



American Maltese Association

National Specialty

Standing Rules, Policies & Guidelines

March 2025

Note: Although lengthy, this document is extremely important to read and adhere to its Rules and Guidelines. Without express permission from the AMA Board, all **STANDING RULES (printed in Red)** within this document must be followed.

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GENERAL AMA EVENT/ACTIVITIES and AKC CHAIR INFORMATION

To help with the amount of time it takes to prepare and produce a national specialty, the normal show chair duties **MAY** be split between two Chairs. These positions are discussed below. The Chairs must communicate and work together.

AMA NATIONAL EVENT/ACTIVITIES SHOW CHAIR

This position is responsible for all normal club sponsored events to create a great experience for every attendee.

1. Determine AMA Activities
2. Contact with Specialty Registrar
3. Contact with Specialty Treasurer
4. Committee Chair choices
5. Auction/Fundraisers
6. Banquet/Luncheon
7. Seminars
8. Show catalog sales
9. Welcome Party
10. Seminars
11. Grounds and Room Monitor
12. Health Fundraising contact
13. Hospitality
14. Promotional Sales
15. Motorhome Parking
16. Publicity
17. Vendors

All other non AKC show events/activities listed in this document.

AKC SHOW CHAIR

This position is solely responsible for all that is required to produce an AKC competition dog show and due to their knowledge of AKC procedures and rules, may be the same individual each year. It includes Conformation, Sweepstakes, Junior Showmanship, Obedience and Rally.

The AKC SHOW CHAIR may NOT exhibit. Dogs owned or co-owned by the AKC Show Chair, any co-chairs or immediate family are not eligible for exhibition. Once appointed as AKC Show Chair and has contact with a judge, they may no longer exhibit should they step down from this position.

Procedures of communication with prospective or elected National Judges

The AMA will continue to be above perception with any kind of favoritism when communicating with any National Specialty judge that has been identified by the first ballot as a candidate for the National Specialty or elected on the 2nd or final ballot. All communications will be through the AKC Show Chair.

1. The Board will authorize the AKC Show Chair to contact each judge and inquire of fees and availability for placement on the second ballot.
2. The AKC Show Chair will notify the Recording Secretary of prospective judges' fees. The Board of Directors will approve or disapprove of said fees and authorize the final ballot to proceed.
3. Once the judge has been elected to judge the National Specialty, the Recording Secretary will prepare the contract and **SEND** to the AKC Show Chair where the Show Chair will send and receive completed to/from the judge. The completed contract will be sent to the Recording Secretary and the Specialty Treasurer for their records.
4. Since the AKC Show Chair is restricted from exhibiting, **ALL** communications with the judge will be with the AKC Show Chair. **Approved 3/11/2025**

1. Supply all show information to the Recording Secretary for input to AKC
2. Production of Premium List draft for AMA Board approval
3. All aspects of the show catalog production
4. Contact with AMAR for Rescue Parade
5. **Show Ribbons** - The selection of the vendor to supply rosettes and items for sale at the National Specialty will be up to the AKC show chairperson. It is recommended that consideration be given to previously used vendors when their performance has been satisfactory.

6. **All Trophies and awards**
7. **Show ring setup and decorations**
8. **Cleaning supplies**
9. Updating banners and hanging of AMA Past winners in show area
10. **Show Contracts** will include:
 - a) Contracts with all Judges for this event.
 - b) Contract with your Official Photographer.
 - c) Contract with the person selected to Videotape the Specialty Show (if applicable).
 - d) Contract with the Show Secretary/Superintendent of the Show, stating services and fees.
 - e) Contract with the Host Hotel.
 - f) Any other contracts the Show Chairperson believes necessary - Shuttle Services, Equipment Rental Companies, etc.
 - g) **Important** - Have all contracts available at the show in case of questions.
11. **Show Equipment**
 - a) Ring equipment - The Obedience ring will either be set up within your conformation ring, or located in a separate area away from traffic. You must place signs on the ring forbidding anyone and their dog to use the ring. (AKC Obedience Regulations, Chapter 1, Section 33)
 - b) Tables for Trophies alongside the ring.
 - c) Chairs (normally two), inside the ring, for the Judges and Stewards.
 - d) Ringside Chairs for exhibitors.
 - e) Pick -Up Tools and appropriate waste disposal containers.
 - f) An Announcer's stand and a location for the Show Secretary.
 - g) PA System
 - h) A locked and secured location for equipment and trophies, etc. when the show is not going on.
 - i) Disposal containers for trash.
 - j) Install plastic on floor of grooming area.
 - k) A quiet area ringside is designated for the Judges Study Group for tutoring aspiring judges. Check with the Judge's Education Study Group to see if this will be necessary.

AMERICAN MALTESE ASSOCIATION NATIONAL SPECIALTY

NATIONAL EVENT/ACTIVITIES SHOW CHAIR ACKNOWLEDGEMENT

The American Maltese Association would like to thank you for accepting the responsibility of National Specialty EVENT/ACTIVITIES Show Chair.

The Board of Directors and the Specialty Advisory Committee are available to assist you to make your Specialty successful.

The attached Specialty Standing Rules and Guidelines have been compiled from the experiences of past specialties. We ask that you read them carefully and completely and use them as reference material for your Specialty. If you have any questions, you may contact the Specialty Advisory Committee for clarification.

I, _____, National Specialty Show Chair acknowledge that I have received and have read the Specialty Standing Rules and Guidelines. I further agree to adhere to these guidelines to the best of my ability.

Accepted and agreed to:

By (Signature)

AMA National Specialty Show Chair

Date

AMERICAN MALTESE ASSOCIATION NATIONAL SPECIALTY

AKC SHOW CHAIR ACKNOWLEDGEMENT

The American Maltese Association would like to thank you for accepting the responsibility of AKC National Specialty Show Chair.

The Board of Directors and the Specialty Advisory Committee are available to assist you to make your Specialty successful.

The attached Specialty Standing Rules and Guidelines have been compiled from the experiences of past specialties. We ask that you read them carefully and completely and use them as reference material for your Specialty. If you have any questions, you may contact the Specialty Advisory Committee for clarification.

I, _____, National Specialty Show Chair acknowledge that I have received and have read the Specialty Standing Rules and Guidelines. I further agree to adhere and prepare (or supply) all required documents to the AKC to the best of my ability.

Accepted and agreed to:

By (Signature)

AMA National Specialty Show Chair

Date

SPECIALTY ADVISORY COMMITTEE

The Specialty Advisory Committee (SAC) is a board appointed committee. The purpose of this committee is to assist our Show Chairs with National Specialties. All committee members are experienced and available for questions from the show committee. The committee responsibilities include:

- Maintaining and updating the Specialty Guidelines
- AKC Show Application
- AMA Specialty Show Hotel Contract
- Selection of Show Superintendent/Secretary
- Specialty Budget Assistance - Provide to Show Chair and AMA Board for approval
- Specialty Treasurer

The current Specialty Committee Members are located on the AMA website under committees tab.

In decision making, it's imperative that every effort should be made by the AMA Board, SAC and Show Chair to share information prior to any finalizations.

Note:

Although lengthy, this document is extremely important to read and adhere to its Rules and Guidelines.

Without express permission from the AMA Board, all **STANDING RULES (printed in Red)** within this document must be followed.

SUBMITTING A BID

Prepare and submit your bid two years prior to the Specialty

STANDING RULES_

One National Specialty shall be held yearly on a rotational basis - East, Midwest, and West (areas as defined in the by-laws)

The Board will vote on the location of the National Specialty two years in advance, i.e.: 2020 will be voting for 2022, 2022 for 2024, etc. This will allow for ample time in selecting show sites and securing judges.

On May 1st of each year, bids will be opened for the National Specialty to be held two years in advance of the year the bid is received. Bids will close on July 1st, at which time bids will be sent to the Recording Secretary who will distribute them to the Board for their review. The Recording Secretary will send details of all bids (where and when) to be published in the Maltese Newsletter 30 days ahead of a final decision to allow for feedback from the members. At the end of the 30 days, a ballot will be sent by the Recording Secretary to the Board for a vote.

The Board shall approve all Specialties. The President may approve supported entries.

Anyone interested in bidding for a National Specialty is encouraged to plan ahead of the opening of the bids in order to have their bid ready for submission to the Recording Secretary by the time bids open.

If no group petitions for the National Specialty are accepted, the Vice President in that region will make every effort to either Chair or find a member to Chair. The VP will also assist in finding volunteers to serve on specialty committees from the region.

If no bids are submitted and accepted by the Board, and/or if no member has volunteered to Chair within the region by August 1 of each year, the AMA Board will hold the National Specialty where they deem most feasible for the Club. The Board will determine and appoint an AKC Show Chair and AMA Events/Activities Show Chair. In this event, the Board will be charged with Specialty production and the Specialty Advisory Committee will assist.

Choice of a Date

1. Things you should consider:
 - Decide what time of year your Specialty will be held.
 - When is the specialty scheduled for the year prior to your event?
 - Will enough time have elapsed for people to want to attend and/or donate to your specialty?
 - Is it a time of the year that dogs can be shipped or is it too hot for the dogs and will the airlines refuse to carry them? This can affect the entry depending upon what part of the country you are in.
 - Be careful not to schedule on holidays.

2. Show Date - (Options)
 - (a) **In conjunction with one or more local all-breed shows or regional specialties** - Understand that most shows are over the weekend. The Specialty should be right before the shows, mid-week. If in conjunction with an all-breed show, the specialty show site should be close to the all-breed show site if possible.

 - (b) **Stand alone specialty** - The Specialty may be held as a stand-alone Specialty over a weekend. Make sure there is no event offering Maltese judging on the same day of your regular class judging within a 200 mile radius.

Choice of a Show Site

1. The selection of a show site/hotel can influence the success of a Specialty. Visit hotels in your area to determine which will be suitable and affordable for our function. A location that is close to an airport and easily accessible is important.
2. Visit potential hotel sites and speak with the event manager on location. Discuss AMA function requirements. Find out what the room rates would be (around \$100.00). Check if your desired dates are available.
3. An informational document with AMA show site/hotel requirements has been provided for you to submit to the hotel to verify that their venue will be able to accommodate our needs. (Refer to document "Hotel Site Requirements")
4. Questions to the hotel should include the following:
 - a) Ask the hotel to guarantee room rate three days before and three days after Specialty.
 - b) Do they offer room incentives (example - 1 free room night for every 35 paid room nights consumed).
 - c) Are meeting rooms provided free of charge with a 250-room block commitment. Some hotels require a food guarantee. If so, find out the dollar amount required.
 - d) Is the ballroom large enough to accommodate our event (70' x120') with no obstacles (poles, dance floor in the middle of the room, etc.).
 - e) Check with the hotel on shuttle service and cost from the airport and taxi service.
 - f) Check and see if there are special requirements or deposits for dogs in rooms. Is there a limit to the number of dogs allowed in the hotel rooms.
5. **DO NOT** try to negotiate or sign a contract with a hotel for your bid. The Specialty Advisory Committee must negotiate hotel contracts to avoid any problems or loopholes. When you have narrowed your selections down to one or two hotels, contact the person listed as the Hotel Liaison

for the Specialty Advisory Committee. At this time, a conference call will be set-up to ask the hotel to hold your dates and a draft contract will be negotiated to submit to the Board of Directors in your bid package.

6. If no specialty bids are received by the specified due date or turned down by the Board, the specialty may be held in another region. The SAC can be directed to find an alternative site where the most entries be reached in any geographic area and economically feasible for the AMA.
7. The SAC may seek out potential show sites before a region is up for bid, (preferably a year in advance). The prospective show chair would be free to explore/reject any sites that might be on such list.

**Hotel Site Requirements
American Maltese Association Specialty Show**

Start Time	End Time	Function	Set-up	Approx. Attendance
Day 1				
8:00 AM	5:00 PM	Registration Area	4 Tables	
8:00 AM	-	Vendor Area	25-30 Tables (8'x36")	
1:00 PM	5:00 PM	Board Meeting	Conference	13
6:30 PM	10:00 PM	Reception (AMA Welcome Party) or Top 20 competition	Cocktail Style Seating	80
Day 2				
8:00 AM	5:00 PM	Registration Area	4 Tables	
8:00 AM	-	Vendor Area	25-30 Tables (6'x36")	
9:00 AM	12:00 PM	Seminars	Theater Seating	80
9:00 AM	-	Set-up Grand Ballroom (Room size approx. 70' x 120')	25 Tables 125 Chairs*	80
1:00 PM	5:00 PM	Obedience and Rally Dog Show – Grand Ballroom (Room must exceed 70' width and 120' length)	125 Chairs	80
Day 3				
8:00 AM	-	Vendor Area	25-30 Tables (6'x36")	
8:00 AM	-	Dog Show – Grand Ballroom (Room must exceed 70' width and 120' length)	25 Tables 125 Chairs	80
1:00 PM	2:00 PM	Luncheon	Rounds of 10	80
3:00 PM	7:00 PM	Membership Meeting	Theater Seating	100
7:30 PM	10:00 PM	Meeting – Judges Seminar	Theater Seating	30
Day 4				
8:00 AM	5:00 PM	Dog Show – Grand Ballroom (Room size approx. 70' x 120')	25 Tables 125 Chairs	150
8:00 AM	5:00 PM	Vendor Area	15-25 Tables (6'x36")	
4:30 PM	6:30 PM	Award Banquet Set-up	Rounds of 10	100
6:30 PM	11:00 PM	Award Banquet	Rounds of 10	175

Hospitality room to be available for the entire function.

*** Ballroom Set-up**

- Show Ring (40' x 60').
- 2-3 rows of Chairs surround the ring
- 25 skirted tables
- Grooming Area. If the show room is less than 120 ft. in length, we will need a separate room for grooming.

Vendor Requirements -Approx. 15-25 8 ft. x 36 in. tables and electrical access.

Total Room Commitment 250 Rooms max

Day 1 – 50 Rooms

Day 2 – 50 Rooms

Day 3 - 75 Rooms

Day 4 - 75 Rooms

Bid Copies

1. Fourteen (14) copies of the bids, one for each officer and director, will need to be sent to the Recording Secretary by the deadline of July 1st.

Bid packages should include the following:

- Cover letter
- Draft hotel contract
- Hotel brochures - Picture. You might also want to include sites of interest in the area.

Bids may also be sent by email to the Recording Secretary but must have every item required by mail.

2. Upon receipt of the bids, the Recording Secretary will send a bid package to each Board member for their review. In addition, if there is more than one bid, the Recording Secretary will forward bid information to the Newsletter Editor to be printed in the next issue. The Board will make every attempt to vote on the bids thirty (30) days after printing in the Newsletter. In the event there is only one bid, it will be voted on at the next scheduled Board meeting.

AMA SPECIALTY EVENT/ACTIVITIES SHOW CHAIR RESPONSIBILITIES

The AMA Event/Activities Show Chair and any co-chairs is/are responsible for the supervision of all AMA related activities outlined in this document. It is imperative to make sure the chairs of your event committee are performing their responsibilities.

Please note: Your AMA Event/Activity Committee should not be confused with the AKC Event Hearing Committee which is used for any disposition of show related complaints and discipline.

1. Prior to submitting your bid, select a possible show site.
2. Contact the SAC hotel Liaisons to help assess/contact to ascertain if a possible show site is feasible. (Space, costs, minimums etc.)
3. **Hotel Contract** - Immediately upon notification of approval of the bid for your Specialty, a written, itemized final hotel contract will be negotiated by the SAC Hotel Liaisons.
4. **Budget** – (Refer to the Submitting a Budget section) The Event/Activities Show Chair will seek guidance and submit a proposed budget to the Specialty Advisory Committee. The SAC will work with the AMA Event/Activities Show Chair to develop a tentative show budget. The Event/Activities Show Chair will forward a final proposed budget to the AMA Board for approval (must be completed at least 9-10 months prior to show date).
5. **Select committees** as soon as you receive show approval from AMA (refer to the Specialties Committee section).
6. **Oversee all Activity Committees.**
7. **Develop logo/theme** for your specialty (as soon as you receive show approval from the AMA)
8. Work with your Publicity Chair to advertise monthly in the Rx newsletter, website and social media.
9. No advertising is permitted in the Rx until after the previous Specialty.

AKC SHOW CHAIR RESPONSIBILITIES

STANDING RULES=

The AKC Show Chair or any co-chairs, shall become familiar and follow all dates and deadlines with respect to the premium list, show catalog, AKC rules and regulations and any other show related matters.

The AKC Show Chair and/or co-chairs (for each AKC show) must be on the show grounds two hours prior to the start of a show to the close of the Show. All other times, at least one co-Chair must be reachable by cell phone during the specialty.

Dogs owned or co-owned by the Show Chair, any co-chairs or immediate family are not eligible for exhibition. They may not show or handle dogs.

