

CONNECTICUT HORSE SHOWS ASSOCIATION
Request For Proposal for 2011/2012 CHSA Finals Horse Show

1.0 Purpose and Background

The Connecticut Horse Shows Association, herein after referred to as CHSA, is seeking proposals for the CHSA Finals annual horse show. CHSA will release the annual horse show request for proposal (RFP) on a bi-annual basis; this RFP is for the 2011 and 2012 CHSA Finals Horse Show.

Any CHSA Member may submit a bid to host the CHSA Finals. Applicants should be aware that running a successful horse show is a great deal of effort and involves considerable organization, forethought and support/help. The CHSA Finals has grown over the past four years to be one of the premier Connecticut state horse shows and serves as the State Finals for Riders jumping 2'6" and under. The show facility must have patience and understanding with novice exhibitors, parents and spectators and be able to take responsibility for insuring that the rules are being followed, etc.

Interested parties need to notify CHSA of their intent to submit a proposal by submitting a letter of interest or intent to bid to the:

CHSA Finals
10 Potter Hill Drive
Guilford, CT 06437

by mail or by email to the following email address: chsa@chsaonline.com within 30 business days of the letting of this RFP. The RFP let date is March 1, 2010.

The letter of interest or intent must include a statement that the applicant understands that:

- Submission of a letter of intent does not guarantee that the applicant will be selected to run the CHSA Finals Horse show for 2011 or 2012.
- That the applicant understands that they need to meet the requirements and timelines as stated in this RFP and that the applicant understands that the CHSA Finals Committee and the CHSA Board of Directors reserves the right to cancel any contract at any time if the RFP requirements are not met.
- CHSA recognizes that responding to this RFP is a large task, which must be accomplished in a short amount of time. In putting together the amount of information that is requested in this RFP it is understood that some of the information might not be available at the time that the proposals are due. It is recommended that when information is not available and proposals are nearing the due date, the applicant state that the information is "to be determined (TBD)" and provide a date by which the applicant anticipates having the information requested.
- That the applicant understands that they will not be compensated for any time or materials expended to create either a selected or non-selected proposal.

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2.0 Objective of this Request For Proposal Document

This document provides a list of requirements for proposals submitted for hosting the 2011/2012 CHSA Finals Horse Show. Applicants must follow the requirements and guidelines outlined in this document. Please note: to enhance selection of a proposal and execution of a successful show, it is recommended that applicants follow the timelines specified in this document as closely as they possibly can.

This RFP includes the following sections:

- 1.0 Purpose and Background
- 2.0 Objective of this RFP Document
- 3.0 General Show Requirements
- 4.0 Proposal Due Date
- 5.0 Show Proposal Submittal Instructions
- 6.0 Proposal Review and Award Process
- Attachment 1. Detailed Proposal Submittal Checklist

The request for proposal for the 2011/2012 CHSA Finals Horse Show is hereby let on March 1, 2010.

3.0 General Show Requirements

The following section identifies requirements and considerations for the CHSA Finals Horse Show. This document contains items gathered from previous shows and CHSA member surveys in an effort to implement improvements in future CHSA Finals. All proposals must comply with the terms required, requirements, requires and must. All other elements of the RFP can be treated as guidelines.

The dates for the 2011 CHSA Finals are Saturday, August 27 and Sunday, August 28, 2011. The dates for the 2012 CHSA Finals are Saturday, August 25 and Sunday, August 26, 2012.

Please note that a list of specific information to be addressed in the proposal is contained in Attachment 1, the Show Proposal Submittal Checklist, at the end of this document.

