

Stabling/Camping Coordinator

Mission: To organize and manage the stabling, shavings and camping for the MPtHA Horse Shows.

Collect fees for stalling, shavings and camping in advance of each show. Prepare a stalling and camping chart as reservations arrive (modify as needed).

Answer questions concerning stabling, shavings and camping for each MPtHA Horse Show. (Explaining to the late reservation exhibitor why they must pay a late fee).

Create arena barn map with stalling assignments, number of shavings for each assignment and camping location for each show.

Send arena barn map to facility hosting the show a couple of days prior to the scheduled start of the show. This will allow the arena staff time to place shavings at each stall assignment prior to the exhibitor arriving.

Arrive at arena prior to the exhibitors. Place stalling charts throughout the arena for exhibitors to locate stalls. Place name cards on each stall showing exhibitor names. Verify the number of shavings in the stalls for each exhibitor. Add late reservations to map and have arena staff provide proper shavings to additional stalls requested. Also have arena staff remove any shavings from stalls due to cancellations.

Place name cards on camping sites for the exhibitors camping.

Throughout the show, make rounds at least once per day to verify that the exhibitor has arrived and are in the proper stalls and camping site. Also verify that any stalls not assigned are unused. If there is anything in unassigned stalls, the arena will charge MPtHA for the stall. Inform the exhibitor to remove/clean the stall if used or they will be charged for an extra stall.

Handle any problems and requests for additional stalls, shavings and camping sites. Send request to the office during office hours for arena staff to deliver additional shavings to exhibitor.

Last day of the show, coordinate with show manager the final count of stalls, shavings and camping sites. Verify any discrepancies to balance with the arena count.

Review arena facility invoice with Facilities Manager to settle any discrepancies prior to final arena payment being issued.

Turn over all funds collected to Show Secretary. Give Show Secretary a list of exhibitors that have additional charges not collected (early enough to allow Show Secretary to add additional charges to the exhibitors' show bill before the exhibitor checks out).

Send a final recap (spread sheet) to President, Show Secretary, and Treasurer of funds collected, which lists exhibitor name, number of stalls requested and if there were late fees, number of shavings requested, camping if requested, total fees for requested items, amount paid, amount owed/overpaid (if additional items were added) and check number. Provide on a yearly basis for the show season.