1. **Show Secretary/Superintendent** – The Specialty Advisory Committee maintains a list of approved Show Secretaries and Superintendents throughout the Country. Many have worked with the AMA in the past. They will provide you with this information and work with you to select the best representative in your area. Based on expense to the AMA and prior knowledge of errors and/or mistakes, SAC will justify to the Event/Activities Show Chair and Board their rationale to their advised selection.
2. **Show Worksheet Document** (in appendix XX) The Chair should begin to fill out the Show worksheet as soon as possible. This will assist in keeping information concerning the show in one document.
3. **Catalog layout** (refer to the Catalog Layout section)
4. **Contracts other than the hotel contract** (refer to Contracts section)
5. **Judges** (refer to Judges section)
6. **Premium List** (refer to Premium List section) This is an extremely IMPORTANT document ! All show related information for the exhibitor should be in this document and will be published by the superintendent. The information for the PL is DATE SENSITIVE.
7. **Ribbons** (refer to Ribbons section)
8. **Ring set-up** (refer to Ring Set-up section)
9. **Show schedule** (refer to the Show Schedule section)

10. **Submitting specialty expenses** (refer to Submitting Specialty Expenses section)
11. **Selection of Companion Event** (obedience and rally) **Chair** (refer to Obedience and Rally Events section)
12. **If there is a planned regional specialty, coordinate with the Regional Show Chair all ring set up and other needs.**
13. **Arrange for an outside exercise pen.**
14. **Arrange for cleaning supplies ringside, hand sanitizer and paper towels.**

SAC COMMITTEE RESPONSIBILITIES

1. Ensure AKC Show Applications, AKC Judge Applications, Emergency Plan, Regional Show Applications associated with the National. Specifically, these duties are carried out by the AMA Secretaries. IMPORTANT: Once judge contracts (AMA Recording Secretary) are in place and to avoid any favoritism (real or perceived), the AKC show chair(s) will then be the only liaison for communications with the show judge(s). The AKC show chairs are expressly prohibited from showing dogs owned or co owned.
2. Work with AKC Public Relations to send out specific and targeted emails to potential attendees and exhibitors.
3. Contract Negotiations/Bids recommendations about contracts with hotel, photographer, videographer, show secretary/superintendent, vendors
4. Collaborate and assist with AMA Event/Activities Show Chair and AMA Board regarding items not mandated by Standing Rules.

HOTEL COMP ROOM NIGHT USAGE

Normal hotel contracts are usually negotiated to include free room nights when a certain amount room nights are purchased. Generally, for every 35-40 nights paid by our guests, the club receives one free night. Sometimes this ratio is higher resulting in lower awarded comp rooms to use. These nights help defray the costs of the specialty.

The following is the priority order when assigning the earned comp room nights. It should also be clear that if comp room nights are depleted before the list of eligible positions receive their part, there will be no reimbursement of hotel night expenses.

Room night amount and order of usage room night used:

Conformation/Juniors Judge – 2 nights
Sweepstakes Judge – 1 night
Companion Events Judge – 1 night, rarely used
Show Secretary/Superintendent – used to reduce costs of the shows
AMA Events/Activities Show Chair – 1 night
AKC Show Chair – 1 night
Specialty Treasurer – 1 night

CATALOG LAYOUT

STANDING RULES

It is imperative to follow all current AKC rules concerning the show catalog. Failure to do so could place the AMA in noncompliance with the AKC and could set forth a sanction and/or fine imposed.

The AKC Show Chair is responsible to ensure the accuracy of the catalog and compliance to AKC rules.

There are specific rules laid out in the AKC Show Trial Manual and in the AKC rules applying to dog shows that must be followed. The following items should be in this order. Look at last year's catalog for direction on this year's catalog:

- **Catalog Cover** - *The National Specialty catalog will have the National Specialty logo (no photo) on the cover. Catalog Cover shall read American Maltese Association, (Year ----) National Specialty, Location and Date. The Specialty Logo should be on the Cover. No pictures are permitted on the cover.*

Inside Cover – *This page shall be a full page from the American Maltese Association (AMA) welcoming and thanking all who attend and should state 'Welcome to the American Maltese Specialty _____ the (i.e., 47th, 50th) National Specialty show.*

- **Page 1 (title page)** - *The AMA logo will be printed on Page 1 of the catalog and also the cover of the premium lists and judging programs. Page 1 will also contain show announcement information, location, American Kennel Club logo and certification, Event Number and Show Superintendent/Secretary information.*

Page 2 - *The AMA will publish, on the inside cover of the Specialty Catalog, a Memorial page to acknowledge any member(s) known to have passed away since the previous Specialty.*

- **Page 3** - *shall be the listing of officers and directors, show committee, official show photographer, videographer, veterinarians, and directions to the vet clinic.*

Page 4 - shall be the judging program provided by Show Superintendent/Show Secretary.

- ***Page 5 - shall be the pictures of the judges with their names and what they are judging underneath the pictures. A short bio may also be included.***

The following is the order for the rest of the catalog.

- ***Schedule of Events***
- ***Notice to Exhibitors***
- ***Breed points schedule for the proper division***
- ***Show/Hotel Rules and Regulations***
- ***The Maltese Standard***
- ***Past National Specialty BISS winners***
- ***List of vendors***
- ***Specialty to donors***
- ***Advertising section (ads placed in order received) This section may be in a separate and supplemental catalog to aid in added income for the club.***

CONTRACTS

STANDING RULES –

All Specialty Contracts shall be given to the Board for approval by the Specialty Advisory Committee. All contracts MUST be in writing and signed by the AMA President. Verbal contracts or agreements will not be permitted.

All contract negotiations will be performed with the assistance of the Specialty Advisory Committee.

A written signed contract with a release MUST be obtained prior to the Logo being used.

Hotel Contract

- 1. Hotel Conference Call – Once you have selected a possible show site, immediately contact the Specialty Advisory Hotel Liaison(s). A final contract will be negotiated on your behalf.**

Note: Through the course of the Specialty, any modifications to the hotel contract will require the signature of the AMA President. The Show Chairs may direct questions to the Specialty Advisory Committee Hotel Liaison for assistance.

- 2. Final Contract Approval - Once hotel contracts have been negotiated successfully; a draft of the contract will be submitted to the AMA Board for approval. The final draft will be signed by the President and a signed copy of the contract forwarded to the Specialty AKC Show Chair & the AMA Event/Activities Show Chair and Specialty Advisory Committee.**
- 3. The AMA Board can and will deny any properties and/or contracts that are not a good financial fit for the club.**

Show Secretary/Superintendent Contract

The Specialty Advisory Committee will maintain a list of successful Show Secretaries and Superintendents. From this list, the AKC Show Chair will select the most feasible a Show Secretary/Superintendent. The Specialty Advisory Committee will seek bids and submit for AMA Board final approval.

1. Options

- a. Packaged Show** – All preparation is performed by a Superintendent (sometimes called a ‘show in a box’) and an AMA member (or a board approved nonmember) acts as a Show Secretary and must be present during show hours.

Advantages – Much less expensive

Disadvantages – Ring equipment is responsibility of AMA

b. Show Secretary -

Advantages - Somewhat less expensive

Will allow the club to perform some services independently to minimize costs.

Disadvantages - Ring equipment may have to be rented separately. Usually, equipment can be rented from an all-breed club or other specialty breed club in your area. Check for available sources prior to selecting a Show Secretary.

c. Show Superintendent -

Advantages - Inclusive of all ring equipment and services and expert knowledge of all AKC rules and regulations.

Disadvantages - More Expensive

* Comp hotel rooms can be used for the Show Secretary/Superintendent to reduce the total cost to the AMA.

AKC Show Registration

The Specialty Advisory Committee (AMA Corresponding Secretary) will prepare the applications and judges forms and submit to the American Kennel Club for approval. The Show Chair will be contacted to review options for the Specialty show and provide information required.

Show Photographer

The AKC Show Chair will seek show photographers in the geographic area of the Specialty (if possible). Bids/contract should be given to SAC for review.

The Show Photographer contract should state a photo of each Specialty winner (BOB, BOS, BW, WD, WB, Select Dog and Bitch, any AOM) will be supplied by the Photographer to the AMA for club records.

Specialty Logo

The AMA Event/Activities Show Chair shall develop a logo/theme for your Specialty. It is often possible to find a volunteer to design the Logo. However, a nominal fee (maximum of \$50.00) can be paid for this service (included in the budget). Make sure that the artist understands that the Specialty Logo becomes the property of the AMA, and they must acknowledge release of said artwork to the AMA.

JUDGES

STANDING RULES =

On May 15, a list of all judges approved to judge Maltese (the first judge's ballot) will be sent to all AMA members. From this list, each member selects three (3) judges of his choice and mails the ballot back to the Recording Secretary or Accounting Firm appointed by the Board. The three (3) judges receiving the highest number of votes will be contacted for availability and placed on the final ballot. The judge receiving the most votes of the three (3) on the final ballot becomes the Specialty judge for that year. Each member will also write in two (2) separate names for the sweepstakes judge. The three (3) people receiving the most votes will be on the final ballot for sweepstakes judge as above. The highest scoring one (1) of the three (3) will be the sweepstakes judge.

Ballots for Specialty judges will be sent out separately allowing at least three (3) weeks to be returned.

Regular Class Judges or Sweepstakes Judges of the National Specialty will not be allowed to re-judge for ten (10) years in the same category (sweeps or regular).

Any judge who judges one of the independent Maltese Specialties will not be eligible to judge the National Specialty for two (2) years in the same category (sweeps or regular). This does not include supported entries.

Contract to Judges for the National Specialty should state they are not to judge Maltese anywhere for three (3) months prior to the Specialty.

Any judge who is asked to take an overload at the Specialty show shall be exempt from the ten (10) year policy.

If Companion Events are offered, the Host Group/Club will select the Companion Event Judge(s) with an effort to hire local judges thereby limiting expenses.

Additional Sweepstakes Judge Restrictions

To remove any perception of 'pre-judging', the Sweepstakes Judge is restricted from being present in the showroom of any Specialty clubs or Parent Specialties prior to their judging assignment. This does not restrict dogs owned or co-owned by the Sweepstakes Judge from entry or exhibition with another handler. The Sweepstakes judge may enter and exhibit in any competition after their judging assignment is completed. **Approved 3/11/2025**

Judge's Gifts

Each judge shall be given a thank-you gift and card not to exceed fifty dollars (\$50). The gift choice is the responsibility of the Show Chair. Since our judges usually fly in to the Specialty, gift cards make great gifts that can travel easily.

Compensation/Reimbursable Expenses

Conformation Judge-

- *Judging fees*
- *Judges requested expenses together with the AMA Banquet will be considered covered expenses for the Conformation Judge.*
- *Lodging will be supplied using hotel comp rooms if possible.*
- *The AKC Show Chair and Ring stewards will go with the judge to lunch during the lunch break of conformation judging. Make arrangements with the hotel to hold a table and provide priority service. The AMA will also pay the AKC Show Chair and ring steward's lunch.*

Sweepstakes Judge -

- *One night lodging (hotel comp room)*
- *AMA luncheon will be provided to the Sweepstakes judge.*
- *AMA Awards Banquet will be provided to the Sweepstakes judge.*
- *The American Maltese Association will reimburse up to one hundred (\$100) dollars in transportation expenses. This will only be given when applied for, with receipts given to the AMA Specialty Treasurer. Covered expenses will only be towards airline tickets or gas and tolls for land travel. The money will in no way be considered as payment for judging.*

Companion Event Judge(s) –

- *Judging fees*
- *The Companion Events (Obedience /Rally) Chair will select a Companion Event Judge.*
- *A local judge should be selected to limit expenses.*
- *The judge choice must be submitted to the Board of Directors within 60 days of show approval.*
- *One-night lodging will be provided to the Judge*
- *AMA luncheon will be provided to the Judge and Companion Event Chair.*

Judge's Travel Arrangements

1. The companion event judge(s) will generally be within driving distance of the show site and will not require ground transportation from the airport to the hotel. If the conformation judge will be flying to the show site, find out their arriving airport, flight number and arrival time. **Due to personal vehicle liability**, arrange for travel from airport to the show site or hotel, by **hotel/airport shuttle, Uber or taxi**.
2. The AKC Show Chair will arrange for travel back to the airport. The judge's cell phone should be known for communication.

Awards Dinner Invitations

1. The regular conformation judge should be invited to attend the awards dinner at the club's expense. Contact the conformation judge for meal choice if they will be attending. Send the judge's meal choice to the Registrar and Banquet Committee Chair.
2. Have the Companion Event Chair contact their judge(s) to determine if they will be attending the awards dinner as well and ensure the Chair contacts the Registrar and Banquet Chair with the judge's attendance and meal selections.

Conformation Judge's Show Day Lunch

During the conformation judging, the judge will decide the approximate time to break for lunch. To allow the judge to have enough time to finish their meal, coordinate with the hotel to have a table reserved for the conformation judge, ring stewards and AKC Show Chair for the lunch break. The AKC Show Chair should be able to give the hotel an approximate time for the lunch break.

PREMIUM LIST

STANDING RULES—

The AKC Show Chair is responsible for the following:

1. Information for the premium list should be compiled and mailed (or emailed) to the Superintendent/Secretary prior to premium list publication. You will need to speak with the Show Secretary/Superintendent regarding the deadline for entries (closing date). For our Specialty this has usually been about three weeks before the actual event. Sample Information you will need to supply is listed below. Please see Work sheet in appendix for assistance:

- **Front Page - AMA logo (This may be obtained from the Newsletter Editor or Specialty Advisory Committee)**
- **Club Officers and Directors**
- **Show Committees and Chair**
- **Show Photographer name and contact information**
- **Show Veterinarian and directions to the clinic for emergencies**
- **24-hour emergency vet instructions**
- **Entry fees (AMA Board to supply these fees)**
- **Show/Hotel rules and regulations (refer to hotel rules and regulation form in the Grounds and Room Monitor section)**
- **Complete detailed trophy and ribbon list**
- **Trophy donors**
- **Tentative schedule of events**
- **Judges**
- **All breed and/or supported entry information**

2. Specialty registration information should be included in the mailing envelope, however, must not be inserted in the Premium List.

Make every effort to give an accurate and complete trophy list. All Trophies printed in the premium list must be awarded or a suitable substitute.

The American Maltese Association opts out of the Arbitration agreement that goes on the back of the entry form. It is important to provide the Superintendent/Secretary with this information!

RIBBONS and ROSETTES

STANDING RULES –

All awarded ribbons/rosettes must have the individual event name and date of event.

Locate a Source to Purchase Ribbons

1. The AKC Show Chair is responsible to purchase ribbons for all competition events. Ribbons may be provided through the Show Superintendent or Show Secretary contracted with the AMA. Many Show Superintendents and Show Secretaries make their own ribbons or work with a ribbon supplier. The advantages for using their sources are that the Show Superintendent or Show Secretary can order ribbons as soon as the entries close preventing purchasing more ribbons and rosettes than needed.
2. Ribbons and rosettes can also be purchased from outside sources. Local all- breed clubs can often refer you to local sources. The internet is another resource to find a company to provide ribbons and rosettes.

Colors, Sizes and Cost

1. The colors for placement ribbons and rosettes must follow AKC requirements where required. Parade rosette and ribbon colors can be chosen to match club colors, or the specialty theme colors.
2. The size and length of rosettes vary along with the number of streamers in a rosette. The AKC Show Chair will have to make the determination of the rosette design and length when placing the order. Keep in mind that the larger and more elaborate the rosettes, the higher the costs.
3. Include the estimated costs of all ribbons and rosettes in the specialty budget.

NOTE: Each obedience entrant reaching a qualifying score should receive a ribbon.

RING SET-UP

Set Up

1. If required by the hotel/show site, buy heavy gauge plastic to cover flooring in grooming area.
2. The AKC Show Chair will determine when the show room and ring set up will take place. Find volunteers to assist in setting up the ring and arranging tables in the ballroom. Ring set up is performed prior to Obedience/Rally trial usage.
3. Several people will be needed in putting down heavy gauge plastic over the flooring in the Grooming area. When removing this plastic, make sure that all tape has been removed from the carpeting.
4. No plastic should be put down in the ring. The Specialty Advisory Committee will have negotiated showing the dogs on the carpeting or will make other arrangements for safety issues.
5. The hotel will have been contracted to provide skirted tables. Notify the hotel of the quantity of tables required for trophies, judges, Show Superintendent/Show Secretary, catalog sales, and any committee raffles/fundraising.

Tear Down

1. At the end of the show, remove all ring equipment directly after the conclusion of judging. If a Show Superintendent supplied the ring equipment, ensure all equipment is returned to them. If the ring equipment was borrowed or rented from a local club, store the equipment in a secure area until the equipment is returned to the club.
2. Remove any plastic from the grooming area. Dispose of any trash and be sure to leave the ballroom/grooming area clean.

SHOW SCHEDULE

STANDING RULES -

1. Specialty Schedule

The American Maltese Association currently holds a four (4) day Specialty.

The Show Committee of each National Specialty shall decide what regular (Veterans, etc.) and non-regular (Stud Dog, Brood Bitch, Brace, etc.) classes shall be offered at the National Specialty, other than those required by the American Kennel Club. Companion Events (obedience, rally, etc.) are encouraged to be offered, if possible, with the National Specialty.