3.1 Show Facility Requirements

Facility Requirements include but are not limited to:

1. One outdoor and one indoor ring with a suitable warm up area for each. The proposal needs to show how the proposed rings will be used to accommodate the recommended numbers and types of Final's classes. Recommended size for an indoor ring is 100 x 180'; recommended size for an outdoor ring is 150' x 180'. Rings are to be of a sand footing, not grass. Details must be provided indicating how applicant's facility would be best set up and used for Final's classes.
2. Provide for rental of approximately 100 stalls, which need to be a minimum of 10 ft x 10 ft stalls with doors. There need to be enough stalls for the projected number of entries and tack stalls. The facility also needs to provide an adequate number of wash stall/areas per

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number of horses. The barns must have electricity available for use. The Facility needs to have designated manure dump areas and trash cans for the Stalls must be available the day before and the last night of the show. There must be adequate lighting for the Stalls. Sharps Containers must be provided in all stall areas.

3. Availability of (covered/uncovered) spectator seating, restroom facilities (permanent/portable), etc.
4. Space for 30' x 60' Tent adjacent to outdoor ring. Tent to be supplied by CHSA.
5. Ability to provide a show secretary's office for use by CHSA, with hook up for computer workstations, printers, fax machines and telephones. This area should be outfitted with an adequate number of tables and chairs. In addition, a trophy and ribbon area needs to be set aside. Both of these areas need to be secured.
6. Availability of public address systems for all rings, warm up areas and barns. Availability of walkie talkie or other system for communications between show organizers, show secretary's office, in-gate and judges.
7. Suitable parking for competitors and spectators' cars, truck, and trailers. Competitors are to be permitted to unload their trucks and trailers close to the barns where their horses will be stabled in prior to moving to more permanent parking areas.
8. Allowance for competitors to either bring their own or purchase bedding, feed, and hay on-site.
9. Availability of EMT and/or ambulance on-site for duration of show.
10. Ability to provide a farrier on-site and a vet on call for the duration of the show.
11. Food vendor available for the duration of the show to be open for business during the times that classes are being held and for a period before and after the classes.
12. Hotels/motels within a 10 to 15 minute drive of the proposed show site. Ability to obtain a block of rooms set aside at a discounted rate for CHSA members and competitors.

3.2 Venue Contact

Identify the CHSA member who will be the Venue Contact. This individual is responsible for reporting and communication requirements with the CHSA Finals Committee and for overall management of the efforts to prepare for and execute the show venue. Provide a biography and resume of the Venue Contact include their qualifications and experience.

3.3 Basic Show Schedule

The proposed facility must be available for the proposed dates of the show. A typical show schedule is provided in the following paragraph. You can also see last year's Order of Go at <http://www.chsafinals.com>.

Sample Basic Show Schedule

Thursday – Delivery of materials, tent and stalls setup

Friday – Setup of Rings, Secretary Office open, Horse load-in

Saturday –Equitation classes and Jumper Class.

Saturday – Hunter and Pleasure classes, load-out

Monday – Load-out, cleanup

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3.7 Budget and Costs

Applicants are requested to provide their proposed budget detailing the facility rental fee (if any) and all reasonably expected expenditures from all potential vendors. Fees for all personal should be contained in the proposed budget.

4.0 Proposal Due Date

Proposals must be postmarked by April 15, 2010.

5.0 Show Proposal Submittal Instructions

The following materials must be submitted:

1. Six copies Paper/hard copy Show Proposal and
2. One Electronic Show Proposal

Late and incomplete submittals will not be accepted.

Proposals must include all information on the Proposal Submittal Checklist (Attachment 1) and address questions presented in this RFP.

The CHSA Finals Committee reserves the right to request additional information from any/all proposer(s).

Submittal Deadline: April 15, 2010

Submittal Mailing Address: CHSA Finals, 10 Potter Hill Drive, Guilford, CT 06437

Submittal E-Mail Address: RFP@chsaonline.com

5.1. Paper/hard copy Show Proposal

Proposals are to be submitted on single sided, 8 ½ x 11 inch paper. A total of six (6) hard copies must be submitted, and signed by the CHSA member submitting the proposal. Proposals must be postmarked or hand delivered to the address above by April 15, 2010.

