



EXPRESSIONS OF INTEREST – NATIONAL DOG SHOW

1. INTRODUCTION

Dogs New Zealand's National Dog Show alternates between the Northern, Central and Southern Regions (South Island) of New Zealand each year. The 2017 Black Hawk National Dog Show took place at the Vodafone Events Centre in Auckland. The 2018 event took place at the Wellington Exhibition Centre in Porirua. In 2019 the event was held in Blenheim. The 2020 NDS, which was scheduled to be held at the Ardmore Exhibition Centre in Auckland, was cancelled as a result of the Covid 19 pandemic. Executive Council has decided that all future events are to be chosen from Expressions of Interest.

The National Dog show is organised on behalf of DogsNZ and as such Executive Council reserves the right to alter any facet of the show and make the final decisions.

2. EVENT FORMAT

The National Dog Show is Dogs New Zealand premier breed show of the year culminating in the selection of a Best In Show winner. The event itself has the potential to deliver a spectacular display of all Dogs NZ activities and programmes providing fun and entertainment for families, dog owners and lovers alike. The event itself can incorporate fantastic competitions, pet grooming, trade stalls, dancing with dogs, obedience and agility competitions and/or displays to keep audiences of all ages entertained. The National Dog Show typically runs over 3 days but often encompasses other days of breed competitions leading into the premier event.

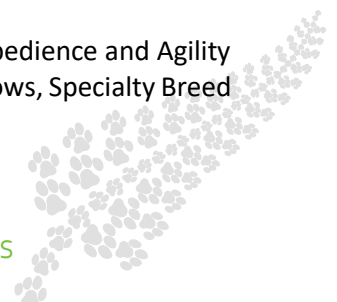
3. EXPRESSION OF INTEREST

The Executive Council requested at the June 2017 meeting a process for selecting a host and venue for future National Dog Shows should there be more than one application.

As a consequence of the above, "Expressions of Interest" are now being called for.

The Expression of Interest should be submitted as a formal letter by the local intended Event Director and provide information that is relevant to the selection criteria and event requirements, including (but not limited to) the following:

- The region (Northern, Central and Southern Regions (South Island) of New Zealand)
- The clubs (or other parties) particular interest in hosting the National Dog Show;
- The name of the host club or other party;
- Venue(s) to be utilised with site plan(s);
- Calendar of events to include consideration of the National Dog Show, Obedience and Agility Championship Shows (if to be included), Prelude Breed and Obedience Shows, Specialty Breed Shows and other;



- Draft budget specific to the location and venue(s); At all times the financial control of the event will rest with the Executive Council. The office is aware of specific event costs which will be provided upon success of the application.
- Letter(s) of support as relevant from local council, other Dogs NZ clubs, community organisations etc. to include potential funders;

Clubs or other parties interested in hosting a National Dog Show event should kindly submit an Expression of Interest by **21 November two years prior** to:

Dogs New Zealand
 Executive Administrator
 Private Bag 50903
 Porirua 5240
 e-mail: execadmin@dogsnz.org.nz
 Tel: (04) 910 1525

4. SELECTION CRITERIA

The host club or other party and their local organising committee with the support of Dogs NZ national office, must exhibit:

- Demonstrated experience and the ability to plan, coordinate and implement event operational requirements;
- Outline of specific personnel with dog show management experience;
- Demonstrated ability in the procurement of goods and services, contract management, budget management, risk management and project management for events;
- High level communication and interpersonal skills, including the ability to build productive working relationships with a range of people to include sponsors, service providers, volunteers and venue management; and
- Relationships with local council, community and other networks to foster support or potential funding.

EVENT REQUIREMENTS

Audience

1,000+ exhibitors, approximately

2,000 visitors, approximately

Location Requirements

A venue or venues easily accessed by exhibitors and public from around New Zealand;

Hotel and camping accommodation (pet friendly) close to a suitable venue(s), in a variety of price ranges.

Minimum Venue Requirements

- Large dog friendly venue able to cater for:-
 - 4-6 rings 18sq metres(approximate)
 - 10-15 powered stall spaces (3x2m) & (6x3m)
 - 200 Grooming spaces 1.5sq metres (powered and non-powered)
 - 2-3 Additional breakout rooms (officials etc.)