** The National Specialty recommended daily schedule:*

1) First Day

Hospitality and Welcome Desk

AMA Welcome Party (This event is held the first night as a “kick off” event and is optional. This is NOT an AMA funded event. It may be funded by private donations or membership participation fees).

2) Second Day

Hospitality and Welcome Desk AMA

various seminars

Companion Events

3) Third Day

Sweepstakes Judging

AMA Luncheon (This event is optional)

Membership Meeting

Judges Breed Study Group

4) Fourth Day

*Junior Showmanship
Regular and Non-Regular Class Judging
Parade of Champions (optional)
Rescue Parade (optional)
AMA Awards Banquet and Auction*

** Any deviation from this schedule must be approved by the Board of Directors.*

Show Day Schedules

The Show Day Schedules shall be:

Seminars, Judge's Breed Study and Companion

Events:

*9:00 a.m. Seminars
1:00 p.m. Companion Events*

*Judge's Breed Study - Contact Education
Committee Chair for schedule*

Sweepstakes Day:

*9:00 a.m. Sweepstakes
30 min after Sweepstakes - AMA Luncheon
Approx. 3:00 pm - General Membership Meeting*

Regular Class Day: (Number of entries will dictate start times)

Morning Judging

8:00 - 8:30 *Junior Showmanship*

- *Dog Classes*

- *Bitch Classes*

- *Veterans Classes*

12:00 – 1:00 *Lunch*

1:00 *Rescue parade (optional)*

*Parade of Champions (optional) If offered and Judge is at lunch,
Parade of Champions & Title Holders may be scheduled ahead of the
Best of Breed competition. It is possible some dogs may be taking
part in both events.*

Afternoon Judging:

Best of Breed (BOB)
Best of Breed Owner Handled
Best Bred-by Exhibitor Stud Dog
Brood Bitch
Brace

If offered and Judge is at lunch, Parade of Champions & Title Holders may be scheduled ahead of the BOB. It is possible some dogs may be taking part in both events.

Pre-Banquet Social/Mixer
Awards Banquet
AMA General Fundraising Auction/Activity

Any deviation from this schedule must be approved by the Board.

Awards of Merit

At each National Specialty, Awards of Merit will be offered. The number of Awards of Merit available at any Specialty will be decided by the number of Maltese entered (not shown) in the Best of Breed class, with one Award of Merit being made available for each four (4) Maltese entered in Best of Breed.

Submitting A Budget

1. The Specialty Advisory Committee will maintain records of actual Specialty expenses for a five-year period. An average of these actual expense numbers will be used to develop a preliminary budget for the current Specialty.
2. The preliminary budget will be provided to the both AKC and AMA Show Chairs within 60 days of Specialty approval. A Specialty Advisory Committee representative will work with the show chair to develop the final budget which will be submitted to the AMA Board of Directors for final approval no later than nine months prior to the specialty date.
3. Both AKC and AMA Show Chairs will provide each Specialty Committee Chair with the budget numbers for his/her committee. It is the responsibility of each Chair to monitor their committee expenses and ensure they do not exceed the budget numbers. The Specialty Treasurer is not authorized to make payments over approved budget amounts without Board approval.
4. A sample budget is located the Forms/Worksheet Appendix.
5. An Expense Reimbursement Request form is located the Forms/Worksheet Appendix.

Submitting Specialty Expenses

STANDING RULES—

The American Maltese Association is responsible for all expenses and will collect all income from any National Specialty.

There will be a separate, permanent, National Specialty Treasurer to handle all funds for all National Specialties. The Specialty Treasurer position is a Board appointed position.

All checks or money orders shall be made payable to the American Maltese Association in US Funds.

The Event/Activities Show Chair will supply Committee Chairs the budget amount for their respective committee. The Specialty Treasurer will monitor the Event/Activities Show Chair expenses to ensure they remain within that budgeted amount.

No expenses will be reimbursed that exceed the budget amount without prior approval of the AMA Board of Directors.

Committee chairs shall submit expense receipts to the Specialty Treasurer and Show Chair. Upon approval by the Show Chair, the Specialty Treasurer will issue a reimbursement check.

ALL FINAL SPECIALTY RECEIPTS MUST BE PROVIDED TO THE SPECIALTY TREASURER WITHIN 60 DAYS OF THE CLOSE OF THE SPECIALTY.

NO RECEIPTS FOR REIMBURSEMENT WILL BE ACCEPTED AFTER 60 DAYS OF THE SPECIALTY

COMPANION (OBEDIENCE AND RALLY) EVENTS CHAIR

STANDING RULES -

The Obedience and Rally Event Chair(s) must be member(s) of the AMA or at least one co-Chair must be an AMA member.

The Obedience and Rally Event Chairs may show in the Obedience or Rally competition.

If the Obed/Rally chair(s) are/is showing, they MAY NOT join the judge for lunch prior to competition.

The Companion Events Chair(s) are to work with the AKC Show Chair and Specialty Advisory Committee member responsible for the AKC event application submission to decide what obedience and rally classes are to be offered. This information must be submitted with the AKC show application.

Contact Judge(s)

1. It is the responsibility of the Companion Event Chair(s) to select an Obedience and Rally Judge(s) (refer to selection process under judges) within 60 days of acceptance of bid for the Specialty. It is a benefit to the AMA to select one judge to serve as judge for both Obedience and Rally.
2. Make sure the name of the Obedience and Rally judge(s) and verbal fee agreement(s) have been submitted to the recording secretary. Introduce yourself and ask if they have any special requirements. Ask if they would like you to select the ring stewards. The judge has the option of selecting their own stewards.

Trophies

1. The obedience trophies offered should be equivalent to trophies offered in other classes. High in Trial should be equal to Best of Breed, High Combined should be equal to Best of Opposite etc.
2. Coordinate with Trophy Chair and make sure all trophy donations are submitted and printed on the Premium List.
3. Trophy Table - Coordinate with Trophy Chair table set-up for trophies. Make sure all trophies and ribbons are present and set-up is attractive.
4. A trophy committee member should man the trophy table and be present until the conclusion of the judging.

Obedience and Rally Equipment

1. Obtain Obedience and Rally Equipment - This equipment may be supplied and set-up by the Show Superintendent. Check with local clubs to see if they will donate equipment and thank kennel club in catalog. If clubs will not loan ring equipment, the equipment may be available to rent. Verify the ring equipment is AKC compliant. Prior to the trial, supervise ring set-up.

SPECIALTY COMMITTEES SELECTION

STANDING RULES =

The individuals holding the following positions must be members in good standing of the American Maltese Association:

- 1) Show Chair***
- 2) Companion Events Chair (optional for co-Chair)***
- 3) Specialty Registrar***

No Specialty Committee member may be paid for any services provided. (Expenses are reimbursed per Specialty budget upon presentation of receipts to the Specialty Treasurer with a copy of the expense sent to the Show Chair.)

The Specialty Treasurer will provide committee members who will be collecting money at the Specialty with start-up funds. Committee members should not carry more than \$200.00 in funds at any time. Money collected should be turned over to the Specialty Treasurer on a regular basis. When turning in funds, count the funds in the presence of the Specialty Treasurer. The Specialty Treasurer will provide you with a receipt showing the amount of funds collected.

Both the committee member and the Specialty Treasurer must sign the receipt verifying the amount is correct. The committee fund name should also be written on the receipt. The Specialty Treasurer will keep the original receipt and attach it to the money collected. At the end of the Specialty provide a report to the Event/Activities Show Chair with the total amount collected by your committee with receipts attached.

Except for monies raised for Health and Education, all monies received by committees shall be given to the Specialty Treasurer. Monies raised for Health and Education shall be given to the AMA General Treasurer.

It is the responsibility of the Event/Activities Show Chair to read and be aware of the Standing Rules for each committee chair.

Committee Chairs – the AMA Event/Activities Show Chair will:

1. Committees - Select Chairs to head committees. All committee work is to be performed on a voluntary basis.

Supply a list of names, phone numbers, and email addresses of all committee members to the Specialty Advisory Committee, the Board, and all other committee members. The Event/Activities Show Chair will send a copy of the Standing Rules to each committee chair.

2. Work with Committee Members - Many of the responsibilities for the Specialty can be carried out by the committee groups. The Event/Activities Show Chair should check the progress regularly to guarantee that deadlines are met. "Host Group" meetings with the Specialty Advisory Committee via conference call, Zoom etc. are strongly encouraged on a regular basis to assist with any possible issues.

Committees

The following committees are appointed by the Show Chair. Chairs of committees can have co- chairs. Individual responsibilities for each Committee chair are included.

Announcer
Auction
Auctioneer
Banquet
Catalog Advertising
Catalog Sales Chief
Ring Steward
Decorations
Grounds and Room Monitor
Health Fundraising (in conjunction with the Health Committee) Hospitality
Luncheon
Motor Home Parking
Publicity
Registrar
Rescue Fundraising (organized by AMAR)
Rescue Parade (organized by AMAR)
Trophy Chair Confirmation, Sweeps and Companion
Vendors
AMA Welcome Party - *Note: The AMA Welcome Party is not an AMA funded event.*
Top 20 Competition – This event is an option for the AMA Events/Activity Chair.

In addition, to those previously listed are the following committees. The following positions are appointed by the AMA Board.

Specialty Treasurer
Education Seminars Chair - AMA Education Chair. (In cooperation with the Event/Activities Show Chair and Health Committee, the Education Committee chair shall select the seminar topics).

AUCTION FUNDRAISERS

STANDING RULES

All funds received from the AMA Auction (held after the Awards Banquet) or other AMA Auction fundraisers must go into the General Specialty Account as income. No funds from AMA fundraisers can be specifically designated for a separate cause.

RAFFLES – If you wish to have a raffle, you will need to check with the State Gaming Commission in the State where the Specialty is being held to determine if a permit is required and obtain one if necessary. This must be done several months prior to the Specialty. IF A GAMING PERMIT IS REQUIRED AND NOT OBTAINED, A RAFFLE CANNOT BE HELD. Information can be obtained via state websites.

Raffle/Auction winners may not be announced over the microphone in the show room. There can be periodic reminders from the announcer asking for contributions and announcing when bidding is closed.

Only fund-raising events that help the AMA general treasury may be held during the AMA Welcome Party.

Profits from Health or Education fundraisers are to be submitted to the AMA General Fund Treasurer to be placed in their respective funds. Do not give money or receipts for these fundraisers to the Specialty Treasurer.

AMA Specialty fundraiser profits are to be submitted to the Specialty Treasurer.

Responsibilities

The Auction Chair is responsible for collection of auction items and their storage. Appoint a person in the show area who is home during the day and willing to accept UPS and postal deliveries. This person will be responsible for the storage of the Auction items and their delivery to the show site.

Solicit Donations

1. Solicit auction items from manufacturers. A list of manufacturers who have donated to other specialties can be obtained from the Specialty Advisory Committee. Your efforts to contact these manufacturers and obtain items should be coordinated with the Hospitality Goodie Bag Chair who will be contacting many of the same companies for Hospitality bag donations.

2. Follow-up on the solicitation for the auction items to the vendors. On the vendor contract, there is a line asking them to donate to the AMA auction. Obtain a list of items donated from the Vendor Chair and follow-up with those vendors at the Specialty who indicated a donation on their contract.
3. Solicit auction items from the membership and subscribers through the Maltese Newsletter. After the previous Specialty has been concluded, contact the Publicity Chair and coordinate ads asking for auction donations. Submit an ad to the Newsletter Editor every month requesting donations. Be sure to include the name and address where they should send the items along with contact information for the Auction Chair.

Acknowledgements

1. In addition, submit a list of auction donors to the Newsletter editor for publishing (update in each monthly issue prior to the Specialty).
2. Submit a final list of donors to the show secretary/superintendent along with a thank you for publication in the Specialty catalog by catalog deadline date. Also submit a list to Specialty Advisory Committee for distribution to future auction chairs.

Organize Donations

1. Arrange storage of donations close to the show site if the Auction Chair does not live in the area of the show site. Organize transportation and storage of items at the Specialty location.
2. Organization ahead of time is the key to the auction/fundraisers running smoothly and efficiently. Organize the items to be delivered to the banquet room for the night of the Auction. Follow-up on items that donors bring to the show and organize the storage location at the Specialty site. A storage room will be provided at the hotel to hold Auction items.
3. With the multitude of auction items received, a lot of them may be duplicates or small items. It may necessary to have a silent auction or raffle in conjunction with the regular AMA Auction. This is a way to offer smaller items (less value) and reduce the time of the actual Award Banquet Auction. Items can be grouped together for more appeal. Have committee members acquire donated baskets. Several small items can be placed in a basket and covered with cellophane and a bow to make them attractive.

Silent Auction/Raffle

1. The Auction Chair may choose to have a silent auction or raffle on one day of judging. Ensure that tables will be available in the show room.
2. If doing a silent auction, place a piece of paper with lines for name and bid amount by each item. A starting bid can be placed on the paper if you wish to set a minimum price for the item.

Label Donations

1. As you receive items before the Specialty, make a card for each auction item (3x5). Give the item a number and write the auction item description. Make cards with corresponding number to label the auction items. Place an estimated value on the back of each card to help the auctioneer on where to start the bidding. Enough cards should be made to include any last-minute donations and those should be pre-numbered as well.
2. On the night of the auction, the auctioneer should have an assistant at the podium. Each item is brought to the auctioneer with its card. When each individual item is sold, the assistant should take the numbered card for the item sold, write down the paddle number of the person who won the bid, and the amount it sold for and take the card to the Specialty Treasurer. As the auction proceeds, the Treasurer can group cards together when a bidder buys several items. When the bidder is ready to cash out, they will be instructed to go the Specialty Treasurer to pay for their items. The Specialty Treasurer will keep all of the cards for his/her records.

Auction Paddles

Make auction paddles for attendees. You will need approximately 150 Auction paddles, one to be distributed to each auction participant. These paddles can be made economically out of card stock using small sticks (tongue depressors etc.) as handles. Each paddle should have a large number on one side to identify the bidding party and the Specialty Logo on the other side. Auction paddles should be distributed at the sign-in table outside the Banquet Room. The Specialty Registrar will provide a sign-up list of banquet attendees. As each person signs up for the Banquet, they will be given a paddle and the paddle number will be entered in the space provided next to their name on the sign-up sheet.

Conducting the Auction

1. You will need to select people to assist with the following:
 - Set-up and label auction items prior to the banquet. (Tables will be provided in the banquet room).
 - Auction sign-up and paddle distribution as guests enter the Banquet room. (Corresponding numbers on sign-up sheet and paddles)
 - Helpers to walk auction items around during the bidding process.
 - Assist with additional fundraising events as needed.
2. All expenses shall have a receipt. Submit copies to Event/Activities Show Chair for approval. The Event/Activities Show Chair will forward the expense sheets to the Specialty Treasurer for reimbursement. Be aware of the budget amount allotted for auction expenses. No expenses will be reimbursed over this amount without approval of the AMA Board.

NOTE: All Specialty expense receipts must be submitted to the Specialty Treasurer within 60 days after conclusion of the Specialty to receive reimbursement.

BANQUET/LUNCHEON

STANDING RULES_–

FAVORS - All favors are to be donated. If the Event/Activities Show Chair desires favors, they must indicate how they are financed.

Selection of Menu - A cost and a tentative list of possible menu selections will be determined at the time the contract is negotiated with the hotel. Tax and gratuity will be calculated by the Event/Activities Show Chair and Specialty Advisory Committee Chair to be included in the final cost shown on the registration forms. The negotiated contract cost is exclusive of these amounts. Work with the Event/Activities Show Chair and Hotel to make final menu selections for the lunch and banquet.

Submit final menu choices and the cost for each choice to the Specialty Registrar 5 - 6 months prior to the Specialty to be included on the specialty registration form. An added dollar amount will be included to both the lunch and banquet cost to cover miscellaneous expenses such as meat carving, bartending, etc. The Specialty Advisory Committee will provide this amount.

Seating Arrangements - The luncheon and banquet are table service only. In the past we have had situations where guests have enjoyed meals without paying. Please check carefully to make sure each guest has proper identification indicating payment for their meal. In addition to Registration name tags, each guest will be required to sign-in as they enter the luncheon/banquet room. As each guest signs-in, provide a ticket for their meal. The Banquet and Luncheon Chairs will instruct the hotel not to serve any guest who does not have a ticket. Tickets will be collected by the hotel from each guest as they are served.

If a guest is not listed on the sign-in sheet provided by the Specialty Registrar, **DO NOT GIVE THEM A TICKET.** Instead, refer them to the Specialty Registrar or the designated representative of the Specialty Advisory Committee who is present at the luncheon/banquet for resolution of the problem.

Once everyone is seated, take a head count to verify that the number seated corresponds with the total number of attendees on your sign-in sheet.

Luncheon Seating - Seating for the luncheon will be on a first come, first serve basis. Request the hotel to set up an extra table so if we end up with only single seating available at the tables, groups that are together may utilize space at the extra table. Verify with the hotel that they will not charge for the number of place settings, but only for the number of actual meals served/tickets collected.