All proposals will be date and time stamped upon arrival. If there are any questions please contact Larry Schwartz at lfschwartz@chsaonline.com or 203-453-0189.

5.2. Electronic Show Proposal

The electronic Show Proposal must be received by the submittal deadline. This proposal must be formatted in Microsoft Word 2007, Microsoft Excel, MS RTF format or a PDF document must be used for the electronic submission.

Electronic submissions must be emailed as an attachment to the following email addresses:
RFP@chsaonline.com

If the files are too big for your ISP, you may mail or hand-deliver a copy of the Proposal on CD to the submittal address with your paper proposal submittal. You can send a large file via www.yousendit.com at no charge. The subject of the email should clearly state that the email includes the electronic submission of the CHSA Finals Show proposal.

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6.0 Proposal Review and Award Process

The proposals will be reviewed by a five-member selection committee containing four members of the CHSA Finals Committee, and a CHSA Board of Directors liaison.

Round 1:

The proposals will be reviewed by the CHSA Finals Committee for any technical reasons why they should not be included in round 2.

Round 2:

Each applicant will be asked to present their RFP proposal to the CHSA Finals Committee and answer any questions the committee may have. CHSA Finals Committee may schedule site visits for certain applicants.

Round 3:

CHSA Finals Committee will select their top 2 choices with a recommendation to the Board of Directors by the CHSA Finals Committee no later than May 30th.

Round 4:

The CHSA Board of Directors at the June meeting will review the selection of the CHSA Finals Committee and vote on the selection after which the Board of Directors will announce the applicant chosen to host the 2011/2012 CHSA Finals Horse Show.

The CHSA Board of Directors and the selected applicant will enter into a binding contract within 60 days of the announcement of the applicant's selection.

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ATTACHMENT 1 – DETAILED PROPOSAL SUBMITTAL CHECKLIST

SHOW PROPOSAL SUBMITTAL CHECKLIST

This checklist is provided to help ensure completion of the proposal to be submitted, as well as guidelines for consideration in the planning of the CHSA Finals Horse Show. This checklist is not necessarily complete. It sets guidelines for consideration, and may be added to as the need arises.

1. Location:

Name of Show Facility:

Address1:

Address2:

City:

State:

Zip:

Website:

Facility Manager:

Telephone Number(s):

Additional contact information:

Proposed Inspection Date:

Is the location easily accessible to major highways

Name of the nearest major airport

Name of the nearest town

Are there adequate hotels nearby (within 15 miles)

Provide a list of 3 to 5 near by hotels

Name of hotel with discounted block of 50 rooms available for the show

Include a listing of nearby restaurants (within 15 miles)

What other activities are schedule for the same time at this facility as the CHSA Finals.

2. Description of facility

Map of show grounds (indicate rings and stabling areas to be used)

3. Facility considerations

Availability of rings and warm-up areas per the RFP requirements, describe Footing.

Rings to be available (dates and times)

Warm-up areas to be available (dates and times, including one day before start of show).

Indoor or covered ring (100 x 180' Recommended.):

Describe Footing

Dimensions of indoor or covered rings

Warm-up for indoor or covered ring

Dimensions of warm-up for indoor or covered ring:

Outdoor ring (150'x 180' Recommended):

Describe Footing (No Grass)

Dimensions of outdoor ring

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Warm-up for outdoor ring

Dimensions of warm-up for outdoor ring

Course set up/tear down for outdoor ring

Who provides personnel for set up/tear down?

Ring dragging and preparation prior to classes

Who provides personnel for ring dragging and class preparation?

Please show location of rings and warm-up areas on the required facility site plan.

Fencing surrounding outdoor rings, ability to place CHSA signage on the fencing.

Jumps (minimum of 10 for show ring) and additional jumps for warm-up and indoor ring of traditional Hunter and Equitation type.

