

## CCOA NATIONAL SHOW GUIDELINES

**The application process:** Proposals for a CCOA National Show should be submitted through the Regional Director for submission to the CCOA Board of Directors. The proposal should include a set date, location, motel information and costs, banquet location and cost, activities schedule, car show fees and list of classes. A proposal should also include information for potential vendors. Show proposals should be submitted 18 months prior to the date of the proposed show, and no later than October 1<sup>st</sup> (e.g. October 1<sup>st</sup>, 2001, is the deadline for 2003 National Show proposals).

**Here is what the CCOA will provide to a club with a successful proposal:**

1. The CCOA will contribute \$500.00 toward the event to be used for the show expenses, etc.
2. Notification of the successful proposal will be made to the successful club as well as being mentioned in the first edition of ATSOTC of the year prior to the event. This will give members ample time to make vacation plans, or take time off from work to be able to attend the event. Show fliers should be sent to the CCOA Newsletter Editor no later than November 15<sup>th</sup> the calendar year before the event (e.g. November 15<sup>th</sup>, 2002, for the 2003 National Show) to be published in the first two editions, of ATSOTC, the year of the show.
3. The CCOA will provide a copy of the rules and judging sheets for use at the event and are available from the CCOA Vice President upon request.

**Here is what the CCOA expects from the club with a successful proposal:**

1. The CCOA expects that the event will be advertised as a CCOA National Show. This includes the use of the CCOA logo and the words "Cougar Club Of America National Show" or "A CCOA National Show" on all advertising and promotional material, i.e. fliers, t-shirts, dash plaques, trophies, etc.
2. The host club will arrange for event insurance for the event. A rider may be necessary naming the CCOA, the facility where the event is being held, the hotel, or any other party, to protect against any possible injury or liability suit that may be filed in connection with the event. The CCOA has it's own insurance, however a host club should also be insured, in the unlikely case that something could happen.
3. The Show Chairperson is responsible for the assignment of a person to take show and award photos and to write a detailed story, including a list of winners for the next issue of ATSOTC newsletter after the event.
4. The Head Judge, at the conclusion of the show, should send a copy of the judging sheet, or point tally, on each judged Cougar to the CCOA Vice President, so that it can be decided if any of the participants Cougars will be moved up in class.
5. The CCOA expects that the club will send a copy of the promotional material and a dash plaque, at the conclusion of the event, to the CCOA Historian, to be placed in the historical records.
6. The host club should also look into the availability of a complimentary room for the CCOA Official Representative. Most hotel/motel facilities hosting a large event, like a CCOA National Show, will provide a complimentary room for this purpose.
7. CCOA National Shows are judged shows and are required to use the CCOA Judging Rules and Guidelines, the CCOA will provide a copy of the rules and judging sheets for use at the event and are available from the CCOA Vice President upon request. People's choice categories can also be held in conjunction with the judged Cougar categories if the Head Judge and Show Chairperson decide to do so.
8. Release forms must be signed by participating vehicle owners in the event. These forms should be placed on file and copies sent to the CCOA, for insurance purposes, at the conclusion of the event, if required.

**A few suggestions (these are only suggestions):** Try to keep motel costs at an affordable per night rate. Many members come with their families and the cost can be a big factor in whether they will be able to attend the Show. It may also be a good idea to have a second choice for accommodations nearby, in case the host hotel becomes sold out due to the popularity of the event.

The Awards Banquet costs should also be kept to a reasonable per person rate. Again members with families need to be taken into consideration when setting the prices. Remember that the cheaper the associated expenses (accommodations, meals, etc.) for the event are, the more people will feel that it is an

affordable trip, and therefore more will attend. A Hospitality Room should be set up at the motel to be used for show registration, storage, information, and just a central gathering place. The motel is usually happy to furnish a room for this purpose; all you have to do is ask. National Shows are usually held at a motel and any other activities planned should be relatively close to the motel. The motel should be within easy access to a major highway and have plenty of drop-in access for spectators.

The motel parking lot is the preferred location for the show since most members are expected to bring their families. If any should decide they would rather spend the day in the room or at the pool, they have that option. It just seems to work out better that way, if that is not possible, other sites may be found. The host club should also arrange for a public address system to communicate with the show participants.

If vendors are welcome at this event your club should look into the state and local laws. There may be a possibility that vendors may need a licence, permit, or tax number to participate in the event.

Advertise in your local newspapers, car magazines, as well as in major publications. Keep in mind, all major publications are working at least 6 months in advance of publication, therefore you have to have information in to them early.

The number of dash plaques and goodie bags made up will be left to the discretion of the Show Chairperson. Usually we start with 100 and work up from that number.

The Nationals are usually held Thursday evening through Saturday evening. Thursday of the show is usually more an informal day. There is nothing official that takes place and usually there are just rooms set aside for early arrivals. The Hospitality Room is usually open in the evening just for registration and socializing.

Friday, Registration in the Hospitality Room usually begins around 9 AM, The Swap Meet area is usually set up on Friday and open at the option of the Vendor. We do not charge for Swap Meet spaces if the vendor is a CCOA member. If it is a non-member, a nominal fee can be charged. There is sometimes a special Friday evening event that has been planned. This too is an option. If you do have a Friday evening event, it is an option for a volunteer to stay behind to greet late comers in the Hospitality Room, or if you prefer, the entire room can be shut down until you return from the activity, then the room can be opened again for those who have arrived while the activity was underway.

It has also been suggested that a mechanical condition, operation, and maintenance check station (technical inspection area) be set up and used on Friday so that it does not take as long on Saturday to judge the cars. Then final computations could be started earlier and the people doing the tabulations will have more time when judging is completed.

Saturday is the actual show day. A Judge's Meeting will be scheduled by the Head Judge, the time and location will be put into the agenda that is published with the show information. 8 AM--3 PM is usually set for Swap Meet Vendors. 7 AM--9: 30 AM is set for late registration. 10:00 AM ALL CARS WILL BE IN PLACE FOR JUDGING. NO EXCEPTIONS!!!! 10:30 AM--3:30 PM: Judging of Cars and Car Show.

The Awards Dinner Is usually set for 6:30--9:30 PM.

Car Show entry fees are usually \$20.00 for the judged Cougar categories, entry for the judged Cougar classes by pre-registration only is at the discretion of the Head Judge, people's choice category entries \$10.00 for pre-registration, with the day of the show registrations at \$15.00.

The Classes will be up to the Head Judge, however examples of CCOA National Show classes can be viewed in previous issues of ATSOTC. Trophies should be awarded to FIRST, SECOND, and THIRD place in each class. One BEST OF SHOW award plus one LONGEST DISTANCE award should also be given out. Any other trophies may be given out at the discretion of the Head Judge and Show Chairperson.