Banquet Seating -A maximum of two (2) tables may be reserved for judges and/or Host Group/Club inclusive.

Last Minute Attendees - This is a situation that always seems to occur after the stated deadline. The registration form will clearly state the deadline. If someone comes to you after the deadline and wants to attend, direct them to the Show Chair. While we don't want to leave anyone out, most of the attendees have had the deadline information for months. As always, there can be extenuating circumstances. We have found late registrations need to be handled on a case by case basis and are contingent on several things.

If a person is accepted late, they must fill out the registration form and submit payment (cash only) to the Specialty Registrar. The Event/Activities Show Chair will then provide a meal ticket to the attendee. The Specialty Registrar will give the monies to the Specialty Treasurer.

Attendance and Deadlines

1. The banquet and luncheon cost and menu will be on the AMA Specialty registration form. You will not have to collect any money as this is all done before the deadline by the registrar. The registration deadline is usually about one week prior to the Specialty but is dictated by the hotel contract. The registrar will give you a list of people registered for the Banquet and Luncheon and their menu selection. Each attendee will also have a colored indication representing their registration and menu choice on their name tag. This is an easy way to check to make sure they have paid. Do not provide meal tickets to anyone who does not have a colored star on their name tag, even if they are on the sign-in sheet. Refer to Show Chair.
2. The Luncheon normally draws between 50-60 people and the Banquet draws between 75-85 people. Normal table sizes usually seat 8-10 people.

Complimentary Dinners

The Banquet is offered to all Specialty Judges free of charge. The Companion Events receives a complimentary lunch the day of judging. The Sweepstakes Judge also receives a complimentary Luncheon. The registrar will place their names on the list for the Banquet/Luncheon along with their menu selections.

Banquet/Luncheon Favors

If the Committee Chairs desire favors at their function the chair must secure donations to cover the cost. Each chair should confer with the other (Banquet/Luncheon Committee Chair) to see if the type of favor and/or fundraising can be shared. It is usually good to plan for a few extras just in case.

Planning

1. Any monetary donations for favors should be sent to the Specialty Treasurer.
2. The Banquet Chair should start at least six (6) months prior to the Specialty in planning the type and source of favors. The exact number of attendees registered for the banquet will not be known until the registrations close, generally 2 to 3 weeks before the Specialty.
3. Obtain the number of banquet attendees from the Specialty Advisory Committee for the past several years to determine a general number of favors needed. If there are any extra favors remaining, they may be offered for sale after the banquet with the proceeds to go back to the AMA Specialty Treasurer.
4. Arrange shipment or transportation of the favors to the hotel and store them in a safe area until needed.

During the Specialty

1. When the banquet space is being set up, move the favors to the meeting space. The favors can be placed at place settings by either the Luncheon or Banquet Committee or hotel catering staff. If there are any favors left over, move them to a safe area or provide to auction chair for possible inclusion in the auction.
2. If reimbursement is needed for favors from donations, save all receipts and invoices and give to the Specialty Treasurer with copies for the Event/Activities Show Chair for reimbursement approval. The Specialty Treasurer cannot reimburse any expenses without receipts and income to support.
3. Be sure to acknowledge the contributor and/or creator in either in the program or newsletter.

NOTE: All Specialty expense receipts must be submitted to the Specialty Treasurer within 60 days after conclusion of the Specialty to qualify for reimbursement.

CATALOG ADVERTISING

STANDING RULES_-

All checks and money orders are made payable to the American Maltese Association (US Funds Only).

Catalog Ad fees are approved by the Board.

Fees (subject to change)

Catalog ads may be offered in both black and white and color. The current fees for Catalog Ads are set by the AMA Board.

Set a date for Deadline for Ads

Set a date that all ads are to be received. Make sure this date is agreed upon by whomever is doing the typesetting for the ads (Show Superintendent/Show Secretary usually does this so check with them). It is a good idea to set your date a week or two prior to the actual date the ads need to be submitted. This will allow time to handle the last-minute rush of ads. Make sure these dates are submitted to the Publicity Chair for advertising in the Newsletter and Specialty Registrar so they can be included in Specialty information sent out.

Receive all Advertising Materials

Most ad information will come via preferred email; however some will come via US mail. Make certain all pictures are labeled with the advertiser's name and address. **Ads should be placed in the catalog in the order submitted, with the first ads received first in the catalog, etc.** (Due to the layout of color and black and white ads, order may have to be adjusted).

Organize Advertising Material.

Advertising material should be sent to whoever is doing the typesetting and printing. This is usually done by the Show Superintendent/Show Secretary. Ensure there is clarity with the Show Superintendent/Show Secretary as to how they want to receive the ads (all at once or periodic mailings). Organize the ads, insure them and mail the package as requested by the Show Superintendent/Show Secretary.

Return Photos

Organize the return of photos - they can be returned at the Specialty to reduce return mailing costs. Any photos not returned at the Specialty must be returned to the advertiser in a timely manner.

CATALOG SALES

STANDING RULES

Refer to current AKC official rules of catalog sales. The AMA Specialty Show Catalog may not go on sale until one hour prior to judging.

Catalogs shall not be sold at reduced prices

Catalog Pre-orders

There will be a pre-order for catalogs on the Specialty Registration form. This total will be included in the total amount needed for the Specialty. The AKC Show Chair and the Registrar will be in charge of notifying the Show Superintendent/Secretary of how many catalogs will be needed – including pre- sales and day of show sales.

Additional Catalogs

1. Additional catalogs will be needed for the judges who attend the Judges Breed Study Group Seminar. The Chair of the Education Committee can give the AKC Show Chair the number of catalogs needed for the seminar.
2. The Show Secretary/Superintendent will need an additional 10 catalogs.
3. Approximately 50 additional catalogs will be ordered to be sold on the day of the show. The AKC Show Chair and Registrar shall confer as to the final number of catalogs to be printed. The AKC Show Chair will be responsible to notify the Show Secretary/Superintendent of the final number of catalogs to print.

During the Show

1. The Catalog Sales Chair is responsible for the cash box and the money count. Start-up change can be obtained from the Specialty Treasurer.
2. The Specialty Registrar will provide pre-addressed envelopes for pre-paid catalogs to be mailed. Pull these catalogs first and place them in the supplied envelopes to be mailed.
3. Count out the total catalogs that have been pre-ordered for pick-up at the Specialty. Place these in a separate box and mark pre-ordered catalogs.
4. Remove the catalogs necessary for the Education Committee and Show Secretary/Superintendent.

5. Organize the catalog sales table and personnel to sell the catalogs. The Registrar will supply an alphabetical list of pre-ordered catalogs. **Anyone picking up a pre-ordered catalog must sign for that catalog. If they are picking up for someone else, they must still sign for the catalog.** This is the only way of keeping track of who received their pre-ordered catalog
6. The remaining catalogs are to be sold at the show. Retain possession of any unsold or unclaimed catalogs after show.

Conclusion of the Show

Provide the Specialty Treasurer with an accounting of all funds collected and number of catalogs sold. Copies of receipts for any expenditure should be submitted to the Event/Activities Show Chair for approval and reimbursement.

1. Provide the Specialty Registrar with the signed sheet showing those who picked up their pre-ordered catalogs.
2. Deliver all unclaimed and unsold catalogs to the Specialty Registrar.
3. Excess catalogs can be advertised for sale in the newsletter.

NOTE: All Specialty expense receipts must be submitted to the Specialty Treasurer within 60 days after conclusion of the Specialty to qualify reimbursement.

CHIEF RING STEWARD

STANDING RULES-

No person will serve as steward with a judge under whom they have an entry, or under whom, during the day's judging, such entry may become eligible to compete.

The Ring Steward will abide current rules/procedures set forth by the American Kennel Club. (AKC) AKC publication "Dog Show Stewards" is available on the AKC website.

Responsibility of Stewards

1. Persons should be selected who are familiar with judging procedure, breed classifications and rules. Good stewards make the work of judging easier by relieving the judge of necessary detail; by assembling classes promptly, keeping the judging program on schedule, and eliminate unnecessary delays between classes.
2. Stewards are reminded that they have been selected to aid the judge and not to advise. They should always refrain from discussing or appearing to discuss the dogs or the exhibitors with the judge. Stewards should not take or appear to take any part in judging. When they are not actively engaged in their duties, they should place themselves in such part of the ring as will not interfere with the view of those watching the judging. Stewards should not permit persons to crowd about the ring entrance and/or interfere with access to the ring.

Pre-Show Planning

Speak with the judges prior to the shows as to their preferences in refreshments. Notify the AKC Show Chair of any beverages to be provided by the hotel. Purchase other items such as hand cleaner, tissues, paper towels etc. that the judge requests. Set all items on the judge's table. Ensure all ribbons and rosettes are on hand and organized at the trophy table.

During the Show

1. The chief steward should use his/her discretion in the assigning of more than one steward to a ring, but it is advisable that two stewards be asked to serve in those rings where judges have heavy assignments.
2. The Chief Ring Steward will ask the judge's preference as to the exhibitor line-up inside the ring: random or catalog order. If catalog order line-up is used, a steward should call the exhibitors into the ring by sequential catalog numbers. Keep track of the absentees. Notify the judge when all the dogs are in the ring for each class and call their attention to known absentees.

3. Check with Superintendent/Secretary and make sure all their needs are met along with the judge(s).
4. A ring steward should select the ribbons and trophies for each class to hand to the judge for presentation to the exhibitors.
5. Stewards will have the responsibility to return all prize money, trophies and ribbons not awarded to the Chief Ring Steward or superintendent.
6. Direct the Judge and ring steward(s) to the hotel restaurant for lunch during the break the day of conformation judging. The ring stewards should be treated to a complimentary lunch on the day they are stewarding.

Select Ring Stewards

1. The Conformation, Obedience and Rally, and Sweepstakes Judges have the option of selecting their ring steward. Contact judges to determine any preference. If none, select two (2) stewards for Conformation judging and two (2) stewards for Sweepstakes Judging. Ring stewards can work both days if no conflicts.
2. Although desirable but not necessary, Ring stewards for Obedience and Rally should have some knowledge of the Companion events. Coordinate with the Companion Events Chair to aid in obtaining knowledge ring stewards.
3. The ring stewards may steward for any events.

NOTE: All Specialty expense receipts must be submitted to the Specialty Treasurer within 60 days after conclusion of the Specialty to receive reimbursement.

DECORATIONS

STANDING RULES

The American Maltese Association has set a maximum limit of \$750.00 to be spent on decorations for the National Specialty (i.e., flowers for the showroom or hospitality area, centerpieces or decorations for the Banquet, corsages and boutonnieres for the days of the show, etc.

Flowers - Ordering and Delivery

1. Prepare a list of what you will need and call several florists for estimates. Suggest that they donate a portion of the order due to the total order amount. Tell them we will list their donation and the florists name in our catalog as a form of free advertisement. If a discount is given, supply the publicity Chair with this information for publication in the catalog. You will need the following:
 - a) A flower arrangement or fruit basket (approximately \$30.00 - \$40.00 each) should be placed in the hotel room of the Sweepstakes, Companion, Events (if spending the night) and Conformation judges.
 - b) Flower arrangements may be placed on Judges Table. (Potted flowers are an economical alternative as they last for several days and can be used to decorate the hospitality and show room during the show and used again as centerpieces for the banquet.)
2. Organize decorations for Banquet/Dinner.
3. Table decorations for the Luncheon are optional depending on whether budget permits. The hotel usually will supply an attractive centerpiece which may be used.
4. Retain receipts and invoices for reimbursement of expenses from the Specialty Treasurer.

NOTE: All Specialty expense receipts must be submitted to the Specialty Treasurer within 60 days after conclusion of the Specialty to receive reimbursement.

EDUCATION SEMINARS

STANDING RULES-

General Seminars

With cooperation and input from the Show Chair and Health Committee, the Education Committee and Education Chair will select the seminars to be offered at the National Specialty.

\$650.00 shall be made available by the AMA for each National Specialty to cover educational seminars. Request for any expenses incurred above this must be approved by the Board prior to the Specialty.

A list of proposed seminars, including schedule, must be given to the AMA Board for approval no less than 8 months prior to the Specialty.

The Judges Breed Study Group Seminar is considered separate from other National Specialty programs. \$350.00 from the General Treasury fund shall be provided for this seminar.

Judges Education Seminar (held with the National Specialty)

A fee may be charged to attend the Judges Education Seminar to help defray expenses such as printed materials, projector rental etc. This fee will be non-refundable.

If such a fee is needed, it must be requested by the Chair of the Education Committee and approved by the AMA Board. Said fee must be posted wherever seminar information is posted.

All AMA members attending the seminar are EXEMPT from fees.

Planning and Organizing

1. The Education Chair should poll the interests of the membership and confer with the Event/Activities Show Chair to decide on usually two seminars to be presented on the morning of the day prior to Sweepstakes. Each seminar should last about an hour and a half.
2. Organize speakers and seminars. Inform the Show Chairman of the time slots for the seminars. The seminars should be added to the tentative schedule for publication in the Maltese Rx, the Premium List, and posted on the website.
3. A seminar room that will hold 75 people will be negotiated into the hotel contract. Inform the Specialty Advisory Committee Hotel Liaison of any special room requirements, microphones, audio visual equipment, etc. that will be needed. Costs for audio video equipment for educational seminars is not a Specialty expense but will be deducted from the \$650.00 provided from the AMA General Treasury Fund.
4. If speakers are to receive a fee, make sure that they have signed a written contract and that this contract has been signed by the AMA President. Keep in mind the \$650.00 total for these seminars which includes audio visual expense.

Expenses

1. All seminar expenses are reimbursed from the General Fund. Supply receipts for expenditures to the AMA General Fund Treasurer. **These monies are not reimbursed by the Specialty Treasurer.**
2. It is encouraged that one of the seminars be health related. Work with the Health Committee on seminar options. Expenses for a health seminar need to be given to the AMA General Fund Treasurer and will be deducted from the Health Committee Fund.
3. With prior Board approval, a seminar fee may be charged to non-members not registered at the Specialty to offset seminar expenses.

NOTE: All Specialty expense receipts must be given to the Specialty Treasurer within 60 days after conclusion of the Specialty to receive reimbursement.

GROUNDS AND ROOM MONITOR

It has been our privilege to have enjoyed Specialties at very lovely hotels in many exciting locations. It is our hope to continue this standard in the future. Therefore, it is very important that we take special care to adhere to hotel policies and keep our rooms clean with a minimal amount of animals.

Hotel Requirements

Coordinate with the Event/Activities Show Chair to be informed of any Hotel policies that might be in addition to the already established AMA policies for rooms and grounds (refer to attached). These policies will be printed in the Premium List. The Event/Activities Show Chair will provide flyers with the AMA Hotel policies to be given to attendees as they are checking in. Have the Event/Activities Show Chair introduce you to the Hotel representative and let them know that you and your crew are always available for any problems that may arise.

Exercise Areas

1. Decide an outside area where x-pens can be set-up. Supply two labeled exercise pens (one for dogs, one for bitches), paper towels, scooper, and container to dispose waste. Monitor clean-up of exercise pens.
2. Provide a supply of heavy-duty plastic for distribution to attendees to be used under pens in rooms. This may be supplied in the hospitality area. A supply of kitchen sized garbage bags should also be available in the hospitality area. All fecal matter, dirty papers, and uneaten dog food must be tightly tied in these bags daily for pickup by the housekeeping staff.

Room Monitoring

1. Rooms must be kept clean and as odor free as possible. Purchase some air freshener to have on hand if needed.
2. Organize "Sanitation Control" for private room inspections (if required by hotel). Check with the Hotel management daily about any complaints. When inspecting rooms, occupants must be in attendance. Politely knock on the door and request admittance to check rooms. If the occupant is out, leave a note that you will be back. (Checking rooms while occupants are away opens the AMA responsible for dog safety or missing items).

Show Ring

1. Organize ring pick-up for day of the show. Purchase spray and paper toweling for necessary cleanup. If dogs are on carpeting, avoid using bleach or any cleaner that may harm the carpeting. Set up two exercise pens in the grooming area labeled for boys and girls.
2. The following rules are to be used for the AMA and Hotel Requirement sheet. If the Hotel has any additional requirements, add them to this sheet.

NOTE: All Specialty expense receipts must be given to the Specialty Treasurer within 60 days after conclusion of the Specialty to receive reimbursement.

HEALTH FUNDRAISING

STANDING RULES:

Health Fundraising is the sole responsibility of of the Health committee. The Event/Activities Show Chair will contact the committee.

No raffle can be conducted during a National Specialty in states requiring permits without meeting the requirements.

Profits from the Health Committee fund raising event shall be submitted to the AMA General Fund Treasurer during the event to be placed in the restricted funds. At no time should funds be given to the Specialty Treasurer.

All monies turned over to the AMA Treasurer should be counted by both the committee chair and Treasurer. The committee chair shall obtain a receipt for all monies turned over to the Treasurer.

Tables for Health Committee fundraising may be set up in the Hospitality area and/or the show room on the day(s) determined by the Show Chair.