- Grandstand seating
- Power, sound and PA system, suitable lighting
- Parking - exhibitors and public On/off site facility for self-contained and other campervans
- Internet – high quality coverage required
- Suitability for live streaming and or television coverage
- Greenspace - dog walking
- Gate entrance - door sales
- Onsite eftpos
- Amenities: Toilets / washing facilities
- Venue flooring suitable for dog events e.g. carpet tiles, sand based, astro turf
- Caterers/Food vendors
- A plan that incorporates provision for emergency power and lighting
- A plan that incorporates provision for Waste Management

Scope of Responsibilities

- To recruit organising committee (specific management tasks) and volunteers (in conjunction with Dogs NZ);
- Work within overall event budget (in conjunction with Dogs NZ- separate budgets will be required for specific events) e.g. Prelude;
- Provide operational/H&S and event plans (in conjunction with Dogs NZ);
- Ensure current naming rights sponsor (Purina Pro-Plan) contractual requirements are met with the support of Dogs NZ;
- All sponsors and suppliers must be approved by naming rights sponsor and DogsNZ.
- The committee must encourage the promotion of all sponsors and DogsNZ.
- Foster regional and local network to support of the event;
- Secure possible funding opportunities (in conjunction with Dogs NZ);
- Coordinate marketing and communications collateral for the event with Dogs NZ (exhibitors' booklets, judge profiles and programmes etc.);
- Venue liaison (once venue contract signed off by Dogs NZ)
- Catering and hospitality;
- Grooming management
- Parking and Camping management
- Hospitality, supporting functions, entertainment, opening and closing ceremonies, including briefs and full event run sheets for officials (in conjunction with Dogs NZ);
- Trophy and prize presentation ceremonies, including briefs for officials (in conjunction with Dogs NZ);
- Coordinate and provide all officials, VIPS and Dogs NZ Life Members with detailed itineraries for the weekend, including transfers, timing of functions/meals, briefings, formalities, etc. (in conjunction with Dogs NZ);
- Venue branding and dressing (in conjunction with Dogs NZ);
- On ground transport;
- Implement promotional activities to encourage public attendance (in conjunction with Dogs NZ);
- Stewards and photographers should be the responsibility of the organising committee
- Judging Officials are to be booked by Dogs NZ;
- All show entries processed online and managed by Dogs NZ;
- Format of judging to be decided by Dogs NZ
- Publicity/media services/photographers (in conjunction with Dogs NZ); and

- Post-event follow-up and closure.

ADDITIONAL KEY PROTOCOLS

Any expression of interest needs to take in account the following key protocols for hosting the National Dog Show (NDS):

1. Executive Council will decide the judging format at the National dog Show.
2. Executive Council will decide who will judge Best in Show (BIS) for the National
3. Group and any satellite BIS awards the committee will liaise with Executive Council re allocation.
4. The organising committee to liaise with Executive Council which Executive members they want for the EC Liaison position.
5. Executive Council will be attending, consultation must take place to provide appropriate jobs.
6. The organising committee to arrange the necessary accommodation for Executive Council members attending NDS. Executive expenses, including travel, accommodation and meals will be included within the show budget. All EC costs will be shown within the NDS budget and reporting as a separate cost line for transparency.
7. JDH final announcement of winners to be made just prior to BIS judging.
8. Obedience and Agility may be part of NDS. If these events are included they are expected to be run as a cost neutral activity.
9. Any of the committee or workers exhibiting will have no contact with the judges until their dogs are eliminated,
10. In addition to this, The Show Manager, Show Secretary, and any persons or officials interacting with the judges prior to the show or during the show cannot exhibit any dogs owned by them (entirely or in partnership) or have such dogs exhibited at the show.
11. The organising committee will prepare monthly updates covering all aspects of the event and submit these to EC via the Director/Secretary.

5. REVIEW OF EXPRESSIONS OF INTEREST AND SELECTION

The Expressions of Interest will be collated by the Director Secretary and reviewed by Executive Council of Dogs New Zealand. Clubs or other parties may be asked for additional information as necessary so Dogs NZ are able to make an informed decision. A selection will be made based on the Expression of Interest that best meets the stated criteria and matches the conditions and needs of the event.

SOME KEY NOTES

It should be noted that;

Dogs New Zealand provides the main guidance and decision making for all Dogs New Zealand activities and events including the National Dog Show event. As the key stakeholder Dogs NZ needs to ensure we are delivering on any existing sponsorship obligations, therefore Dogs NZ national

office will work closely with the Host club or other party, the organising committee on the planning and implementation of the National Dog Show.

The final decision on the hosts and location of the event within the respective Island shall be made by the Executive Council.

TIME LINE

The time lines are consistent with the need for considerable advance preparation for events of this size and importance. Therefore it will be necessary that:

- 21 November two years prior is the deadline for Expressions of Interest by prospective hosts;
- The Executive Council will make the final decision on the host/location by February following;

The National Dog Show event is scheduled to take place in October each year.

APPENDICES AVAILABLE TO THE SUCCESSFUL APPLICANT

- ❖ Sample Event Planning Template
- ❖ Operations / Health & Safety Plan Template
- ❖ Budget Template
- ❖ Operations - Format