

Dear Show Secretary/Manager:

Thank you for your interest in having the Kentucky Quarter Horse Association (KyQHA) approve your show for inclusion in our Year-End Awards Program. We believe this adds value for your show as exhibitors choose which shows they will attend each year. The following steps should be taken to secure your show approval(s):

1. Complete and return the **Show Approval Contract** below.
2. The KyQHA will NOT send an invoice to you for the \$25 approval fee (per unique show number), if you:
 - a) return the completed **Show Approval Contract** to us at least 30 days prior to the first day of the show so we can list your event on our website.
 - b) send to us your show bill via email, as an attachment (either .pdf or Word format) to KentuckyQH@gmail.com. We will post your show bill on the KyQHA website at www.kyqha.com to promote your show, and so potential exhibitors may download it, reducing the number you have to mail or fax.
 - c) send show results no later than ten (10) days after the last day of your approved event (same as your submission requirement to AQHA). You must submit both the FunnWare Horse Show for Windows: i) Association Disk/File Creation (Report Point System for Member Ease); and ii) General Report – Results by Class (include owners' reg #, those not placed and include class with no entry) by show number to KentuckyQH@gmail.com for approved AQHA classes at your KyQHA approved AQHA show(s).
 - d) send results from any, and all, non-recognized AQHA classes at your horse show that are eligible for KyQHA awards, such as Small Fry classes, submitted by you to KyQHA as indicated above.
 - e) collect and send the KyQHA Fee of \$1.50 per horse per judge from every exhibitor utilizing the **[KyQHA Fee Settlement Sheet]** which is provided for your convenience. The KyQHA Fee(s) collected at your show must be submitted to KyQHA no later than ten (10) business days after the last date of your approved event. Failure to comply with this responsibility may result in refusal of KyQHA to approve your AQHA show next year and/or other disciplinary action. **This is a requirement for KyQHA approval.**

Please note when you include AQHA show fees on your show bill, the KyQHA Fee must be listed as a separate charge. Example: AQHA Fee \$10/horse/judge; KyQHA Fee: \$1.50/horse/judge; Grounds Fee \$X/horse/day, etc. **This is an AQHA requirement.**

Thank you for your cooperation and we wish you a very successful show. If you have any questions, please contact us.

Sincerely,

Kentucky Quarter Horse Association, Inc.



Kentucky Quarter Horse Association
PO Box 85
Eastwood, KY 40018-0085
Office Phone: (888) 367-5742
Office Fax: (888) 641-3944
KentuckyQH@gmail.com
www.kyqha.com

SHOW APPROVAL CONTRACT

Table with 4 columns: Show #, Show Start Date, Complete Show Name, City/State. Multiple empty rows for data entry.

I understand, and agree, I will owe a show approval fee of \$25 for each unique show number if:

- 1. I do not return show results to KyQHA within ten (10) days of the last day of my event;
2. It is my responsibility to collect the KyQHA Fee of \$1.50 per horse per judge (show number) from every exhibitor, and this is a requirement for KyQHA approval. I agree to submit the KyQHA Fee(s) collected at the above-indicated shows to KyQHA no later than ten (10) days after the last date of each approved event.
3. I do not utilize FunnWare's Horse Show for Windows software.

If you are not using Horse Show for Windows, indicate below the software you are utilizing:

I acknowledge, and agree, that failure to comply with these responsibilities may result in refusal of KyQHA to approve these shows and/or my AQHA show next year and/or other disciplinary action.

Show Secretary / Manager (circle one) Signature

Date

Print Name

AQHA Member #

Address

City

State

Zip Code

Phone

Mail to: KyQHA Horse Shows
PO Box 85
Eastwood, KY 40018-0085

Email @