

GENERAL CONSIDERATIONS

This manual is written to assist your club or group in bidding to host the Border Collie Society of America National Specialty Show.

The Board of Directors will appoint a National Specialty Coordinator to assist your group in formulating the Preliminary Bid, Formal Bid, and after acceptance of your bid, any other considerations which might arise. Included in this manual is the S.O.P. for the Coordinator.

This manual is to be used in conjunction with the AKC SHOW/TRIAL MANUAL (hereafter known as the "GREY BOOK"). The AKC manual and Rules and Regulations for Dog Shows are the guiding rules. This manual is a supplement to include those areas and items which are specific to the BCSA.

Clubs and/or groups are asked to submit a Preliminary Bid at least 1 1/2 years prior to the proposed year. After a very preliminary bid, you will be notified to proceed with the Formal Bid and at this time you will receive a BCSA copy of the Grey Book.

Your Formal bid will be required to be in the hands of the National Specialty Coordinator at least one month prior to the September Board meeting which would be approximately 1 year prior to your event.

After the Board has approved your Formal Bid, you will then proceed with all plans for the event. Plans should be submitted to the Coordinator as needed.

MAKING PRELIMINARY BIDS

The National Specialty Coordinator will be happy to forward to any group the materials needed to submit a Preliminary Bid. This is a very short form with basic information to be used by the Board in determining whether your group should proceed to the Formal Bid process.

MAKING FORMAL NATIONAL BIDS

After the BCSA Board indicates that your group should proceed to this step, you will be contacted by the Specialty Coordinator. You will be expected to submit your full and complete proposal at the next Board meeting. This Proposal will require your group to do some leg work as well as hold some basic organizational meetings.

NOTE: PROPOSED CONTRACTS FOR FACILITIES SHOULD BE INCLUDED BUT NOT SIGNED UNTIL THE BOARD HAS APPROVED THE PROPOSAL.

Most facilities will be willing to cooperate with this aspect of the bidding process. If the facility is not understanding of this, you may wish to seek other accommodations as they will probably not be willing to cooperate on other considerations.

SUGGESTIONS FOR SUBMITTING A PRELIMINARY BID

1. When beginning to investigate possible specialty sites, keep in mind that we have no preference whether the conformation and obedience areas are inside or outside. **LARGE RENTAL FEES FOR FACILITIES MAY CAUSE NON-ACCEPTANCE OF YOUR BID.**
2. Keep in mind that there are many ways of bargaining with the hotels on ballroom, meeting space and complimentary rooms. If you don't ask, you won't receive. The National Specialty Coordinator will be glad to help with these aspects.
3. According to our Bylaws our **SHOW IS TO BE HELD IN SEPTEMBER, OCTOBER, OR NOVEMBER OF EACH YEAR. THIS IS DUE TO THE AKC REQUIREMENTS CONCERNING THE HOLDING OF THE ANNUAL MEETING DURING THE NATIONAL SPECIALTY.**
4. Each proposal will be considered on total merit by the Board of Directors. This preliminary bid is used as an indicator before proceeding too extensively.
5. If the hotel is a high-rise type complex, make sure that there is a large amount of ground surrounding the site for exercise areas. It is also important to be sure that there are enough elevators to accommodate the shortest possible walking of dogs to get to exits. Obviously it is always more desirable to have lower buildings with a large number of ground floor rooms available. Sites which are in the middle of downtown areas without proper exercise areas will not make for happy dogs, exhibitors or hotel management.
6. Although every area of the country has different economic standards, price of rooms should be a major concern. We have not had to deal with excessive room deposits for exhibitors with dogs – these arrangements should be fair and easily handled between the hotel, staff and guests.
7. Whenever possible, someone familiar with your bid should be available to the Board when it meets to discuss the proposals. Sometimes a verbal presentation is needed to clarify necessary details. Pictures and diagrams are most helpful and enhance your bid proposal. This is especially true of the Formal Proposal which follows the Preliminary.
8. Consult the attached Proposal form and be prepared to submit as much information as you feel will be needed for the Preliminary Bid. When you reach the Formal Proposal stage, you will want to consult the questions on the Preliminary Bid form and then completely flesh them out. For the formal proposal you may design your own format for presentation – Get Creative!!!