

Show Manager Agreement
(Washington)

Date of Event: _____
Show Name ("Show"): _____ Show Level ___
Show Manager Name: _____
Show Manager Address: _____

Show Manager Phone Number: _____
Show Manager Email: _____
ODS Contact Person: _____
Contact Address: _____

Contact Phone Number: _____
Contact Email: _____

Confirming our prior discussions and/or correspondence, this agreement confirms that _____ ("Show Manager") is willing to act as a Show Manager at Show, which is an Equine Activity as defined by ORS 30.687(2)(a) and (b) ("Equine Activity") and is sponsored by Oregon Dressage Society, Inc, an Oregon Non-profit Corporation doing business in the State of Washington as ODS ("ODS"). Show Manager represents that he/she has the experience and skills to successfully manage a show of this nature. Show Manager agrees he/she will exercise due care regarding expenses and show operation.

Duties:

The Show Manager duties/requirements shall include, but not be limited to:

- Successfully completed and up to date on Safe Sport Training requirements
- For USEF/USDF recognized shows, comply with eligibility requirements specified in USEF Rule book, DR126.3 and 126.4.
- Duties include supervising/overseeing all aspects of the show commensurate with level of show.
 - Oversees financial aspects
 - Obtaining completed W-9 forms from approved contractors
 - Reviewing payments to approved contractors recommending payment only after a completed W-9 form is obtained
 - Works within budget of show committee and obtains approval if need exists to go over budgeted amount
 - Prepares a financial statement for presentation to the show committee
 - Ensure required submissions to USEF/USDF/ODS are made, including Show recognition, show results, drug fees, show pass fees, fees from memberships, fee reports, show Para forms, etc
 - With approval of show committee, ensures judge/judges and TD are selected and a signed contract is obtained for each
 - Oversees the care, feeding and transportation judges and TD
 - Ensures awards and ribbons are purchased and brought to show
 - Supervises Volunteer Coordinator to ensure volunteers are recruited and supervises all workers
 - Obtains required Liability Release Forms for all show staff, contractors and show volunteers
 - Checks out show grounds and, including stabling area, warm up area, lunging area, USEF

- drug testing area
- Establishes infection control and quarantine procedures for horses
- Supervise preparing of arena footing
- Ensures arenas, letters and decorations for available at time of arena setup
- Supervises arena setup and take down and returns equipment
- Makes sure public address system, music system and walkie-talkies are available and in working order
- Ensures an Accident Preparedness Plan is established and implemented
- Makes sure concessions are available, as appropriate for show level
- Supervises parking, stabling, and camping areas
- Makes sure an EMT and ambulance (if applicable) are on grounds beginning 1 hour before show
- Makes sure Veterinarian and farrier are either on the grounds or available as required by USEF rules
- Makes sure badges should be available for all officials
- Is on the grounds 2 hours before show starts and remains available at all time show is running.
- Works closely with Secretary and Show Committee.

Compensation:

The agreed upon fee is \$_____. Total compensation will be paid for services, and expenses, if approved by ODS, at the completion of all duties, so long as there has been provided a fully executed IRS Form W-9 (Request for Taxpayer Identification Number and Certification), or unless other arrangements are made with ODS.

Cancellation:

Should this Show be cancelled for any reason after this contract has been signed by both parties, ODS agrees to pay the Show Manager as follows:

- a) If ODS cancels this contract 60 days or more prior to the competition, Show Manager shall receive no compensation other than expenses incurred.
- b) If ODS cancels less than 60 days prior to the agreed upon date of the Show, Show Manager shall receive \$ _____ (a pre-determined fee or a percentage of the original fee).

Liability:

ODS is an Equine Activity Sponsor as defined in RCW 4.24.530 and its liability is limited by Washington law. Show Manager understands that all equidae can behave in dangerous ways that may result in injury to participants in Equine Activities.

The parties agree that this agreement may be electronically signed. This document may be signed in one or more counterparts and each shall be deemed an original but all of which together shall constitute the whole document.

DATED this _____ day of _____, 202_.

<p>OREGON DRESSAGE SOCIETY, INC.</p> <p>By: _____ (signature)</p> <p>Its: _____ (title)</p>	<p>SHOW MANAGER</p> <p>Name: _____</p> <p>By: _____ (signature)</p> <p>Its: _____ (title)</p>
---	---

Instructions:

The Signature Lines require the signature from the contractor and the authorized signatory for ODS. The Signatory for ODS would generally include a board member including Chapter Presidents who are Ex Officio Board Members or someone properly delegated signing authority recorded in the minutes (i.e., from Chapter President to Chapter Secretary or designated show liaison.)

The line below the signature block labeled "its" means the title of the person acting on behalf of ODS. Examples include President, xxx Chapter, Event Manager, etc.