Winners will not be announced over the microphone in the show room. There can be periodic reminders from the announcer reminding spectators of the fund-raising event, the time the event closes and where winners would pick up items.

Organize Committee

1. The Health Committee may raise funds at a National Specialty by holding fundraisers during the opening days and on the day of either sweepstakes or conformation competition. Tables for the Health Committee fund raising can be set-up in the Hospitality area and in the show room on the day appointed by the Show Chair.
2. The Health committee chair should recruit volunteers to aid with organizing, planning, transportation of items, set-up, clean-up, and manning tables during the fund-raising event. The Event/Activities Show Chair will decide the day the fund-raising event is held during the specialty which is typically a one-day event to allow other committee space and time for fund raising.

Assign Responsibilities/Plan

Assign specific responsibilities to committee members. Decide location where donors can ship their donations. Assign someone to receive, store and transport donations to the show site. Organize the donations at the show site and keep donations properly identified and segregated from other items stored at the show site to prevent mixing donations for other fund-raising events.

Solicit Donations

Solicit donations of items to be raffled or auctioned at the show site. Send donation information to the Specialty Publication committee for monthly ads in the newsletter. Send thank-you notes to donors as items are received. Maintain a list of items donated and pledged. Provide the Event/Activities Show Chair with an approximate number of tables that will be needed at the show site. Supply the list of donors to the Event/Activities Show Chair for publication in the Specialty catalog.

Fund Raising Event

Set up the donated items and organize the tables the evening before the fund-raising event. After winners or winning tickets are identified, supervise the pick-up of donated items to prevent items from disappearing.

Clean-Up

1. After the conclusion of the fund raiser, remove all trash, boxes, and unclaimed items from the vicinity of the lobby, ballroom, or space where the fund raiser was held. The area should be clean two (2) to three (3) hours after the conclusion of the fund raiser.
2. Donated items that are unclaimed should be removed to a safe storage area. Unclaimed items should be inventoried and turned over to the committee chair for the following year. If monetary value of unclaimed items does not call for the shipping expense to the committee chair for the following years, the current committee chair may donate the unclaimed items to the Auction Committee chair.
3. Any profits made from the unclaimed items will be earmarked for the general account and not the restricted Health Committee account. Be sure to track any last-minute donations received at the show site and follow up with thank-you cards.

NOTE: All Specialty expense receipts must be given to the Specialty Treasurer within 60 days after conclusion of the Specialty to receive reimbursement.

HOSPITALITY

STANDING RULES-

Hospitality bags and promotional are entirely optional and are not funded by the AMA.

Coordinate with the Show Chair. Select a committee to work in the Hospitality Area. Several hosts should always be present. The Hospitality Chair is not entitled to a free room. If a suite is chosen and there is an adjoining bedroom, this may be used by the Hospitality Chairperson.

Hotel Arrangements

1. Select the Specialty registration area – This should be an area in the lobby entrance of the hotel where people can sign in as they check into the hotel.
2. You will need four 6-foot skirted tables and chairs for this area (distribute name tags, promotional sales, banquet sign-up, distribution of hospitality bags, etc.).
3. Post hospitality hours somewhere within the hospitality area – on an easel large enough for everyone to read. If there is an additional separate Hospitality room also post location of this room.
4. Distribute name tags (get name tags from Specialty Registrar) and hospitality bags.
5. Distribute plastic floor covering and plastic garbage bags for guest room clean-up for those who have dogs.

Planning

1. The Banquet Chair will supply sign-up sheets for guests to sign where they would like to sit at the Awards Banquet.
2. A table centerpiece is to be supplied by the Decorating committee. Coordinate colors and theme with the Decorating committee.
3. Establish a cleaning crew to keep all hospitality areas clean.
4. If you have a separate hospitality room where you serve snacks (usually a meeting room or hotel suite), check with the hotel to see if you are allowed to bring any food or beverage into this room (sometimes the hotel will allow you to bring food into a suite, but not in a meeting room).
5. Arrange for refrigeration and electricity for coffee makers, and electrical cookware. Refreshments can be kept in a large cooler.

6. Furniture/Chairs and tables should be set-up. The room should be set up to accommodate up to 30 people at one time.
7. Alcoholic beverages are not to be served in the hospitality room.
8. Set-up a hospitality schedule for the Hospitality Room. It should always be staffed in respect to the set schedule.
9. Post schedule of events in Hospitality Room.
10. Receipt all expenditures and provide receipts to Specialty Treasurer with copies to the Event/Activities Show Chair for reimbursement or payment.
11. No items may be offered for sale in the hospitality room other than Specialty Promotional Items.
12. A maximum of \$1,000.00 can be spent for refreshments and snacks for Hospitality. Solicit donations to help defray this cost.

Coffee and Pastries

It is the Show Chair's responsibilities to order coffee and pastries from the hotel for attendees to be provided in the vicinity of the ballroom for Sweepstakes and Conformation competition with a maximum budget of \$1000.

NOTE: All Specialty expense receipts must be given to the Specialty Treasurer within 60 days after conclusion of the Specialty to receive reimbursement.

MOTOR HOME PARKING

1. Motor Home Parking is negotiated as part of the hotel contract. Contact the Specialty Advisory Committee to find out how many spaces the hotel has allotted. Check with the hotel to find what area has been designated for motor home parking.
2. Submit an advertisement to the Newsletter Editor for the Specialty Newsletter issue showing how many spaces are available, price to reserve a space. State the spaces will be filled on a first come, first serve basis. Supply your name, address, and phone information so they can contact you to reserve a space.
3. During the show, check parking to make sure people are in their designated spaces. NO ONE IS ALLOWED TO PARK THEIR MOTOR HOMES IN UNAUTHORIZED AREAS.

NOTE: All Specialty expense receipts must be given to the Specialty Treasurer within 60 days after conclusion of the Specialty to receive reimbursement.

PROMOTIONAL SALES

STANDING RULES -

Promotional Sales are entirely optional and are not funded by the AMA

All checks and money orders are to be made payable to the American Maltese Association in US Funds.

Planning and Organization

1. Work in conjunction with the Event/Activities Show Chair to decide the items if you would like to offer for fundraising. Items should be offered on a pre- order basis only to be picked up at the Specialty or mailed (additional charge).
2. Contact suppliers and get estimates to find the best value. Check with the Specialty Advisory Committee for a list of vendors we have used in the past. Research to decide the best solution for your specialty.
3. Decide a profit percentage of at least 35% over the cost of items. Round off item prices to even dollar amounts to cut the handling of excessive small change.
4. Provide Specialty Registrar with information for the Promotional Sales Order form by the deadline decided by the Show Chair. This pre-order form is included in the Specialty Newsletter Edition and will also be posted on the AMA website.

Supply a list of items (item name, sizes, colors, screen printed or embroidered, etc.) to be included on this form. (See attached sample order form)
5. The Promotion Chair is responsible for the collection of money sent to via pre-sales. These checks must be made out to the American Maltese Association in US Funds. Make sure that the pre-sale items are pulled and bagged for those attending the Specialty and packaged for mailing to those who provided mail orders. The Promotional Sales Order Form has a line with the amount of postage to be included for mail orders.
6. Do not hold check payments. Send the checks on a prompt basis to the Specialty Treasurer with a copy of documentation for each order.

NOTE: All Specialty expense receipts must be given to the Specialty Treasurer within 60 days after conclusion of the Specialty to receive reimbursement.

PUBLICITY

STANDING RULES -

Information about an AMA Specialty may not be published anywhere other than the official American Maltese Association publications (The Maltese Newsletter, AMA website and Social Media etc.) without prior consent of the AMA Board.

No ads may be published in The Maltese Newsletter or elsewhere for a National Specialty until the previous National Specialty has been completed.

News Releases to the RX Newsletter

1. Obtain a complete list of committee chairs from the Event/Activities Show Chair including contact information for everyone (name, address, phone, and email).
2. As soon as the previous Specialty has been completed, begin to give information to the Newsletter Editor for publishing. Work with the Show Chair, and Committee Chairs, and Specialty Registrar to obtain this information. Monthly information in the Newsletter should include the following:
 - Committee chairs and their contact information
 - Request for trophy donations & list of trophy donors (provided by Registrar)
 - Request for auction donations
 - Show Secretary information
 - Activities/Sightseeing information
 - Tentative schedule including seminar information
 - Supported entry, all-Breed show information
 - Where to find registration form on AMA website
 - Deadlines for everything - entries, registration, trophies donations to be printed in premium list and catalog, etc.
3. Five months prior to the Specialty a Specialty Newsletter issue is emailed to the membership and previous specialty supporters. Work with the committee chairs to supply the necessary information to the Specialty Registrar for the sign-up forms which are included in the issue:

Specialty Registration form
Catalog Advertising form
Promotional Sales Order form

4. Supply the following information to the Newsletter Editor to be included in this issue:

Specialty date and Schedule of Events

Hotel registration information and rates.

A list of all committees and person in charge of each committee with addresses and telephone numbers.

Trophy information

Auction information

Luncheon/banquet menus, prices, and order forms.

All-breed show information, dates, locations, supported entry, etc. Local points of interest

5. Website/Social Media – The Publicity Chair should work with the Event/Activities Show Chair and other Committee Chairs to provide the webmaster with the Specialty logo (after Board approval) and show information to be posted on the AMA website. Once the Specialty Newsletter issue has been mailed, the Specialty Registrar will supply specialty registration forms to the webmaster. Registration forms are not provided on the AMA website until the membership has been sent the forms in the Newsletter and have been given ample time to make their reservations.

NOTE: All Specialty expense receipts must be given to the Specialty Treasurer within 60 days after conclusion of the Specialty to receive reimbursement.

HOSPITALITY

STANDING RULES-

Hospitality bags and promotional are entirely optional and are not funded by the AMA.

Coordinate with the Show Chair. Select a committee to work in the Hospitality Area. Several hosts should always be present. The Hospitality Chair is not entitled to a free room. If a suite is chosen and there is an adjoining bedroom, this may be used to help with the need of additional comp room nights.

Hotel Arrangements

1. Select the Specialty registration area – This should be an area in the lobby entrance of the hotel where people can sign in as they check into the hotel.
2. You will need four 6-foot skirted tables and chairs for this area (distribute name tags, promotional sales, banquet sign-up, distribution of hospitality bags, etc.).
3. Post hospitality hours somewhere within the hospitality area – on an easel large enough for everyone to read. If there is an additional separate Hospitality room also post location of this room.
4. Distribute name tags (get name tags from Specialty Registrar) and hospitality bags.
5. Distribute plastic floor covering and plastic garbage bags for guest room clean-up for those who have dogs.

Planning

1. The Banquet Chair will supply sign-up sheets for guests to sign where they would like to sit at the Awards Banquet.
2. A table centerpiece is to be supplied by the Decorating committee. Coordinate colors and theme with the Decorating committee.
3. Establish a cleaning crew to keep all hospitality areas clean.
4. If you have a separate hospitality room where you serve snacks (usually a meeting room or hotel suite), check with the hotel to see if you are allowed to bring any food or beverage into this room (sometimes the hotel will allow you to bring food into a suite, but not in a meeting room).
5. Arrange for refrigeration and electricity for coffee makers, and electrical cookware. Refreshments can be kept in a large cooler.
6. Furniture/Chairs and tables should be set-up. The room should be set up

to accommodate up to 30 people at one time.

7. Alcoholic beverages are not to be served in the hospitality room.
8. Set-up a hospitality schedule for the Hospitality Room. It should always be staffed in respect to the set schedule.
9. Post schedule of events in Hospitality Room.
10. Receipt all expenditures and provide receipts to Specialty Treasurer with copies to the Event/Activities Show Chair for reimbursement or payment.
11. No items may be offered for sale in the hospitality room other than Specialty Promotional Items.
12. A maximum of \$1,000.00 can be spent for refreshments and snacks for Hospitality. Solicit donations to help defray this cost.

Coffee and Pastries on Competition Show Days

It is the Show Chair's responsibilities to order coffee and pastries from the hotel for attendees to be provided in the vicinity of the ballroom for Sweepstakes and Conformation competition with a maximum budget of \$1000.

NOTE: All Specialty expense receipts must be given to the Specialty Treasurer within 60 days after conclusion of the Specialty to receive reimbursement.

FUND-RAISING

STANDING RULES-

A raffle shall not be conducted during a National Specialty in any state that prohibit any type of raffle. Raffles may be held in those states which allow charitable gaming after following all rules and laws regarding a raffle.

Profits from a fund-raising event shall be submitted to the AMA General Fund Treasurer during the event to be placed in restricted funds. At no time should funds from fundraising activities be given to the Specialty Treasurer.

All monies turned over to the AMA Treasurer should be counted by both the committee chair and Treasurer. The committee chair shall obtain a receipt for all monies turned over to the Treasurer at the time the funds are counted and turned over.

Tables for fund-raising may be set up in the Hospitality area and/or the show room on the day determined by the Show Chair.

Winners will not be announced over the microphone in the show room. The announcer may make periodic reminders from the podium of the fundraising event including the time the Event closes and where to pick up items.

All boxes, paper and unclaimed items set up in the show room shall be removed after the fund-raising event is completed.

Organizing the Fund-raising Committee

Any AMA Committee may choose to hold a fundraising event during the annual National Specialty. The committee chair should recruit volunteers to help with organizing, planning, transportation of items, set-up, clean-up and manning tables during the fundraising event. The Event/Activities Show Chair will determine the day the fund-raising event is held in order to accommodate all Committees that wish to participate in a separate fund-raising activity.

Assign Responsibilities/Plan

Assign specific responsibilities to committee members. Determine a location where donors can ship their donations. Assign someone to receive, store and transport donations to the show site. Organize the donations at the show site and keep donations properly identified and segregated from other items stored at the show site. Special attention should be paid to prevent the inadvertent mixing of donations for all other fund-raising events.

Solicit Donations

Solicit donations of items to be raffled or auctioned at the show site. Send donation information to the Specialty Publication committee for monthly ads in the newsletter. Send thank-you notes to donors as items are received. Maintain a list of items donated and pledged. Provide the Event/Activities Show Chair with an approximate number of tables that will be required at the show site that will hold donated items and allow space for clipboards or cups for tickets. Provide the list of donors to the Event/Activities Show Chair for publication in the Specialty catalog.

Fund Raising Event

Set up the donated items and organize the tables the evening before the fund-raising event. You may develop a timetable to assign committee members and other volunteers to work times throughout the event. After winners or winning tickets are identified, supervise the pick-up of donated items to prevent items from disappearing. If raffle tickets are sold, the winners should present their ticket stub that matches the winning ticket for each item claimed.

Clean-Up

After the conclusion of the fund raiser, remove all trash, boxes and unclaimed items from the location of the fund raiser. The area should be clean two (2) to three (3) hours after the conclusion of the fund raiser. Donated items that are unclaimed should be removed to a safe storage area.

Unclaimed items should be inventoried and turned over to the committee chair for the following year. If monetary value of unclaimed items does not warrant the shipping expense to the committee chair for the following year, the current committee chair may donate the unclaimed items to the Auction Committee chair. Any profits made from the unclaimed items will be earmarked for the general account. Be sure to track any last minute donations received at the show site and follow up with thank-you cards.

NOTE: All Specialty expense receipts must be submitted to the Specialty Treasurer within 60 days after conclusion of the Specialty to receive reimbursement.

RESCUE PARADE

STANDING RULES_

The maximum number of Maltese allowed to participate in a Parade of Rescue Dogs is eight (8) with a maximum of approximately two (2) minutes per rescue dog

Contact the American Maltese Rescue organization and ask if the group will be participating. The parade is the sole responsibility of this organization.

SPECIALTY REGISTRAR

STANDING RULES -

There will be a registrar for each specialty to handle all registrations and fees. The registrar will forward all specialty monies to the Specialty Treasurer.

The registrar will be a member of the AMA.

There will be an individual pre-registration for all AMA Specialties. There will be one registration form which will include the following: Banquet and Luncheon information and fees, Seminar information, AMA Welcome Party information and fees, catalog pre-sales information and cost, trophy donation information, etc. Registrants can pay for everything on the registration form with one check made out to the American Maltese Association in US funds.

For all AMA Specialties, there shall be a \$20.00 fee for non-members. This fee will entitle nonmembers to AMA funded social events. AMA members, in good standing, will not have to pay this fee as it is included in their membership dues.

Note: registration forms are not to be published in the Specialty Premium List.

The AMA PayPal account may be used to invoice those that want to pay via credit card. The Registrar is to add a 5% convenience fee to cover all fees charged by PayPal.

Collection of Money by Specialty Treasurer

1. The Specialty Registrar handles all registration sheets and monies collected for:
 - The AMA Welcome Party – (Cost for food selections if not privately funded) Banquet – (Detailed menu selections + cost for each selection)
 - Luncheon – (Detailed menu selections + cost for each selection)
 - Box Lunch – (Menu choices and + costs)
 - Educational Seminar Registration
 - Trophy Fund Donations
 - Catalog Pre-orders
 - Non-Member Registration Fees

Responsibilities of the Specialty Treasurer

1. The Specialty Registrar will provide the Specialty registration forms to the newsletter Editor five to six months (specific date determined by the Show Chair) prior to the National Specialty. Registration forms will be included in the “Specialty Rx Issue” which will be emailed/mailed to all members.
2. The Specialty Registrar will also email/mail the registration forms to non-members who have attended specialties within the previous five years including a flyer giving contact

and shipping information for the general auction, health, rescue and other fund raising events.

