

OFFICE/DEPARTMENT/CENTER/PROGRAM

November 20, 2017

To Whom It May Concern:

The Texas State 4-H Horse Show is seeking bids for an equestrian facility for 2019-2023 to meet the needs of a seven-day horse show, the last full week of July. Dates for the show are as follows:

2019: July 20-27

2020: July 18-25

2021: July 24-31

2022: July 23-30

2023: July 22-29

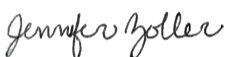
In 2017, the 55th Annual Texas State 4-H Horse Show had over 350 4-H youth, plus their families, come from all over the state of Texas to compete in over forty classes ranging from speed events, to stock horse classes, to hunter classes. The Abilene Convention & Visitors Bureau estimated an economic impact of \$887,400 for Abilene, TX for the 2017 show. Dr. Jennifer Zoller, Horse Specialist and Chelsie Huseman, Horse Program Specialist along with numerous county extension agents, volunteers, and supporters manage the seven-day show.


The Texas State 4-H Horse Show will be entering its 56th year in 2018. Its long standing history has impacted countless 4-H youth over the decades. It continues to serve as a non-profit event providing contestants and their families with a high-quality, safe, and low-cost outlet for education, competition, and comradery. The show is seeking an equestrian facility and community that embraces the goals of youth development and the impact horses can make in their lives.

Please consider this a formal invitation to submit a bid for the Texas State 4-H Horse Show. You are encouraged to seek and include all local entities involved in fulfilling this bid. Such entities could include, but are not limited to, county extension, breed associations, and the city's convention and visitor's bureau. More information about the show can be viewed here: <https://animalscience.tamu.edu/livestock-species/equine/state-4h-show/>

The included proposal for provision of facilities, equipment, and services should be completed as an official bid and submitted to chelsie.huseman@tamu.edu or mailed to the address below, no later than April 1, 2018. The selection of the official facility will be determined and contacted by May 1, 2018.

Sincerely,


Dr. Jennifer Zoller


Chelsie Huseman

249 Kleberg
Texas A&M AgriLife Extension Service | Texas A&M Department of Animal Science
2471 TAMU | College Station, TX 77843

Tel. 979.845.5264 | AgriLifeExtension.tamu.edu

**PROPOSAL FOR PROVISION OF FACILITIES, EQUIPMENT AND SERVICES NEEDED TO SATISFACTORILY
PRODUCE THE TEXAS 4-H HORSE SHOW ANNUALLY FOR 5 YEARS**

Please provide details of resources being offered for each need stated.

**2019: July 20-27 2022: July 23-30
2020: July 18-25 2023: July 22-29
2021: July 24-31**

	WILL PROVIDE	COST TO 4-H	NO COST COMPLIMENTARY	CANNOT PROVIDE
I. FACILITIES				
A. <u>ARENAS (4 – 5 arenas - total)</u>				
1. <u>Arena #1</u> - Covered and air conditioned (minimum size 100' x 250'). Surface preparations as needed. <u>Strong preference will be given to air conditioned arena.</u> Seating for minimum 1,000 spectators.				
2. <u>Arena #2</u> - Covered w/roping chutes and handling facilities for up to 500 head of cattle (arena size 120' x 270'). Surface preparation as needed. Seating for minimum 1000 spectators.				
3. <u>Arenas #3</u> - Covered arena with footing suitable for English rail type events. Surface preparation as needed. (Minimum size 100' x 200'). Seating for minimum of 500 spectators.				
Note: 1 of the 3 arenas must be suitable for running speed events on good footing and to an open gate, <u>with a staging area.</u> 2 of the 3 arenas must be suitable for cattle classes including holding areas for cattle. Preference given to arenas with good ventilation for exhibitors and audience.				

