

IN-CONJUNCTION GUIDELINES

Holding a CFA Cat Show In Conjunction with One Licensed by Another Similar Organization

Note: A member club may not hold, sponsor, or manage a cat show in conjunction with one licensed by any other similar organization without the prior approval of the Executive Board. In addition to the General Guidelines set forth below, the Board may impose such conditions as it may deem appropriate.

GENERAL GUIDELINES

- **Show Hall** – The CFA club can carry the lease for the event, can be a co-lessee, or contracted for the facility as part of a third-party event.
- **Insurance** – Each club will carry its own liability insurance for issues occurring during their part or physical show location. Each association shall provide:
 - the show facility required insurance limits;
 - that each association references the other as additionally insured; and
 - to the extent obtainable, the insurance maintained by each Association shall include a waiver of subrogation against the other Association.
- **Cage Service** – The CFA club may handle cage service contracts for the entire event, be a co-signer of a cage contract, or not be involved at all, depending on the overall organization of the event.
- **Vendors** – The CFA club may handle vendor contracts for the entire event, be a co-vendor coordinator, or not be involved at all with contracting vendors for the event, depending on the overall organization of the event.
- **Benching** – For exhibitors' comfort, and to encourage participation, benching procedures will be spelled out in information provided to exhibitors. This should include if benching will be central to all judging rings or in a venue/room where CFA judging will occur (in the case of simultaneous judging by multiple associations). Information should also describe if exhibitors will be re-benched (in the case of associations using the same show hall on different days). Re-benching means that an exhibitor must tear down and re-setup for the next day's show. A non-re-benched show means an exhibitor entered in multiple associations' shows will remain at their same benching spot for the entirety of the event.
- **Advertising and Promotion** – Advertising and promotion of the event may be done jointly as long as CFA's presence is given equivalent billing and focus as any other association's participation in the event. This requirement applies to all methods of advertising and promotion, including flyers; calendars; print, radio and TV advertising; web pages; etc. The most current and approved CFA registered logo must be used on all marketing material.

- **Financials** – If the CFA club is to share proceeds and/or expenses with any other association’s club, or an event-organizing body, the terms of that financial sharing will be documented in writing between the different groups prior to any contractual activity with facilities, services, or organizing bodies.
- **Show Rules** – Adherence to all CFA show rules is required for the CFA portion of the event.

A club which has been granted approval to hold, sponsor or manage a show in conjunction with one licensed by a similar organization may petition the Board for relief from one or more of these Guidelines.

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