3. The Specialty Registrar will provide a pdf copy of the forms to the AMA web master to be posted on the AMA web site.
4. The following Information is to be included in the Specialty Rx Issue:
 - Specialty date and Tentative Schedule of Events
 - Welcome page with information on the area and the hotel
 - Specialty registration forms
 - Catalog ad forms
 - Promotional sales pre-order forms
 - A list of all committees and person in charge of each committee with addresses and telephone numbers.
 - Auction donation information
 - Trophy donation information
 - Show Secretary contact information
 -

Registration Deadlines

1. The Registrar will work with the Show Chairman to select a deadline date for submission of registrations. Make sure the deadline date is on the registration form where it is very noticeable! In order not to exclude those who have not been able to comply with the deadline to submit a registration the Registrar and the Event/Activities Show Chair shall determine how late is too late to add participants and how many late registrations can be accommodated.
2. In deciding on a "last call" date it is important to remember that the registration deadline is important for more than just a headcount. Although the hotel often allows extra orders even up until mealtime, the Committee Chair for the, AMA Welcome reception and The Hospitality Chair will need to know how many to prepare for. Table favors also must be made ahead of time in order to provide sufficient rounds for the number of attendees.
3. Once a final date is determined for late registrations it is critical to abide by that date. One single person who asks to participate the day of may still be accommodated, but an additional 10 people cannot. If you accept a late registration and there is no time for the fees and form to be overnighted to the registrar, best practices call for the person who is late to ensure s/he finds the Registrar with cash and already filled out forms, to minimize interruptions of other responsibilities.
4. Do not accept a promise to pay at the Event by overseas attendees. Ensure they send payment in U.S. funds for the exact amount early enough that it is received prior to the deadline.
5. The AMA does not accept credit card payments.
6. Make copies of all registrations, checks and money orders for your files and for AMA records.
7. A registration form must be completed by everyone that attends any AMA function - even if it is done so at the last minute at the Specialty for emergency reasons. Extra registration forms should be taken to the Specialty with you to make sure this happens.
8. No one will receive a Hospitality bag that has not pre-registered. Those who are accepted after the deadline should be informed that they will not receive a bag.
9. Spectators for just the days of the Sweepstakes or Regular Classes do not have to

register or pay a fee.

10. Do not hold checks! Send checks and a list of Donors and the item(s) donated to the Specialty Treasurer every week. Please make a copy of the back of the registration sheet (the summary portion) with the person's name listed and send the copy along with the check to the Specialty Treasurer. Please do not send photos of forms to the Treasurer. If you must take a photo in lieu of a copy or scanning the item, keep the photo for your own records and forward the original registration to the Treasurer.
11. Please keep all Committee Chairs informed and updated about registration issues, including numbers attending to those who rely on attendance.
12. Provide a trophy donation list to the Newsletter Editor and the Trophy Chair on a monthly basis. Make sure you provide the information prior to the deadline for publication that month.. The trophy donation list should only have the total amount donated. It should not be broken out to reflect the amounts donated by each person.

Keeping Track of Registrations

Keeping an accurate and cumulative tally of registrations as they are received is a critical responsibility for the Specialty Registrar. Several different classes of information must be provided to others on a routine and continuing basis. This information includes:

1. **Hospitality** – Maintain a list of attendee names and their date of arrival for the hospitality committee. If the date of arrival is not indicated on a form an estimate may be made by glancing at the events the person has checked to attend. While this date is helpful and we encourage everyone to provide it, it is not critical. Email the list to the Hospitality Chair at least once a month and more often as the date of the Event approaches. Provide a final sign-up sheet to the Specialty Chair and Hospitality Chair to be used for registration sign in.
2. **AMA Welcome Party** - Keep a list of attendees who sign up for the AMA Welcome Reception. Provide this list on a monthly or bi-weekly basis to the Committee Chair for the Reception. Supply a final sign-up sheet to the Specialty Chair and AMA Welcome Committee Chair to be used for registration sign in.
3. **Awards Banquet and Luncheon** – Maintain a list of attendees who sign up for the Awards Banquet and a separate list for the Luncheon. Provide this list at least monthly and then more often as the Event gets closer to the Chairs of the Banquet and Luncheon Committees. Supply a final sign-up sheet to the Show Chair, Awards Banquet and Luncheon Chairs for their use as registration sign in.
4. **Catalog Pre-Orders** – Provide a list of attendees who have pre-ordered catalogs to pick up at the Event. Also prepare mailing labels for those who have pre-ordered catalogs but want them mailed. Supply these lists monthly and then more often as the Event date gets closer the Chair of the Catalog Committee. Please coordinate with the Show Secretary regarding the number of catalogs to be ordered prior to the deadline for printing. The number of catalogs ordered is dependent on the Registrar's information about those who have indicated a desire to purchase one. Please provide the Show Secretary with accurate and timely information regularly. Provide a final sign-up sheet to the Specialty Chair to be used to distribute pre-ordered catalogs.
5. **Trophy Donations** – Maintain a list of the trophy donors and what they donated (item or money) if that information is provided on the registration form. This information must be sent frequently to both the Event/Activities Show Chair and the Trophy Chair so they can complete other tasks. Keep a separate list of the amounts collected for the Specialty Treasurer.

Nametags

1. Nametags are to be provided for all attendees. In addition to their names and locations, these name tags should be coded to represent the individual events the person has signed up and paid for. The name tags should indicate the events they are attending as well as their menu selections for those events.
2. A template is supplied to prepare these name tags. The name tag will have both the Specialty Logo and the AMA Logo (one in each of the upper corners). Name tags should also indicate the attendee's name, if they are a member or a guest, board members, Specialty Committee Chairs, and Committee Members

NOTE: All Specialty expense receipts must be given to the Specialty Treasurer within 60 days after conclusion of the Specialty to receive reimbursement.

TROPHIES

STANDING RULES -

There is a separate fund for the “Rena Martin Best Bred-by-Exhibitor Trophy.” The Trophy Chair for the National Specialty shall contact the AMA Awards Committee Chair and remind them to buy this trophy each year. The Awards Committee Chair shall be responsible for ensuring the trophy is present at the show, providing the Trophy Chair with details of this trophy, and for submitting the trophy details to the AKC Show Chair for printing in the premium list and catalog.

All funds donated specifically for trophies must be used for trophies. If there are any excess trophy funds in any one year those funds shall be specifically designated as excess trophy funds and submitted to the AMA Specialty Treasurer for trophy use at the next National Specialty.

Excess trophies are to be inventoried by the Trophy Chair at the conclusion of each Specialty. Please provide a copy of this inventory to the AMA President and Specialty Advisory Committee Chair. Any excess trophies shall be sent to the following year’s Specialty Show Chair. EXCESS TROPHIES SHALL NOT BE SOLD OR USED AS A PRIZE AT THE CURRENT YEAR’S SPECIALTY.

Excess trophies shall be sold at the following year’s Specialty. Any funds generated from the sale of these trophies will be applied to the trophy fund for the next year.

National Specialty winners (BOB, BOS, WD, WB, Best in Sweeps, and High in Trial) will be printed in the Maltese Newsletter, free of charge. These pages will be given at the National Specialty as AMA trophies as follows:

BOB - Front Cover – ½ price

WD, WB, BOS, Best in Sweeps, and High in Trial - 1/2 Page Winners need not be AMA members to qualify. Ads must be received by the deadline of the designated Specialty issue. These pages will be paid for by the AMA general fund. Certificates for these awards should be presented in the ring along with the other trophies and listed in the premium list and catalog as prizes contributed by the AMA.

Donations

1. Trophy Donations may be provided in two different ways. The membership renewal form has a place for donations to trophies and the Specialty registration form has a space for donations to the AMA Trophy fund. The Specialty Treasurer will receive the trophy donations checks that are received by the Specialty Registrar.
2. Funds left over from the previous year’s AMA Trophy Fund are

available for the current year's Specialty.

3. The Trophy Chair shall coordinate with the Publicity Chair and AKC Show Chair to place information requesting trophy donations into the Maltese Newsletter. This should be done on a continual basis for months ahead of the specialty if the Trophy Chair receives any trophies or trophy donations s/he shall provide the names and what was donated to the Specialty Registrar to be included in the Registrar's list.
4. In addition to money donations, actual trophies may be donated to the Specialty. The deadline for trophy donations other than money shall be established for a date that allows for a description of the donation and identity of the Donor to be provided to the Registrar and Show Secretary so the information is printed in the premium list and the catalog. Ask the AKC Show Chair to provide you with the specific cut-off dates for your Specialty.

Every effort should be made to assure that all trophy donations are included in the Premium List.

Trophy Selection

1. The AMA Trophy Committee Chair and the members of the Committee select and obtain the trophies which are awarded by the AMA for all class placements as well as WB, WD, BOW BOS and BOB placements awarded in Conformation. They are also responsible for all awards and trophies presented in Companion Events and Sweepstakes. These trophies are funded solely with contributions made to the Trophy Fund and they are listed in the Premium List and Catalog as "Offered by The Trophy Fund Contributors"
2. If volunteer labor is supplied in the creation of these trophies, a special acknowledgement should be made to the person supplying the labor.
3. Coordinate with the AKC Show Chair to determine what trophies will be purchased. Ensure that the proposed costs for all trophies are within the dollar amounts budgeted for trophies in the Specialty Budget. Any deviations from this amount will require Board approval which is not guaranteed
4. When seeking out specific trophies, please request an itemized proposal from the selected trophy vendor including the individual costs per trophy, making sure the price is within the budget provided. Upon selection of the trophy supplier, develop a contract which includes all terms of the transaction. Include a date in the contract that trophies will be completed, and the consequences if the date is not met. This date should be several months before the actual Specialty. The contract will then be submitted to for approval by the AMA Board. If approved, the AMA President will sign it.

If, for some unforeseen reason, the trophy that you have printed in the premium cannot be available, the AMA has the right to substitute a trophy of similar value. This disclaimer is always printed in the premium and catalog.

5. The trophies that you will need which will be designated as donated by "Trophy Fund Contributors" are as follows:

Conformation Trophies

Best of Breed
Best of Opposite
Sex Best of
Winners
Award of Merit - Amount varies - one for every 6 specials entered
Winners Dog
Winners Bitch
Best in Bred by Exhibitor Classes
Reserve Winners Dog
Reserve Winners Bitch
Puppy 6-9 Dog & Bitch (8 placements - 4 for dogs, 4 for bitches)
Bred by Puppy 6-12 mo. (8 placements - 4 for dogs, 4 for bitches)
Puppy 12-18 Dog & Bitch (8 placements - 4 for dogs, 4 for bitches)
Novice Class Dog & Bitch (8 placements - 4 for dogs, 4 for bitches)
American Bred Class Dog & Bitch (8 placements - 4 for dogs, 4 for bitches)
Bred by Exhibitor Class Dog & Bitch (8 placements - 4 for dogs, 4 for bitches)
Open Dog & Bitch (8 placements - 4 for dogs, 4 for bitches)

Special Classes ***

(These are non-regular classes and are different colored ribbons)

Veteran Dog & Bitch (8 placements - 4 for dogs, 4 for bitches)
Stud Dog Class (4 placements)
Brood Bitch Class (4 placements)
Brace Class (4 placements)

*** You will not normally have 4 entered in each of these classes, but you must provide the ribbons just in case there are that many entries. Limit the trophies to just 1st place in these classes.

Junior Showmanship

Best Junior Handler
Novice Junior, Novice Senior, Open Junior, Open Senior (4 placements in each class)

Obedience

It is best to plan obedience awards that can be picked up after knowing the entry count

Highest Scoring Dog in Regular Classes
(This trophy & ribbon should be equivalent to Best of Breed)
Highest Combined Score in Open B & Utility
(This trophy & ribbon should be equivalent to Best of Opposite Sex)
First - Fourth in Each Obedience Class should receive a trophy

Rally

It is best to plan rally awards that can be picked up after knowing the entry count

High Triple Score (This trophy and ribbon should be equivalent to Best of Breed)
High Combined Score in Rally Excellent & Rally Advanced (This trophy and ribbon should be equivalent to Best of Opposite Sex)

Each qualifying score
Each class (4 placements – 1st through 4th)

Each qualifying score
Each class (4 placements – 1st through 4th)

Sweepstakes

Best in Sweepstakes
Best Puppy in
Sweepstakes Best Junior
in Sweepstakes
Puppy 6-9 Dog & Bitch (8 placements - 4 for dogs, 4 for bitches)
Puppy 9-12 Dog & Bitch (8 placements - 4 for dogs, 4 for bitches)
Puppy 12-15 Dog & Bitch (8 placements - 4 for dogs, 4 for bitches)
Puppy 15-18 Dog & Bitch (8 placements - 4 for dogs, 4 for bitches)

Sweepstake class placements receive a cash payout. These envelopes will be prepared by the Show Secretary or Specialty Treasurer. Make sure you have these envelopes for the judge to hand out. Because of the cash prizes Sweepstake trophies should be of lesser value than regular class trophies. Often, items are donated for Sweepstakes (dog beds, spray bottles, brushes, bows, tack boxes, etc.)

Create certificates for the AMA newsletter advertising trophies for (BOB, BOS, Best in Sweeps, and High in Trial) to be presented in the ring to the winners.

Deadlines

The premium list printing and the catalog printing are the same deadline for the printing of trophy donations and donors. What is printed in the premium list, must be printed in the catalog and cannot be added to. Make sure that you coordinate with the Event/Activities Show Chair about deadlines and get them the list of your trophies and donors in plenty of time for submission. to the Show Superintendent/Secretary for printing of the Premium List.

Excess Trophies

Excess trophies are to be inventoried with a list sent to the Specialty Advisor Committee Chair and the AMA President. Excess trophies are then to be sent to the next year's Specialty Event/Activities Show Chair to be sold at that Specialty with the profits given to the Specialty Treasurer for the AMA Trophy fund. **EXCESS TROPHIES CANNOT BE SOLD AT THE CURRENT YEAR'S SPECIALTY.**

NOTE: All Specialty expense receipts must be submitted to the Specialty Treasurer within 60 days after conclusion of the Specialty to receive reimbursement.

VENDORS

STANDING RULES -

All checks and money orders are made payable to the American Maltese Association in U.S. funds.

Vendors MUST carry liability insurance and provide the AMA with a certificate of proof. Vendor Liability Insurance needed due to a specific Hotel's requirements must obtain and complete the form provided by the Hotel. A copy of the Hotel Form, if any, must be submitted with the vendor packet for the AMA.

Vendor Chair Duties – Planning

Please see the Appendix for a sample vendor agreement.

1. Contact Show/Vendor Chair from previous specialty to obtain a list of Specialty Vendors. Contact these vendors and ask them if they would like to participate.
2. Coordinate with the Event/Activities Show Chair and hotel to determine amount of vendor space available and location. Also check with the hotel for local fire code restrictions and availability of electrical outlets in the vendor space
3. The charge for vendor space will be determined each year and approved by the AMA Board. A vendor contract must be completed and submitted by each vendor. Space will not be held for any vendor until their contract has been signed and payment has been made in full. A copy of all signed contracts should be submitted to the Event/Activities Show Chair and Specialty Advisory Committee Chair prior to the Specialty.
4. Any charges from the Hotel for electricity or set-up for vendors must be added to the cost per table for the vendor.
5. When contacting vendors regarding space available, ask them at that time if they would consider donating an item to the AMA auction.
6. Table size should be a standard table of 6 feet. Notify the Event/Activities Show Chair of the number of vendors who have committed and how many tables you will require. Some vendors will require electricity and this needs to be determined and set-up with the hotel in advance.
7. If floor plans of the vendor space are available from the hotel, provide maps showing the area and the general layout for the vendors. Obtain from the Event/Activities Show Chair and provide to each vendor the set-up and tear-down times. These times are usually set by the Hotel depending on their use of the space before and after the Specialty.
8. Vendor cancellations will be accepted up to 90 days prior to the Specialty Event for full refund. Any vendor canceling less than 90 days before the Event will not receive a refund. A vendor owing money to the AMA will not be permitted to participate in any Specialty until their account is paid in full.

9. All vendors must pay for the number of tables they request. Table fees cannot be substituted in lieu of services (i.e. catalog ads, advertisement, etc.)
10. The vendor application deadline is set by the Vendor Chair.
11. As checks are received from vendors, make copies of the checks, applications and insurance documents, and forward the originals to the Specialty Treasurer with copies to the Specialty Advisory Committee Chair and Show Chairman. Checks are to be forwarded to the Specialty Treasurer.

On-Site Preparation

1. Put signs on tables indicating which vendor is at what table. Table assignments are made at the discretion of the Vendor Chair.
2. Be available to vendors during set-up and help resolve any problems which might arise. You may need to unlock the space in the mornings and lock the space at the conclusion of scheduled events daily.

