



Dear Show Secretary/Manager,

Thank you for your interest in having the Virginia Quarter Horse Association (VQHA) approve your show for inclusion in our Year-End Awards Program. We believe this adds value for your show as exhibitors choose what shows they will attend each year based on award incentives and sanctioning by their Member affiliate.

The following steps should be taken to secure your show approval(s):

1. Complete and return the Show Approval Contract as early in the year as possible but at least 60 days prior to your show date; the sooner you return your contract the sooner we can start publicizing it. Enclose with the contract the required fee(s) of \$15 per unique show number. If you are conducting a split-combined or double judged show, the fee is reduced to \$30 for the two unique show numbers. Approval does not carry over from year to year and must be obtained for each individual show.
2. Send us your show bill via email as an attachment (PDF format preferred) to [info@myvqha.com](mailto:info@myvqha.com). We will put your show bill on the VQHA website ([www.Myvqha.com](http://www.Myvqha.com)) and share your posts on our social media accounts so potential exhibitors may access and/or download it, reducing the number you have to distribute.

It is your responsibility to collect the VQHA Fee of \$2.00 per horse per judge from every exhibitor. This is a requirement for VQHA approval. The VQHA fee(s) collected at your show must be submitted to VQHA no later than 30 days after the last date of each of your approved shows. Show management will be fined at least \$50 per day for every day their sanction fees are late. Failure to comply may also result in refusal of VQHA to approve your show next year and/or disciplinary action from AQHA.

Results must be submitted by you to VQHA no later than 15 days after the last date of each of your approved shows.

Please note when you include AQHA show fees on your show bill, the VQHA fee must be listed as a separate charge. Example: AQHA Drug Testing Fee \$x/horse/judge; VQHA Fee: \$2.00/horse/judge; Office Fee \$x/horse/judge, etc. This is an AQHA requirement.

Thank you for your cooperation and we wish you a very successful show. Should you have any questions, please feel free to contact one of the following:

Show Committee Chair:	Tim Cohill, 804-389-8127, <a href="mailto:timcohill@yahoo.com">timcohill@yahoo.com</a>
VQHA President:	Beth Smith, 434-390-8433, <a href="mailto:ewsmith84@gmail.com">ewsmith84@gmail.com</a>

Sincerely,  
Virginia Quarter Horse Association

