THE INTERNATIONAL CAT ASSOCIATION, INC.
ENTRY CLERKING CONTRACT

This agreement is entered into this _____ day of_____, 20 _____, between _____ (the "Club") and _____ (the "Entry Clerk"), regarding the Club's Championship Show (the "Show") to be held in _____ on _____ at _____.

The parties agree that the Entry Clerk will provide the entry clerking services specified on Page 2 of this contract.

The agreed upon compensation is $_____ and / or the following club related services (i.e., entries, motel nights, etc.) as noted under the remarks section below:

Remarks or special conditions:

1. _____
2. _____
3. _____
4. _____

In exchange for the compensation noted above, the Entry Clerk shall, in general:

- Keep the club informed on entry counts and moneys received on a regular basis;
- Respond to all show & entry inquiries promptly and courteously (usually within 24 hours);
- Prepare, at a minimum, the catalog pages detailing each entry in each category as described in Show Rules 11.3, 11.4 and 11.5.
- Provide a list of all exhibitors with names, addresses, phone numbers and email addresses (if known) as described in Show Rules 11.2 and 11.9.
- Provide a detailed financial report of all moneys received, and any outstanding moneys owed and give to the Show Manager by the end of the show.

This contract is considered to be binding and may be cancelled only in case of illness or extreme emergency or for good cause or due to cancellation of the show. Each party agrees, in case of cancellation of this contract, to give the other party written notification of such cancellation immediately.

_____	_____
Club Signature Dated	Entry Clerk Signature Dated
_____	_____
Printed Club's Representative Name	Printed Entry Clerk's Name
_____	_____
Home Phone Cell Phone	Home Phone Cell Phone

(Please check each service listed below that the entry clerk will provide the Club, as mutually agreed, for the show identified on Page 1 of this contract.)

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- ☐ Create a printed flyer using information provided by the club, individualized for the show theme, if appropriate.
- ☐ Create an on-line flyer including submit forms, driving directions, current counts, etc.
- ☐ Accept entries via mail, fax, phone, email, on-line forms, and in-person
- ☐ Provide entry confirmations plus any material required by the show management (directions, hotel information, extra activities, etc.) within ____ hours of entry receipt.
- ☐ Send out flyers, as provided by the club, when requested by potential exhibitors.
- ☐ Distribute show flyers at specified shows
  - ☐ Club will provide a supply of flyers
  - ☐ Club will provide a master flyer and reimburse for duplicating
  - ☐ Specified shows: _____
- ☐ Promote the show via on-line yahoogroup lists on a regular basis.
- ☐ Contract ring clerks who have volunteered to ring clerk on their summary sheet.

  If not, notify _____ of those volunteers wishing to clerk and/or steward by _____.
  (date)
- ☐ Catalog pages detailing each entry in each category as described in Show Rules 11.3, 11.4 and 11.5.
- ☐ Design and produce the front section of the catalog including:
  - ☐ Preface Page (per Show Rules 11.2)
  - ☐ Acknowledgement/Donation Page (information provided by Club at least one week prior to closing)
  - ☐ Show Committee Page (information provided by Club at least one week prior to closing)
  - ☐ Customized final pages for the catalog and "official TICA final pages for the Master catalog"
  - ☐ Customized divider pages for kitten, cat, alter, HHP Kittens, HHP's, Preliminary New Breed, Advanced New Breed, New Trait, Exhibition Only
- ☐ The Entry Clerk will have the catalog printed at _____.

OR

- ☐ The Entry Clerk will provide a printer ready catalog to _____ by _____.
- ☐ Provide a customized judging schedule.
- ☐ Produce a Benching Chart for the show, from a layout provided by the Club.

  If not, provide number of cages needed, benching and agent requests to: _____
  the morning after closing.
- ☐ Provide catalog labels complete with benching location & any moneys owed.
- ☐ Produce the judges' books, complete with covers & finals pages for all judges and trainees.

  If not, provide the necessary information to _____ by _____.
- ☐ A list of all entries and exhibitors (one copy with addresses, phone numbers and email addresses); and, one copy without for the catalog), and a list of the cats competing in each category will be provided as detailed in Show Rules 11.2 and 11.9.
- ☐ Design and produce the following signs:
  - ☐ Ring Number Signs
  - ☐ Benching Row Signs
  - ☐ Signs with judge's names and whether Allbreed/Specialty
- ☐ Make bank deposits (keeping copies of all checks and paypal payments received.)

  If not, keep all moneys received in a safe, secure place and forward to _____.
- ☐ Provide the Club with a final, detailed accounting of all moneys received and any outstanding debts yet to be collected by the end of the show.