

## CCOA REGIONAL SHOW GUIDELINES

**The application process:** A regional club should include the following information in a proposal to host a CCOA Regional Show. The date and location of the proposed show site (inc. washroom facilities, etc.). Special features of the show (e.g., special display vehicles, on site food, vendors, etc.).

Clubs interested in obtaining approval to host a CCOA Regional Show should submit a proposal to the CCOA Board of Directors through their Regional Director no later than October 1<sup>st</sup> of the year prior to the date the club plans to host the event (e.g. proposals for 2002 should be received no later than October 1<sup>st</sup>, 2001). Prior approval for a CCOA Regional Show must come from the CCOA Board of Directors prior to final planning stages for the event.

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

1. The CCOA will contribute \$200.00 toward the event to be used for the show expenses, etc.
2. The CCOA will publish in ATSO TC, and on it's web site, information, including a flier, to help to promote the event.
3. If the club decides 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 (it is not necessary to have judged Cougar categories at a Regional show, the show can be a people's choice event if the host club desires).

**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 Regional Show. This includes the use of the CCOA logo and the words "A CCOA Regional Show" on all advertising and promotional material, i.e. fliers, t-shirts, if the club decides to sell shirts (it is not necessary to sell shirts at a CCOA Regional show), dash plaques, 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. If there are judged Cougar classes, 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.
4. 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 ATSO TC newsletter after the event.
5. The CCOA expects that the club will send a copy of the promotional material and a dash plaque to the CCOA Historian, to be placed in the CCOA historical records.
6. 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:** The event should be held at a motel, park, or dealership. The location for the event should be located with easy access to a major highway so participants can get in and out easily, as well as having plenty of access for spectators. The host club should also arrange for a public address system to communicate with the show participants.

Have rooms set aside at a nearby motel to be utilized for out of town participants. Try to keep room costs at an affordable rate so that most participants can take advantage of it.

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.

A Regional Show is usually a one-day event held on a Saturday or Sunday from 9 AM to 4 PM. Awards can be given out following the show, or an awards dinner can be set up for the evening. If a dinner is opted for, try to keep costs down to attract more participants. Time for registration and judging will be left to the chairperson.

Car Show entry fees are usually \$10.00 for pre-registration with the day of the show registrations at \$15.00. Suggested class breakdowns can be obtained from the Head Judge from the most recent National or Regional Show, from the National Director, or from previous shows advertised in prior issues of "AT THE SIGN OF THE CAT".

Trophies to be awarded will be left to the discretion of the Show Chairperson. Usually they are first, second, and third in each class, one Best of Show, and one Long Distance award. Any further awards are at the discretion of the Show Chairperson.

The event should be advertised in the CCOA newsletter at least one issue prior to 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.