



August 16, 2017

## GUIDELINES FOR SHOW MANAGERS

### In early September 2017:

- **Mail date reservation forms for 2018 by September 15, 2017** – be sure to include your check to NorCal for the date application fee. Many show managers have traditional dates for their established shows, so please respond by the due date so we can hold the dates for you. Enclosed is a supply of 2018 Show Date Applications. *Please submit a separate application for each show date you are requesting.*
- **Include a copy of your USEF approval letter, together with a negotiable check** - if the USEF approval letter is not received prior to the time you submit your date application to NorCal, a copy **must** be mailed to NorCal office within two weeks of its receipt from USEF. If a show does not request USEF approval, the show must document its PCHA approval. Dates not reserved and paid by September 15, 2017 will be considered available dates for the following year. If USEF and/or PCHA approval is denied, NorCal approval will also be denied. If a date dispute arises involving a show requesting only PCHA approval, said show will have 21 days to produce proof of approval.
- **Mail Special Events Application** – If you are interested in holding the NORCAL Equitation Classics, please complete the appropriate application and return along with your Show Date Application form by September 15, 2017.

### At least 90 days before “A” “B” and “C” shows:

**Mail your List of Officials and confirm the divisions you are offering** – The form is attached and please feel free to fax this form to the NorCal office at 530-757-1254. Again this form is due at least 90 days before “A” “B” and “C” shows. Late forms will be fined.

### PLEASE MAIL ALL SHOW DATE MATERIAL TO:

**NorCal Hunter Jumper Association  
PO Box 243  
Davis, CA 95617**

Please be reminded that all show managers of NorCal approved shows must be NorCal members.

If we can be of any further assistance, please contact Lauren Wasserman at 530-304-2059 or [admin@norcalhj.org](mailto:admin@norcalhj.org)