The Boston Terrier Club of America, Inc.

NATIONAL SPECIALTY SHOW
HOST CLUB RESPONSIBILITIES

This list may not be all-inclusive but should serve as a guide only for working out necessary arrangements between the Host Club and the BTCA. Host Clubs are asked to provide all of those things that are difficult or impossible for the BTCA to provide. The BTCA may set budget guidelines for these items. Division of expenses takes into consideration the Host Club’s receipt of entry fees for two shows and the BTCA’s receipt of entry fees for one show. The Host Club must work closely with the BTCA Show Site Coordinator, BTCA Show Chair, and BTCA Companion Events Show Chair.

1. The Host Club shall submit a complete bid for the National Specialty Show, working with the BTCA Show Site Coordinator and/or Companion Events Show Chair to assure that all requirements are met.

2. The Host Club may, if requested, assist with the preparation of the hotel and other venue contract(s).

3. The BTCA Show Site Coordinator or other designated signatory will sign all contracts on behalf of the BTCA. If the hotel or other venue requires a separate contract for the Host Club, the Host Club must provide signatories for those contracts. If the hotel or other venue requires only one contract and contact person the BTCA Show Site Coordinator shall sign the contracts and, after contracts are signed, the BTCA Show Chair shall be the contact person.

4. The Host Club Treasurer and/or Host Club Show Chair shall meet with the BTCA Show Chair and BTCA Treasurer or President at the end of the show to go over the hotel statement in order to pay all hotel bills prior to departure. All other bills for the show incurred by the Host Club shall be presented along with a BTCA Expense Form to the BTCA Show Chair and the BTCA Treasurer immediately upon the close of the show. All income due to the BTCA from the Host Club shall be presented along with a BTCA Income Form to the BTCA Treasurer immediately upon the close of the show. It is imperative that all income and expenditures be submitted so that the BTCA Treasurer is able to close the books for the show before the Club’s fiscal year ends on June 30.

5. The BTCA Show Chair must approve, in advance, all expenses for arrangements made by the Host Club on behalf of BTCA. The Host Club shall not be reimbursed for such expenses that are not pre-approved.

6. The BTCA Show Chair may ask a member of the Host Club (other than the host club Show Chair) to serve as BTCA Assistant Show Chair or the on-site chair to help carry out agreed upon responsibilities between the two clubs. This may include items such as outside maintenance.

7. The Host Club is responsible for contacting a local veterinarian who will be on-call during the entire week of the BTCA National Specialty Show. A well-drawn map and/or directions to the show veterinarian’s office shall be provided to the BTCA Show Chair.

8. The BTCA Show Chair is responsible for obtaining, under contract, a photographer, videographer, show secretary, and superintendent. It is often advantageous for the Host Club and BTCA to use the same vendors for these positions. The BTCA Show Chair may ask the Host Club for recommendations. The BTCA Show Chair shall negotiate and sign these contracts. If separate contracts are required for the BTCA and the Host Club, the Host Club must provide a signatory for their contracts.

9. The Host Club shall share expenses and income in proportion to the number of show days for Booth Space/Vendors. For example, if the Host Club has a one-day show the Host Club will receive ¼ of

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the total vendor income; if they have two days of shows, they will receive 2/5 of the vendor income. A special effort should be made by both clubs to invite vendors to participate at the shows. The Host Club Chair should always keep the BTCA Show Chair advised of their actions.

10. As the show date draws close, the BTCA Show Chair will make arrangements to have items shipped to the show site. These items may include show trophies, auction items, and/or perpetual trophy crates. The items are usually sent to the attention of the BTCA Show Chair. In some cases, the Host Club may be asked to receive shipments on behalf of the BTCA.

11. The Host Club is responsible for providing help for unloading and loading the perpetual trophies (usually on Sunday and at the close of the show on Friday). If necessary, the Host Club Show Chair and the BTCA Show Chair will make arrangements for shipping of these or other items after the show.

12. The Host Club Show Chair shall make arrangements for contracting their judges and for their transportation to the show site, if necessary. The BTCA Show Chair shall be responsible for providing a contract for the breed judge(s), sweepstakes judge, futurity judge(s), and all companion event judges and providing their transportation to the show site, if necessary.

13. The Host Club shall provide all ring equipment for conformation, including ring gating and placement markers, for the entire week. The Host Club shall also provide all equipment for obedience, rally, and agility for the days needed. Costs for all equipment shall be divided proportionally between BTCA and Host Club. The Host Club is encouraged to work with the BTCA Conformation and Companion Events Show Chairs to determine what equipment is needed and locate equipment that can be borrowed or rented at the least possible cost for both clubs.

14. The Host Club shall provide all exercise pens and cleanup equipment necessary, working in conjunction with volunteers from the BTCA.

15. The Host Club shall be responsible for providing volunteers for set-up and removal of all show equipment, rings, etc.

16. The Host Club shall provide scales if they are not provided by the show superintendent.

17. The Host Club shall provide plastic for the ballroom and grooming area, if required and not provided by the show site, and shall provide plastic squares for exhibitors’ crates in their hotel rooms.

18. The Host Club may be asked to arrange for flowers to be used by the BTCA. If fresh flowers are used, these may not be the same flowers used by the Host Club for the day(s) of their shows(s). If good quality artificial flowers are used they may be carried over from the Host Club days. The BTCA requires two (2) arrangements for the perpetual trophy table and three to five (3 to 5) arrangements to be used in the ring between the placement numbers. All arrangements may be used at the banquet in consultation with the BTCA Show Chair and Banquet Chair. Costs of floral arrangements shall be divided proportionally between the Host Club and BTCA; each club shall pay the entire expense for arrangements used exclusively on that club’s day(s).

19. The Host Club may be asked to assist the BTCA Banquet Chair in setting up decorations prior to the banquet. The Host Club may put a favor at each place setting at their own expense.

20. The Host Club may provide, at their own expense, gift bags for exhibitors. BTCA or its committees may provide items for inclusion in the bags. If bags are provided, the Host Club is encouraged to make them available to all attendees throughout the week.

21. The Host Club may be required to sign a contract with BTCA. This contract shall specify division of income and expenditures between the clubs, as well as Host Club requirements as outlined here.