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4. <u>Arenas #4 -#5</u> – One or Two Covered <u>or</u> outdoor warm-up arena(s). (Dirt work & watering as needed) (Minimum size 100' x 200'). Portable panels are acceptable for one warm-up arena(s) if located in close proximity to show arenas				
5. Two tractors with drags for show arenas w/designated driver(s). Some designated members of the Management Team may help drag arenas for speed events and/or reining if warranted.				
<u>B. SOUND SYSTEM, SCOREBOARDS AND TIMERS</u>				
1. <u>Arena #1</u> - Electronic scoreboard and timer, wireless and/or lapel microphone, and speakers interconnected w/other arenas, all stalling areas and outside entry to arenas. Capabilities to play music in arena. Preference given for wifi capabilities across entire facility.				
2. <u>Arena #2 & #3</u> - Same as above.				
3. <u>Other</u> - 10 – 12 Handheld two-way radios				
<u>C. STALLS AND WASH RACKS</u>				

	WILL PROVIDE	COST TO 4-H	NO COST COMPLIMENTARY	CANNOT PROVIDE
1. <u>Stalls</u> - Minimum of 500 covered stalls. Permanent cover over stalls. Must be safe, in good repair, on adequate flooring, with close access to water and adequate electricity to support one (1) fan per stall.				
2. <u>Bedding</u> - to be made available at a reasonable cost, for those not bringing their own bedding.				
3. <u>Wash Racks</u> - Minimum of three (3) wash racks (must have adequate water pressure and good drainage.).				
D. HORSE SHOW OFFICES AND STORAGE				
1. <u>Main Horse Show Office</u> - Air conditioned, with phone, copy machine with supplies for 1 week, at least 40' of table space and 10 chairs, wireless internet capabilities, room adequate in size to serve for exhibitor registration and hospitality, secure. (Four keys provided to management team).				
2. <u>Meeting Room</u> (60 person capacity, air conditioned). For Management team meetings and lunches. Classrooms are acceptable. Must be available all week.				
3. <u>Judges' Lounge</u> (Small private room, air conditioned, lounge furniture provided.)				
4. <u>Storage Room</u> (With six tables for awards.)				
5. <u>Publicity/Press Room</u> (Air conditioned, tables, chairs, phone).				
E. <u>FOOD AND DRINK CONCESSIONS</u>				

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1. <u>Concession Stand</u> - 1 on show grounds, open 1 hr prior to and during performances.				
F. SHOW GROUNDS ENTRY AND PARKING				
1. <u>Gate Check-In</u> - Small building or trailer manned 24 hrs/day (1 day pre-show, during show, and ½ day post-show or until all horses depart). Persons to direct exhibitors to assigned stalls (directions, map, etc.).				
2. <u>RV/Camper Parking and Hookups</u> - Approximately 100 spaces (reasonably priced) located on the show grounds. To include water and electricity. (approximately 50 of the 100 w/sewer connections.) Assignment and money collection handled by host facility.)				
3. <u>Parking</u> - For 350 trailers and 400 vehicles (adjacent to stalls and arenas, well surfaced). Any 'No Parking' areas to be well marked.				
II. SUPPORT SERVICES				
A. SECURITY				

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1. <u>Night Watch</u> - Saturday night through Friday night (6:00 p.m. - 6:00 a.m.). Duties to include security, law enforcement, and minimum of three checks nightly of all horses and grounds.				
2. <u>Exit Security</u> - First Saturday through noon on second Sunday. Must secure driver's license, truck/trailer tag and exhibitor's name on all exiting vehicles.				
B. FARRIER				
Provide and post contact information for local farriers available to assist horse owners with farrier needs at the show.				
C. PROMOTION/ADVERTIZING & LOCAL MEDIA COVERAGE				
1. Local TV, Radio & Newspaper announcing event two weeks prior to and during actual show, with Media coverage of daily activities and human interest stories.				
2. Facilitate 4-H Foundation and State Show management team connections with local businesses to secure support/ sponsorships as appropriate and where not interfering with facility fund-raising efforts.				

