipped individually. You may want to have your awards shipped directly to the show complex if it is a large order.
- * Physical Addresses **ONLY!** NO P.O. BOXES!
- * Phone number required.

TROPHY FEE TOTAL FOR EVENT

Use this box to add up the total amount due for trophies!

Show/Slate 1	
Show/Slate 2	
Show/Slate 3	
Show/Slate 4	
Show/Slate 5	
TOTAL	

Ship Trophies To:

Name (if shipped to facility put the facilities name): _____

Attention: _____

Address: _____

City: _____ State/Country: _____ Zip/Postal Code: _____

Phone: _____

NRHA SHOWS ARE RESPONSIBLE TO PAY FOR THE SHIPPING, DUTY AND TAXES OF ANY TROPHIES ORDERED!!

* If you would like to pay for the trophies by credit card, please fill out the information below.

Visa Mastercard American Express Discover

CREDIT CARD #: _____ - _____ - _____ - _____

Expiration Date on card: ____ / ____ CSV# (located on the back of the credit card) ____

Name as it appears on card: _____

Signature: _____

For IAP programs only! Please mark the box below if you would like your credit account debited:

Please debit our credit account the amount for the trophies for this show

Signature: _____

For affiliates only!! If you have setup an account with FedEx or UPS please mark the appropriate box and list the account number below:

FedEx UPS Acct Number: _____

IF YOU HAVE ANY QUESTIONS REGARDING THIS APPLICATION OR YOUR SHOW PLEASE FEEL FREE TO VISIT OUR WEBSITE AT WWW.NRHA.COM OR CONTACT THE SHOW DEPARTMENT AT 405-946-7400.