Jumps also need for Jumper Class and should be of type suitable for a Jumper Division.

All jumps and cups shall be according to USEF "A" show standards.

In and Out Gate for both outdoor and indoor rings.

The outdoor In Gate shall have a covered tent and have water, electricity available.

Judges stand to accommodate four people, shall be covered and include electricity, tables and comfortable chairs.

Ring watering and dragging. Describe the process and equipment for watering/dragging the rings and schooling area. How long does it take to water/drag show ring?

4. Stabling

Number of available stalls (note: up to 100 may be required)

Please show location of stabling on the required facility site plan.

Please show location of wash stalls and manure dumps on facility site plan.

Stalls shall be a minimum of 10' x 10' with doors.

Appropriate lighting for all stall areas.

Sharps containers must be available in stabling areas as per USEF rules.

Price for Shavings, Hay and Feed. Delivery options.

NightWatch? Who provides, cost, time service available.

5. Parking facilities

Horse trailer parking available on the grounds

Spectator and staff parking available on the grounds

Parking Attendee to direct traffic and park cars

Please show location of trailer, spectator and staff parking on the required facility site plan.

6. Food/beverages

Catered or on-site kitchen

Food vendor on-site

Please include information about Food vendor, prices and selections.

Please show location of Food/beverage facilities on the required facility site plan.

7. Space for vendors, show photographer

Space available for vendors

Space available for show photographer

Is electrical power available to these locations?

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Please show location of vendors and show photographer on the required facility site plan.

8. Bathroom facilities

In barn area

Describe bathroom facilities permanent or porta-potties

At indoor ring

Describe bathroom facilities permanent or porta-potties

At outdoor ring

Describe bathroom facilities permanent or porta-potties

Handicap toilets – where and how many.

How often are toilets cleaned and supplied. Who pays?

Please show location bathroom facilities on the required facility site plan.

9. Seating for spectators

Indoor ring: Describe seating and numbers.

Outdoor ring: Describe seating and numbers, covered or uncovered?

Space for 30' x 60' tent adjacent to outdoor ring. Tent provided by CHSA.

Please show location of spectator seating and CHSA tent on the required facility site plan.

10. Show Office

Size of office

Describe the office layout

Hook up for computer workstations, printers, fax machines, and telephones

List the number and types of equipment available

Internet access – wired or wi-fi?

Adequate number of tables and chairs

Describe the number of tables and chairs available

Adequate tables for the display of trophies and ribbons

Describe the set up for the trophies and ribbons display

Securable?

Describe how the office is secured and what protections are in place

Please show location of show office on the required facility site plan.

11. Security

Security

Start and end date

Describe the type of security to be provided

Name of security company

Point of Contact

Phone Number

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12. Insurance

Event insurance

Amount of insurance

Name of insurance company

Point of Contact

Phone Number

Venue must be prepared provide a certificate of insurance, evidencing General Liability coverage of at least one million dollars per occurrence naming CHSA as an additional insured, at least 30 days prior to the show date.

13. Venue Staff

Provide name, address, phone number, cell phone number (if available) and email address for all key personnel.

Please provide a brief description of expectations, duties and responsibilities for each position.

Please provide a brief biography on each key manager.

Please provide a name for all other positions. Note that more detailed contact information will be requested for non Key personnel 60 days prior to the show date.

Name of the Venue Manager

Name of the Stabling Manager

Name of Ring Maintenance Manager

14. Show Budget Proposal

The show budget proposal should include the following, as a minimum

Facility costs

Facility deposit and rental (detail all costs)

Stalls/Tack Rooms/Double Stalls (detail all costs)

Shavings Costs

Electricity Surcharge

Equipment, jumps, ring rentals

Maintenance/trash pick-up etc.

Rental of walkie talkies, office equipment, other equipment

Signage for show grounds

15. ADDITIONAL INFORMATION

Any additional information that you think would be important for the Committee to know about your facility or proposal.