NOTE: All Specialty expense receipts must be submitted to the Specialty Treasurer within 60 days after conclusion of the Specialty to receive reimbursement.

AMA WELCOME PARTY

STANDING RULES_-

You may accept contributions from individuals, dog food, or dog product related companies, Top N

*ch Toy Magazine, etc. to help bear the cost of this reception. All contributions must be collected five months prior to the Specialty so the attendee cost can be determined prior to the Specialty Registration Form that will be printed in the Specialty Newsletter. **PROMISES OF DONATIONS ARE NOT ACCEPTABLE. DONATION MUST BE RECEIVED PRIOR TO EVENT***

The “AMA Welcome Party” is the “kick-off” social event held at the beginning of the Specialty week. It is an opportunity for attendees to gather with friends old and new and have fun. The AMA Welcome Party was privately funded in past years, but it has become difficult to find sponsors. The AMA Welcome Party may be funded in one (1) of three (3) ways:

- a) Entirely by private sponsorship.
- b) A combination of private sponsorship with the balance being paid by a per- person fee.
- c) A per-person fee to cover the entire cost of the Event.

The AMA Welcome Party is not intended to be a sit-down dinner party. It is a welcome reception consisting of hors d' oeuvres, wine and cheese, or something similar. Plan the party should begin at approximately 7-8 pm.

Entertainment can be provided. However, keep in mind that the cost will have to be covered by donations or charged pro-rata to each person attending.

Special consideration should be made to include any sponsors or donors in the planning of this Event.

Sponsors may give different amounts of money. However, the amount given by each sponsor is confidential and not public information. All money donations received must be identified as to the party making the donation, how much and ear-marked for the AMA Welcome party. All funds with identifying information must be sent to the Specialty Treasurer and must be received five months prior to the Specialty.

Hotel Contract - When the hotel contract is negotiated a location appropriate for a reception will be included. The Event/Activities Show Chair will have the details on the location, and the food and drink available.

Food options will be provided for the AMA Welcome Chair to choose as part of the reception planning. If donations have been received for [AMA](#)

Welcome Party, they will be used to defray the per person cost, if any.

Entry to the AMA Welcome Party must be monitored for the entire time food is being served. Each attendee's name tag will have a sticker on it indicating they have paid to attend the reception. Entry should be through only one entrance to ensure accurate monitoring. If there are additional doors, request the hotel keep these doors locked or have a monitor at each door. A list of all those registered to attend will be provided to the committee chair. **NO ONE WILL BE ALLOWED TO ENTER THAT DOES NOT HAVE A NAME TAG AND IS NOT ON THE LIST OF REGISTERED ATTENDEES. Please enlist your committee members to assist with monitoring, signing in and answering questions at the door.**

Coordinate with Event/Activities Show Chair to include a thank-you to all AMA Welcome Party sponsors, if any, in the Show Catalog. Submit an article to the Newsletter thanking the sponsors and participants. In addition, send thank-you notes to all Sponsors.

NOTE: All Specialty expense receipts must be submitted to the Specialty Treasurer within 60 days after conclusion of the Specialty to receive reimbursement.

SPECIALTY TREASURER

STANDING RULES-

There will be a separate permanent, National Specialty Treasurer to handle all funds for all Nationals Specialties. The specialty Treasurer position is a Board appointed position.

The Specialty funds account will be a joint account with the AMA Treasurer and will be labeled "Specialty Funds Account."

The Specialty Funds Account will hold \$7,500 seed money from the AMA General Fund account. This money is to be used for expense advances prior to the National Specialty. At the close of a Specialty, 'profits' (funds exceeding this \$7,500 seed money) will be put back into the general fund account to be used for the operation of the club.

All final receipts and records, as well as funds earned from the AMA Specialty must be sent to the AMA Specialty Treasurer within 60 days from the date of the Specialty. If the deadline cannot be met, an extension may be granted by applying, in writing, to the AMA Specialty Treasurer.

The Specialty Treasurer will submit a Final Specialty Budget Report to the Board of Directors and Specialty Advisory Committee within 90 days of the Specialty.

All checks or money orders shall be made payable to the American Maltese Association in US Funds.

No money donation may be solicited towards a National Specialty until the previous National Specialty has been completed.

Specialty Account

1. The Specialty Treasurer is responsible to maintain the AMA Specialty account for each national Specialty. A total of \$7,500 seed money will be provided from the general account as start-up funds. Each Show Chair must submit a proposed budget for their show. Once the budget has been approved by the AMA board, the approved budget will be provided. At that time, the Specialty Treasurer may reimburse the costs associated with the show with the appropriate receipts and invoices. The Specialty Treasurer will pay all the approved costs and forward any profits above the \$7,500 seed money to the AMA general Treasurer.
2. The Specialty Treasurer should submit monthly reports to the AMA Board.

3. The Specialty Treasurer should maintain accurate records and keep receipts for 7 years for auditing purposes. AMA accounts are audited annually.

Reimbursement of Funds

1. When a show committee person submits receipts or invoices for money spent, the Specialty Treasurer should issue a check if the expenses do not exceed the amounts approved on the budget. If the Specialty Treasurer receives a request for reimbursement that is either over the approved budget line item or not covered in the budget, contact the Show Chair and the Board for further direction; do not pay the amount until a resolution has been reached.
2. An example of a form is provided within the Specialty Guidelines for expense reimbursement.

During the Specialty

1. The Specialty Treasurer must attend each National Specialty show. Con
fer with the Event/Activities Show Chair to determine which committees will need start-up change during the week. Provide start-up bills (change is not generally required) and money bags if available to the committee chairs. Each committee chair should sign a receipt detailing the amount of money provided.
2. During the events, some committees will need to turn-in monies on more than one occasion. Arrange a quiet place to meet the committee chair to conduct business. Both the chair and Specialty Treasurer should count monies/checks submitted. The Specialty Treasurer should then issue a receipt to the committee chair for the money/checks they turn-in. The committee chair list the checks with the check number and amounts prior to turning in the checks. The Specialty Treasurer should communicate with the various committee chairs prior to the show so that each chair understands how the monies will be handled.
3. At the conclusion of the show, the hotel may require payment at that time or may bill the club at a later date. To avoid traveling with a large sum of money, the Specialty Treasurer should attempt to make a bank deposit if a branch is available.

After the Specialty

1. The Specialty Treasurer should ensure all bills associated with the Specialty are paid. The Event/Activities Show Chair should be able to assist the Specialty Treasurer and prompt the show committee to forward

invoices promptly after the show (within 60 days) if receipts were not previously submitted.

2. The Specialty Treasurer will prepare and submit a final report to the AMA board and copy both Show Chairs within 90 days of the conclusion of the Specialty.

APPENDIX

Sample Conformation Judge Contract



American Maltese Association

_____, Recording Secretary

_____(date)_____

Judges name: _____

Dear M _____:

We are pleased to confirm your judging assignment for the American Maltese Association's National Specialty Show in _(location) _____, on _(date) _____ 20___. You will be judging:

All Conformation classes and Junior Showmanship

We also invite you to our awards banquet on _____, as our guest.

As discussed, we ask that you not judge Maltese at any AKC show for three months prior to this event.

Our AKC Conformation show chairperson is _____. (S)he can be reached at _____ . Contact phone number is _____.

Our event is being held at the _____ Hotel, _(location) _____.

Please sign and date one copy of this letter and return in the enclosed envelope at your earliest convenience. We look forward to having you with us at our 2019 American Maltese Association's National Specialty! Please provide us with an emergency contact while you are with us:

Phone: _____ **Name:** _____

Agreed Judging Terms and fees:

Fee: Judging fee— (Fee) _____, two nights free lodging our Host Hotel, and reasonable expenses including meals and transportation if needed.

Acceptance of Assignment: _____
Signature **Date**

Sincerely,

_____, AMA Recording Secretary

Sample Sweepstakes Judging Contract



American Maltese Association

_____, Recording Secretary
_____, Address

Judges name: _____

_____(date)_____

Dear M _____:

We are pleased to confirm your judging assignment for the American Maltese Association's National Specialty Show in _(location)_____, on _(date)_____ 20__. You will be judging:

All Conformation classes and Junior Showmanship

We also invite you to our awards banquet on _____, as our guest.

As discussed, we ask that you not judge Maltese at any AKC show for three months prior to this event.

Our AKC Conformation show chairperson is _____. (S)he can be reached at _____ . Contact phone number is _____.

Our event is being held at the _____ Hotel, _(location)_____.

Please sign and date one copy of this letter and return in the enclosed envelope at your earliest convenience. We look forward to having you with us at our 2019 American Maltese Association's National Specialty!

Please provide us with an emergency contact while you are with us:

Phone: _____ **Name:** _____

Agreed Judging Terms and fees:

Fee: Judging fee— (Fee) _____, two nights free lodging our Host Hotel, and reasonable expenses including meals and transportation if needed.

Acceptance of Assignment: _____

Signature

Date

Sincerely,

_____, AMA Recording Secretary

AMA Hotel Standing Rules

- A committee has been appointed and random room inspections **will be conducted daily!** For individuals that are traveling by air, arrangements can be made with the hotel to ship crates/x-pens in advance. Dogs will not be allowed to run loose in rooms.
- Dogs must always be crated in guest rooms.
- No more than a maximum of 6 dogs per room.
- Dogs are to be exercised in designated areas only.
- Balconies and patios are not to be used to exercise dogs.
- Rooms are to be free of dog odors and hair.
- Dogs may not be walked through the lobby or in the hallways, they must be carried to the designated exercise areas. No exceptions.
- Crates and equipment are not to restrict housekeeping from performing daily housekeeping duties. "DO NOT DISTURB" signs are not to be posted on rooms having dogs.
- Plastic sheeting must be placed under all crates, x-pens, etc. and changed on a regular basis. Additional sheeting may be obtained in the hospitality area.
- Dogs are not allowed in the lobby, restaurant areas and other public areas including pools and outside decks.
- Dogs are always to be leashed when not in crates.
- Owners will be requested to remove their dogs from the hotel if they create a nuisance, cause a disturbance, or are responsible for damage to the hotel. This is determined by hotel management.

All owners/exhibitors found in violation of the above will be subject to disciplinary action by the rules of the American Kennel Club in addition to being held financially responsible for damages.

Due to legal changes, this is only a sample

Sample Vendor Application

20-- National Specialty Hotel Name
Hotel Location/Address Date:

Name of Business/Person _____

Address _____

City _____ State _____ Zip _____

Home Phone _____

Fax Number _____ Tax ID # _____

Email _____

Describe your product or service _____

Number of spaces (tables) required @ \$200.00 each _____ x \$200.00 = _____

Vendor space will be available on a first come, first serve basis. Full payment must be made to the AMA to hold a vendor space. Vendor cancellations will be accepted up to 90 days prior to the Specialty Event. Any vendor canceling after this 90 day period will be responsible for their full vendor fee. A vendor owing money to the AMA will not be permitted to participate in current or future Specialties. Please make checks payable to the American Maltese Association in U.S. funds.

I will require electricity ___ Yes ___ No. Please bring your own extension cords.

Set-up time will be on _____ starting at ----- am and tear down immediately after Specialty judging on _____.

No removing of setup before completion of BIS judging. Setups must be removed within one hour of completion of all Conformation Judging.

If you would like to donate an auction item (which would be acknowledged in our catalog), please list item _____.

I _____, agree to indemnify and hold harmless the American Maltese Association and the (hotel name) Hotel from and against all claims, liabilities, losses, damages, costs or expenses of any kind (including attorneys fees) which may arise as a result of injuries caused by the negligence associated with my product or setup. The aforementioned groups will not be responsible for any loss to commercial booths or products brought upon by theft, breakage or malfunctions. Vendors will be responsible for the actions of any dogs and/or children they bring with them.

Vendor _____ AMA Vendor Chair _____

Date _____

Date _____

Vendor Agreement

The 2011 American Maltese Association (“AMA”) National Specialty will be held in Ft. Worth Texas, at the DFW Marriott Hotel and Golf Club at Champions Circle. All tables will be located in the open Foyer area in front of the main ballrooms. Every table will have a great location.

The fee for all three days is \$200 for each eight foot table. Please secure your reservations early as space is limited. Space Assignments will be made by the Vendor Chair. We can only reserve your space upon receipt of full payment which must be received by February 28, 2011.

The hotel will provide each vendor with an 8 foot table draped with a full length skirt. We have designed the area to include space both between you and other Vendors and behind your area. The spaces are along the walk-way with a wall behind you. Please see the exhibit attached.

Electric outlets will be supplied in designated areas to share. No electric cords may run across any walk-way to connect to a power outlet. Power outlets are limited.

The Hotel will permit vendors to ship items to the hotel with the following restrictions:

- Boxes may be shipped not more than 72 business hours prior to the event. There is a handling fee of \$5.00 plus tax per item for all items that can be shelf stored. The fee for items such as pallets and crates will be \$25.00 plus tax per item.

- All boxes should be shipped to the hotel ***in care of the Event Manager for the American Maltese Association National Specialty***, and marked with the vendor's name or business name as a return address. You must clearly mark the boxes to be stored/held as part of the AMA Specialty. The hotel will store the boxes in a room set aside for AMA storage.

The DFW Marriott Hotel and Golf Club at Champions Circle will offer the AMA hotel room rate to all participating vendors. Please let the hotel know you are with the AMA block to get the discount. Reservations can be made by calling 1-888-236-2427.

Vendor cancellations will be accepted up to 60 days prior to the Specialty Event for one- half refund. Any vendor canceling after this 60 day period will be responsible for their full vendor fee. Fees collected for one Specialty may not be applied to the following year's Specialty.

Vendors may begin setting up at 5:00 PM on Wednesday, April 27, 2011. We have the space contracted until 5:00 PM on Sunday May 1, 2011.

Neither the DFW Marriott Hotel and Golf Club at Champions Circle nor the AMA will take responsibility for lost or stolen items. ***Vendors are required to provide proof of insurance with this application.***

HOLD HARMLESS AGREEMENT

This Agreement is made by and between the American Maltese Association (“AMA”) and the undersigned outside Independent Contractor (“Contractor”). The parties hereby agree as follows:

INDEMNITY:

A. Contractor, including, without limitation, its affiliates, agrees to indemnify, defend and hold harmless the AMA and its respective members, officers, agents, directors, employees, volunteers, members, affiliates, insurers, successors, or assigns (collectively, the “Indemnitees”) from and against all loss, claims, demands, actions or causes of action, liabilities, damages, fines, expenses, costs of whatsoever nature (including reasonable attorney’s fees and costs) whether by reason of death or injury to any person or loss of or damage to any property or otherwise (“Claims”) including Claims which may be asserted by third parties, arising out of, resulting from or in any way connected with, in whole or in part: (a) any breach of this Agreement by Contractor; (b) the activities of Contractor (or any of its employees, agents, exhibitors, guests, invitees or attendees) at the DFW Marriott Hotel and Golf Club at Champions Circle for the AMA 2011 National Specialty (“the Event”) or any related act or failure to act by Contractor or its agents (including but not limited to any omission or act taken or committed by Contractor in any way related to the Event).

B. Contractor agrees to carry contractual liability insurance to cover the Indemnitees for any claims arising from the indemnity provisions set forth in paragraph A above and provide the AMA a current certificate evidencing such coverage. Such insurance must name each of the Indemnitees identified in paragraph A above as an additional insured.

C. For the purpose of these indemnities, the activities of Contractor and its agents or employees at the Event shall be deemed to relate to Contractor’s activities pursuant to this Agreement whether or not such activities are within the scope of their agency or employment.

D. The AMA shall have the right to employ its own counsel and to assume its own defense in connection with any action or proceeding to which this indemnification, hold harmless, or defense obligation would be applicable, but the reasonable fees and expenses of such counsel shall be borne by Contractor and shall be paid when due.

INSURANCE:

E. Contractor understands that in order for it to provide services at the Event, Contractor must meet certain insurance requirements. A current certificate evidencing the below listed coverage is required and must be provided at least twenty (20) days’ before the Event.

- Commercial General Liability: Not less than

\$500,000/\$1,000,000 combined single limit for bodily injury and property damage. This limit is subject to change based on the scope of work.

- Employers Liability: Not less than \$500,000 combined single limit.
- Workers Compensation: In the minimum amount required by the applicable Workers' Compensation statute. In the absence of Workers Compensation insurance in Texas, evidence of an alternative employee benefit program must be provided, as well as proof that the company has legally non-subscribed to the applicable Workers Compensation Act.
- Property Insurance for Contractor's tools and equipment. In no event shall the AMA, its officers, directors, members, volunteers or agents be liable for any damage to or loss of personal property sustained by Contractor, whether or not it is insured, even if such loss is caused by the negligence of the AMA, its officers, directors, members, volunteers, or agents.

F. Contractor waives on behalf of its self and its insurers all rights against the AMA and its agents, officers, directors, members and volunteers for recovery of damages to the extent these damages are covered by its insurance regardless of deductibles and/ or limits, if any.