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III. LOCAL ACCOMODATIONS				
A. MOTELS				
1. Should be within close proximity of show facility, ranging in price from moderate to expensive. Reduced rates for show participants and families.				
2. Forty-five (45) guaranteed Complimentary rooms (doubles) provided for Horse Show Management Team (8 nights, from Friday through Friday).				
B. RESTAURANTS				
1. Should be within close proximity of show facility, ranging in price from moderate to expensive.				
IV. ANCILLARY ITEMS				
A. CUTTING, TEAM PENNING AND ROPING CATTLE				
1. Provide first 600 head of fresh cattle (500 weight, preferred heifers) for cutting, ranch sorting, and working cow horse. To include hauling, on-site feed/hay/water and related labor.				

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2. Provide first 60 head of fresh roping steers (approximately 120 runs). To include hauling, on-site feed/hay/water and related labor.				
3. Provide first 100 head of fresh roping calves (approximately 300 runs). To include hauling, on-site feed/hay/water and related labor.				
NOTE: Additional cattle and calves (if required based on entries) will be paid for by Texas State 4-H Horse Show.				
B. CLASS EQUIPMENT				
1. Provide a minimum of ten (10) obstacles, in good condition, suited to modern hunt/jump courses. Provide shrubs, flowers, etc. to beautify course.				
2. Provide roping barrier, at least 18 cones, barrels, poles, 2 electronic timers.				
3. Provide minimum of ten (10) obstacles, (rope gate, metal gate, bridge, at least 30 logs) in good condition for trail course. Provide shrubs, flowers, etc. to beautify course. Provide ten (10) rough cedar logs and ranch-type gate for Stock Horse Trail patterns.				
C. JUDGE & MANAGEMENT TEAM RELATED ITEMS				
1. <u>Rental Car</u> - To be used Sunday through Saturday by judges for transportation to/from motel, dining, routine travel.				

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2. <u>Catered Meals</u> – Daily noon buffet for Management Team (60 plates per day) for 5 days (Monday through Friday).				
3. <u>Golf Carts</u> – Provide four (4) golf carts.				
D. ENTERTAINMENT AND REFRESHMENTS				
1. <u>Evening Entertainment</u> - Large banquet room for youth entertainment, two nights of the week with capabilities for a catered meal and live band				
3. <u>Horse Show Office</u> - Provided with coffee and cold drinks for 25 people/day.				
V. OTHER CONSIDERATIONS				
A. SHOW VETERINARIAN – The Texas A&M University Large Animal Ambulatory Service, College of Veterinary Medicine, will be on the grounds throughout the show. The host facility is asked to provide and post a list of local equine veterinarians & phone numbers in each barn area.				

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B. EMERGENCY MEDICAL TEAM – The host facility/committee will arrange for a local EMT to be on call throughout the show. Through the Texas State 4-H Office, a medical/accidental policy is provided for all enrolled 4-H members and volunteers.				
C. INSURANCE – This facility (does, does not) have liability insurance coverage, and this protection (does, does not) also protects State 4-H Horse Show, 4-H Foundation and related Management Team.				

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D. TRADE SHOW – The host facility will offer a Trade Show in a highly visible area with all contracts/agreements/funds between trade show exhibitors/tradesmen and the host facility. This is a viable means of raising funds to subsidize the cost of the facility. Exhibition at Trade Show does not constitute direct sponsorship of the State Show. Booths selling 4-H items must meet criteria of Texas 4-H Foundation. No more than 8 complimentary booth spaces will be provided for major sponsors of the Texas State 4-H Horse Show.				
E. PHOTOGRAPHER BACKDROP AREA – Provide central location for backdrop setup and area for order taking. Backdrop area to be no less than 12 feet in height, 24 feet wide, and 40 feet from the backdrop to the camera.				

Total Costs Page

VI. Total Cost to Texas 4-H Foundation.....\$ _____ per Year

VII. ANY OFF SETS - LOCAL FUNDING DIRECTLY TO STATE SHOW

Please list unrestricted cash contribution. \$ _____ per Year

B. IN-KIND CONTRIBUTIONS (itemize and give net value)

\$ _____

\$ _____

\$ _____

VIII. DEDUCT VII A. & B. FROM TOTAL CHARGES in VI.

ENTER FINAL ADJUSTED TOTAL CHARGE AMOUNT. \$ _____ per Year