

Reichert Appaloosa Celebration Hints and Tips:

Show Entry - Hints and Tips for a Quick Check-in

As we worked the Reichert show, we noted several items that would make check-in easier for the exhibitors and the show office staff. Given the size of the Tulsa Expo facility, there's a real motivation to minimize the number of trips between your trailer and/or tack stall and the show office. Have the following documentation easily accessible when you arrive at the show office and your check-in will go much more smoothly.

- 1) Registration certificate. If you're using a copy of the certificate, be sure you have
 - a) copies of both the front and the back of the certificate.
 - b) Current membership card - exhibitor and owner, if different
- 2) Points to be checked on the exhibitor's card
 - a) Non-pro
 - i) If the exhibitor is showing in non-pro classes, the membership card must reflect their non-pro status.
 - ii) Additionally, the exhibitor must own the horse or be related to the owner, per the ApHC rule book.
 - b) Youth
 - i) If the exhibitor is a youth, be sure the birth date is on the entry form.
 - ii) Additionally, the exhibitor must own the horse or be related to the owner, per the ApHC rule book.
 - c) Novice
 - i) If the exhibitor is showing in novice classes, membership card must have the novice sticker attached.
 - ii) If the novice verification is not available, the exhibitor cannot show in novice classes.
 - d) Note that if you do not have the membership card or a document from ApHC verifying your membership, you will be required to renew your membership at the show.
- 3) Current Coggins - cannot be a copy
- 4) Health certificate if you are an out of state exhibitor

At the Reichert Appaloosa Celebration, we also have NSBA classes. Additional paperwork is required for these classes.

- 1) Exhibitor's card
- 2) Owner's card and social security number
 - a) Owner's card must match the owner as recorded on the registration certificate exactly. If it doesn't, an additional NSBA membership must be purchased.
 - b) Note that "Jane and John Doe" is considered to be different from "John and Jane Doe".

Taking the time to organize your paperwork prior to the show and ensuring it's all easily accessible will allow you to check in much more quickly and easily.

Check Out

- 1) To avoid time consuming errors, take time to check out at the show office. Don't just leave your open check for the office to finalize. People are human and mistakes can be made. If you take a few minutes to go over your final bill, it will save hours of headaches later. Also, you can fill out your check and know the charges are correct.