G. Such insurance must name the Indemnitees as an additional insured under the General liability policy.

H. Certificates of Insurance should be sent to the Vendor Chair. Failure to provide such insurance will prohibit Contractor from attending the Event.

This Agreement shall be governed by and construed in accordance with the laws of the state where the Event is located on the date this Agreement is signed. Notwithstanding termination or expiration of the Event, this Agreement shall continue to survive. This Agreement supersedes all prior agreements between the parties concerning the subject matter hereof and constitutes the entire agreement between the parties with respect thereto. This Agreement may be modified only with a written instrument duly executed by both of the parties. No waiver by any party of any breach of this Agreement shall be deemed to be a waiver of any proceeding or succeeding breach; any waiver is only valid if in writing signed by the party making the waiver. The headings and titles to the paragraphs of this Agreement are inserted for convenience only and shall not be deemed to be a part of or effect the construction or interpretation or any provision hereof. This Agreement may be executed in two originals, each of which shall be deemed to be an original, and both such originals together shall constitute but one and the same instrument.

Neither party hereto shall be deemed to be the drafter of this Agreement and, if this Agreement is construed in any court or arbitration proceeding, said court or arbitrator shall not construe this Agreement or any provision hereof against either

party as the drafter hereof. If any phrase, clause or provision of this Agreement is declared invalid or unenforceable by a court or arbitrator of competent jurisdiction, such phrase, clause or provision shall be deemed severed from this Agreement, but will not affect any other provision of this Agreement, which shall otherwise remain in full force and effect. If any restriction or limitation in this Agreement is deemed to be unreasonable, onerous or unduly restrictive by a court or arbitrator of competent jurisdiction, it shall not be stricken in its entirety and held totally void and unenforceable, but shall remain effective to the maximum extent permissible within the law of the State within which it is being construed.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date written below.

AGREED AND ACCEPTED:

AMERICAN MALTESE ASSOCIATION

CONTRACTOR

Signature

Signature

Name: _____

Name _____

Title: _____

Title _____

Date _____

American Maltese Association
National Specialty Expense Reimbursement Request

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

EMAIL: _____ Phone: _____

ALL PURCHASES/EXPENSES ARE TO BE APPROVED IN ADVANCE BY THE SPECIALTY SHOW CHAIRPERSON

NOTE: NO RECEIPTS WILL BE ACCEPTED AFTER 60 DAYS.

Complete this form in full and submit to the Specialty Treasurer. All receipts must be provided to support reimbursement request. Submit a copy to the Specialty Show Chairperson. When properly filed, a check from the Specialty Treasurer will be mailed to each person due any reimbursement.

If you are requesting advance funds, itemize the expenses and the amounts for each expense with the reason for advance funding is needed. Receipts are to be mailed to the Specialty Treasurer as soon as they are received.

ITEMIZE ALL EXPENSES AND ATTACH RECEIPTS

Signature of Committee Chairperson: _____

Date Mailed to Specialty Treasurer: _____ Total Amount _____

AMA Specialty Work Sheet

Premium List & Catalog Input

Club Name: American Maltese Association Show Dates:

AKC Show Applications Deadline: _____ (Min 26 weeks from show date)

Premium List Input Deadline: _____

Catalog & Ad Input Deadline: _____

Contact for Proofing Premium List and first pages of catalog: Show Chairs and AMA Board of Directors

Phone: _____ Email:

Please provide for the Show Secretary/Superintendent:

Club logo as a high resolution JPEG or TIFF, 300 dpi

A copy of the catalog layout as stated in the Specialty Procedures and Guidelines

A copy of previous year's premium list, judging schedule

A copy of your AKC Show Application and AKC Disaster Plan and Special Events Form

An agenda covering all days of the specialty, even if an item or 2 might change later

Please check events to be held:

_____ Regional Specialty

_____ Top Twenty or

other: _____

_____ AMA Welcome Party

X Companion Events (Obedience/Rally)

X Puppy Sweepstakes

_____ Cut down Sweepstakes

_____ Veterans Sweepstakes

X Junior Showmanship

X National Specialty Conformation

Show site Address

Name: _____

Address: _____

Phone: _____

Hospital (This will be on the AKC Disaster Plan)

Name: _____

Address: _____

Phone: _____

Veterinarian - name, address, phone, hours (This will be on the AKC Disaster Plan)

Indicate if this person will be 'on site' or 'on call'. Will need 24-hr Emergency Vet info)

____ On Site

____ On Call

Name: _____

Address: _____

Phone number: _____

After hours Emergency Vet:

Name: _____

Address: _____

Phone: _____

List Current AMA Officers and Board Members

- _____, President
- _____, Corresponding Secretary
- _____, Recording Secretary
- _____, Treasurer
- _____, Vice President East
- _____, Director East
- _____, Director East
- _____, Vice President Midwest
- _____, Director Midwest
- _____, Director Midwest
- _____, Vice President Midwest
- _____, Director West
- _____, Director West
- _____, AKC Delegate

Judge Information

Regional Specialty Judge (if applicable)

Name: _____

Address: _____

Phone: _____

AKC Judge# (can be found on the AKC website under Judge's Directory):

Sweepstakes Judge

Name: _____

Address: _____

Phone: _____

Cut Down and Veterans Sweepstakes Judge

Name: _____

Address: _____

Phone: _____

Companion Events - Obedience/Rally Judge

Name: _____

Address: _____

Phone: _____

AKC Judge# (can be found on the AKC website under Judge's Directory):

National Specialty Conformation Judge

Name: _____

Address: _____

Phone: _____

AKC Judge# (can be found on the AKC website under Judge's Directory):

_____ THIS JUDGE IS APPROVED FOR JUNIOR SHOWMANSHIP PER AKC WEBSITE

_____ THIS JUDGE IS **NOT** APPROVED FOR JUNIOR SHOWMANSHIP PER AKC WEBSITE

JUNIOR SHOWMANSHIP JUDGE (IF APPLICABLE)

Name: _____

Address: _____

Phone: _____

AKC Judge# (can be found on the AKC website under Judge's Directory):

Show Week Agenda

DATE: _____

Registration

DATE: _____

Hospitality and Registration

DATE: _____

DATE: _____

Puppy and Junior Sweepstakes

Other Special Events (ie. cut down, veteran etc.)

Luncheon

AMA Membership Meeting

DATE: _____

Hospitality

Regular judging - Junior Showmanship

Conformation - Regular & Veteran classes

Lunch

Parade of Titleholders

Parade of Rescues

Best of Breed

Best Owner Handled

Stud Dog

Brood Bitch

Best Bred by Exhibitor

Best Veteran

Reception with cash bar

Awards Dinner

Entry Fees:

Regional Specialty (If applicable):

First Entry: \$ _____

2nd Entry: \$ _____

Any other fee by class: (ie puppy class or Bred by)

Class Name: _____ Fee: \$ _____

Class Name: _____ Fee: \$ _____

Class Name: _____ Fee: \$ _____

Sweepstakes:

Puppy and Jr Sweeps: \$ _____

Cut down Sweeps: (if applicable) \$ _____ classes by sex: Champion, non-champion

Veterans: (if applicable) \$ _____ classes by sex: 7-9yr, 9+ yr

National Specialty:

First entry - \$ _____ 2nd - \$ _____

Veterans - \$ _____

Any other fee by class: (ie puppy class or Bred by)

Class Name: _____ Fee: \$ _____

Class Name: _____ Fee: \$ _____

Class Name: _____ Fee: \$ _____

Show Hours - 7:30 am to 5:00 pm each day

AMA Regional Specialty, Event Date: _____

hosted by (select one):

_____ **AMA member group**

_____ **Maltese Regional Club name:** _____

List Names and Titles of all Officers and Board Members of Regional Club Host:

Regional Show Chair Information:

Name: _____

Address: _____

Phone: _____

Email: _____

Cell Phone: _____

_____, Chief Ring Steward (required)

_____, Additional Show/Event Committee member (required)

_____, Additional Show/Event Committee member (required)

_____, Additional Show/Event Committee member (required)

_____, Additional Show/Event Committee member

_____, Additional Show/Event Committee member

Classes to be offered in both sexes:

- 6-9 mo
- 9-12 mo
- 12-15 mo
- 15-18 mo
- Bred by Exhibitor
- Bred by Exhibitor Puppy (this class is optional, 6-12mo)
- American Bred

- Open
- Non-Regular
- Veteran (eligible for Best of breed)

_____ NOHS will be offered OR _____ NOHS will **NOT** be offered

Regional Show Awards

LIST ALL AWARDS TO BE OFFERED

- _____ , Best of Breed
- _____ , Best of Opposite Sex
- _____ , Best of Winners
- _____ , Winners Dog
- _____ , Winners Bitch
- _____ , Reserve Winners Dog
- _____ , Reserve Winners Bitch
- _____ , Best Bred By
- _____ , Best Puppy
- _____ , 1st thru 4th Prize

Ribbon & Rosettes

Appropriate rosette colors for each placement and smaller in size than the AMA national specialty

AMA National AKC Show Chair name, address, phone, email, cell phone

Name: _____

Address: _____

Phone: _____

Email: _____

Cell Phone: _____

AMA National AKC Event/Activities Chair name, address, phone, email, cell phone

Name: _____

Address: _____

Phone: _____

Email: _____

Cell Phone: _____

AMA Obedience and Rally Chair name, address, phone, email

Name: _____

Address: _____

Phone: _____

Email: _____

Cell Phone: _____

Show/Event Hearing Committee

All show chairs and all Officers of the American Maltese Association

Committee Chair names

- _____, Photographer
- _____, Auction
- _____, Hospitality
- _____, Announcing
- _____, Banquet
- _____, Box Lunch
- _____, Catalog Sales
- _____, Health and Education Seminars -
- _____, Luncheon
- _____, Promotional Sales
- _____, Publicity
- _____, Rescue Fundraising
- _____, Vending
- _____, Rescue Parade
- _____, Specialty Registrar
- _____, Specialty Treasurer
- _____, Trophies
- _____, Regular Conformation
- _____, Sweepstakes
- _____, Obedience/Rally
- _____, Grounds & Room Monitor
- _____, Top Twenty Competition (IF APPLICABLE)

Others, please list:

Top Twenty Competition, (if applicable) Event Date: _____

Chair Name: _____

Address: _____

Email: _____

Phone: _____

Phone: _____

Awards:

People's Choice: _____

Judge's award: _____

AMA National Obedience & Rally Trials, Event Date: _____
Companion Events: Obedience and Rally

Awards and Trophies offered by our generous trophy fund contributors

State names of additional award donors:

Obedience High In Trial -

Obedience High Combined -

Obedience 1st-4th Placements: _____

Rally 1st-4th placements: _____

Obedience Classes to be offered:

Regular classes

Novice A Novice B Open A Open B Utility A Utility B

Optional Titling Classes:

Beginning Novice A Beginning Novice B

Rally Classes to be offered:

Novice A Novice B Advanced A Advanced B Excellent A Excellent B

Puppy and Junior Sweepstakes, Event Date: _____

AMA will retain 45% for sweeps prizes

Awards and Trophies offered by our generous trophy fund contributors

List awards and donors:

6-9 mo

- 1st _____
- 2nd _____
- 3rd _____
- 4th _____

9-12 mo

- 1st _____
- 2nd _____
- 3th _____
- 4th _____

12-15 mo

- 1st _____
- 2nd _____
- 3rd _____
- 4th _____

15-18 mo

- 1st _____
- 2nd _____
- 3rd _____
- 4th _____

Best Jr in Sweeps _____

Best Puppy in Sweeps _____

Best in Sweeps _____

Cut-Down Sweepstakes, Event Date: _____
AMA will retain 45% for sweeps prizes

Rules

A competition for Maltese that are 12 months of age or older on the day of the show and shown with a trimmed coat ('Schnauzer trim' or less).

- Hair on ears and tail may be left long.
- Neutered dogs and spayed bitches are eligible to participate.
- Dogs shown in 'Cut-Down' Sweepstakes do not need to be entered in one of the regular classes.
- The owner, breeder or agent may handle dogs.

The entry form must be marked "Cut-Down Sweeps" with the class division and must be submitted with the entry fee.

Awards and Trophies offered by our generous trophy fund contributors

List award and donor:

The following classes and prizes will offered for both sexes:

Non-Champion, placements

1st _____
2nd _____
3rd _____
4th _____

AKC Champion, placements

1st _____
2nd _____
3rd _____
4th _____

BEST IN 'CUT-DOWN' IN SWEEPS _____

BEST OPPOSITE SEX IN 'CUT-DOWN' IN SWEEPS _____

Veteran Sweepstakes, Event Date: _____

AMA will retain 45% for sweeps prizes

Rules

1. Open to all Maltese, 7 years old and older.
2. Dogs shown in Veteran Sweepstakes need not be entered in one of the regular classes.
3. Neutered dogs and spayed bitches are eligible to participate
4. Dogs may be shown in full coat or cut down

Awards and Trophies offered by our generous trophy fund contributors

List award and donor:

The following classes and awards will be offered for both sexes:

Veteran, 7 Yrs & under 9 Yrs placements

- 1st _____
- 2nd _____
- 3rd _____
- 4th _____

Veteran, 9 Yrs and older placements

- 1st _____
- 2nd _____
- 3rd _____
- 4th _____

BEST VETERAN IN SWEEPSTAKES:

BEST OF OPPOSITE SEX IN VETERAN IN SWEEPSTAKES:

National Specialty regular show Classes and awards, Date: _____

Junior Showmanship

Classes to be offered:

- Novice Class
- Open Class
- Master Class

Conformation Classes to be offered in both sexes:

- 6-9 mo
- 9-12 mo
- 12-15 mo
- 15-18 mo
- Bred by Exhibitor
- Bred by Exhibitor Puppy (this class is optional), 6-12mo
- American Bred
- Open
- Non-Regular
- Veteran (eligible for Best of breed),
- Stud Dog, Brood Bitch, Brace
- National Owner Handled Series
- Parade of Titleholders
- Rescue Dog Parade

Awards and Trophies

All Junior Showmanship Handler placements will receive

Best Junior Showmanship Handler

Reserve Best Junior Showmanship Handler (now required by AKC)

Best of Breed

'Ch. Ta-Jon's Tickle Me Silly 2011 Memorial Breeder's Challenge Trophy', offered by Tammy and John Simon. For permanent possession, the trophy must be won three times by the same breeder and owner. this award is supplied by Tammy Simon. No other perpetual trophies.

Full page ad in the Maltese Rx, offered by the American Maltese Association, Inc. or 1/2 price of the Rx Holiday Issue cover

List Additional:

Best of Opposite Sex

Half page ad in the Maltese Rx, offered by the American Maltese Association, Inc.

List Additional:

Winners Dog and Winners Bitch

Half page ad in the Maltese Rx, offered by the American Maltese Association, Inc.

List Additional:

1st through 4th placements in each Regular Class

Best Bred by Exhibitor

Engraved Silver Plated Revere Bowl in memory of Rena Martin offered by the Rena Martin Memorial Fund. This award is supplied by the Awards Committee

List Additional:

Rules for Award of Merits and Selects

Award of Merits: 1 award for every 6 best of breed entered
Select awards will **NOT** count as first awards of merits

List Additional:

Best of Breeds Owner Handled

Mary L. Day Award - offered by Kennon Hudson. Kennon is responsible to supply this award each year.

List Additional:

The following will receive a certificate of qualification to enter Crufts held in England:

- Best of Breed
- Best of Opposite Sex
- Select Dog
- Select Bitch
- Award of Merits
- Best Bred by Exhibitor

Ribbons for National Specialty

All placements - Normal AKC approved colored rosettes

Best Owner Handled - Normal AKC approved colored rosette

Additional Premium List Information

RV Parking Rules and rates

Vendor Space

Reservation Deadline: _____

Each 6' table or length: \$100.

Booth is available on a first come basis.

No pre-paid grooming

No pre-paid seating

Seminars

Date and Time: _____

Seminar Description:

Date and Time: _____

Seminar Description:

Date and Time: _____

Seminar Description:

HOTEL RULES

Random Spot Checks of exhibitor rooms may be made by AMA officers and/or designated Specialty Room monitor.

Any Exhibitor who allows his or her dogs to be loose or unattended in a room or allows their dogs to do damage to hotel property and who does not immediately contact the hotel management to make proper restitution, will be subject to Event Committee action, which could result in the loss of American Kennel Club Privileges and fine.

The Show Committee reserves the right to retain Bench Show jurisdiction over exhibitors whose names have been referred by hotels/motels as having left their rooms and/or grounds in a state that appears negligent or offensive.

Each person is responsible for cleaning up after their dogs

Plastic must be placed under dog crates in hotel rooms.

All complaints about conduct prejudicial to the sport will be dealt with in accordance with AKC rules by the Show/Event Hearing Committee.

Suggested Inside front catalog cover

Welcome
to the ___th AMA National Specialty
Held at _____

We have many events, seminars, and functions for you to enjoy.

(Include Specialty Logo)

Good Luck and thank you for your support of the AMA
Here's to having a great time, making new friends, and reconnecting with old friends.
_____, Show Chairperson