

POAC National Congress Show Bid Form

This form must be completed and submitted to the National POA Office when bids are requested for upcoming National Congress Shows. Additional information may be submitted in addition to this form if necessary. These bids will be evaluated by the Finance Committee and the final approval will be made by the POAC National Board of Directors. Congress bids should be a three-year proposal.

Proposed Show Dates: _____
Proposed Chairman for this Event: _____
Name of Facility: _____
Complete Facility Address: _____
Facility Contact Name: _____ Facility Phone Number: _____

Please list information below that applies the facility listed above:

COST OF RENTING THIS FACILITY FOR 9 DAYS/350 STALLS: \$ _____

Number of Show Arenas Available for POA Event: _____ Cost of Arena Use to POAC: \$ _____
(Minimum of 2 plus a warm-up arena with at least one show arena indoor)

Number of Warm Up Arenas Available for POA Event: _____ Cost to POAC: \$ _____

Number of Stalls Available: _____ Concrete or Dirt Floor in Stalls: _____ Stall Cost: \$ _____
(Minimum 400 available)

Early Arrival Fee Charged by Facility if arriving before contract begins: \$ _____

Show Office (Entry, Computer Area, Wi-Fi availability, Awards Storage): _____

Commercial Vendor Space: Size of space available per booth: _____ Number of spaces available: _____

Cost to POAC for use of Vendor Space: \$ _____ Electric Available for Vendors: N Y (Cost: \$ _____)

Air Conditioned Vendor Area: Y N

P.A. System for Show and Barn Areas - Cost for Use to POAC: \$ _____

Camping Area: Number of Camping Spots with Electric Only: _____ Full Service (Water/Electric/Sewer): _____

Wash Racks – Indoor - # Available: _____ Outdoor - # Available: _____

Round Pens Available to POAC for Exercising Horses: # _____ Cost to POAC: \$ _____

Restrooms Available: # _____ Showers Available: # _____

Food Service: Provided by Facility Y N (If yes, cost to POAC to have available during event: \$ _____)

Manure Removal, Clean Up Costs to POAC: \$ _____

Inspection/Measuring Area (Level Concrete Area): Y N Location: _____

Personnel Provided by Facility to help at show: _____

Photographer Set-up Location: _____

Area Available for Board Meeting: Y N Cost to POAC: \$ _____

Name of Person Submitting Bid Form: _____ Date: _____

Call the POAC National Office for information when bids are being reviewed for upcoming events. Return this form to:
POAC 3828 S. Emerson Avenue – Indianapolis IN 46203 – 317-788-8974 (fax) 317-788-0107 (office) – www.poac.org