

### **Scope of Work.**

The Contractor shall perform the following actions to the satisfaction of the Fair:

**Horse Show Manager.** Contractor will work from **April 1, 2025 to December 31, 2025** to produce high quality, professional horse shows/events for the Fair.

#### **Horse Show Manager Duties:**

- Meet at least once during the year for horse community/club meetings, scheduling, arena maintenance, NMSF planning meetings, and/or Defensive Driving classes.
- Must be on site beginning August 18, 2025 to finalize preparations for the NMSF Horse Shows until released by the Contract Administrator on Tuesday, September 16, 2025 in order to reconcile and closeout all NMSF Horse Show records to the satisfaction of Fair.
- Set up and staff Horse Show Office for the use of the Horse Show Secretary, Office Staff, Participants, and public.
- Schedule and supervise staff for the Horse Show Office, Arena, Paddock, and Stall Office to ensure the timely and efficient operation of the NMSF Horse Shows.
- Act as the public face and advocate for the New Mexico State Fair Horse Shows and be available to participants before, during and after each New Mexico State Fair Horse Shows. Answer questions, solve problems, and listen to comments regarding the horse/equine shows/events.
- Secure all sanctions and approvals required for the 2025 NMSF Horse Shows and pay fees upon application by submitting a purchase order.
- Create Class Lists using the required and popular classes for each NMSF Horse Show. Contractor shall request suggestions from horse/equine Participants; however, the final Class Lists will be approved by Contractor and Contract Administrator.
- Design and build courses for classes offered.
- Monitor the show and warmup arena footings and direct the daily dirt work provided by the Operations Department.
- Make arrangements for set up and take down of all equipment required for specific classes/events.
- Assign a staff person to keep records of all NMSF Horse Shows and the corresponding ceremonies and winners.
- Advise participants, how to collect their ribbons, buckles and other awards, and provide a list by color and placing of any leftover ribbons and buckles to the Contract Administrator at the end of the show.
- Coordinate local transportation for Staff/Officials to and from airport, hotels and the NMSF Horse Arenas.
- Pick up and distribute paychecks to the Staff/Officials. Require each Staff/Official to sign and date the copy of the Invoice. Return the signed receipt to the Purchasing Department the following day.
- Pursue all remedies available to resolve Horse Shows participants' debts as reported by the Fair's Accounting Department.
- Submit an Exit Report to the Fair by October 18, 2025.
- Propose a NMSF Horse Show Schedule for next year's Annual Event.

**Horse Show Secretary.** Contractor will hire an official Horse Show Secretary for the NMSF Horse Shows. Contractor and Horse Show Secretary shall ensure that all required credentials, accreditation and memberships for approved horse shows and events scheduled for the NMSF Horse Shows are current, and that copies of those documents are kept as required by the approving associations. Contractor will bear the costs associated with maintaining the required credentials, accreditation, and memberships for him/herself and his/her staff.

**Horse Show Staff/Officials.** Contractor shall secure the services of qualified professional Show Staff and Horse Show Officials (“Staff/Officials”) for the production and operation of quality NMSF Horse Shows. The contractor shall not obligate the Fair to pay more than usual and customary rates for Staff/Officials. Contractor shall not choose judges who have judged the same type or breed of horse show at the Annual Event during the previous 3 years. Contractor shall provide a list of positions and estimated costs to the Contract Administrator as soon as possible for budgetary reasons. The Fair reserves the right to refuse to hire any person and require Contractor to fill the position with another candidate.

**Arena Equipment and Maintenance.** Contractor shall prepare a comprehensive list of equipment necessary to produce quality horse/equine shows/events for the NMSF Horse Shows. Contractor shall prepare a schedule of the daily maintenance required for the indoor and outdoor arenas during the NMSF Horse Shows. Contractor will contact the Contract Administrator to ensure the availability and suitability of all equipment necessary for the variety of classes offered in the 2025 NMSF Premium Books. Contractor will submit the equipment list to the Contract Administrator for a response no later than June 15, 2025. The Fair has existing equipment loan arrangements with local horse clubs/associations during the Annual Event, and Contractor shall contact those clubs/associations to determine what equipment is available and what is needed to deliver quality shows/events. If it is necessary to rent equipment, Contractor shall submit a Purchase Order to the Chief Procurement Officer for approval before equipment is rented.

**Entry Forms.** Contractor shall update and customize the Entry Forms for each New Mexico State Fair Horse Show event. Entry Forms shall be easy to understand and complete. Contractor will submit proposed Entry Forms to the Fair’s Contract Administrator for review by May 15, 2025.

**Office Supplies.** Contractor shall supply the following at his own expense:

- Software programs necessary for each show/event. Software usage is not eligible for reimbursement.
- Office equipment including computers, printers, and copiers. The Fair will provide one (1) heavy-duty copier.
- Office and show/event supplies including back numbers, judges’ cards, class sheets etc. The Fair will supply plain white paper.

**Premium Books.** Contractor shall produce 2025 Premium Books for the show/event scheduled for the NMSF Horse Shows. The Premium Books must be approved by the Contract Administrator who may suggest additional information and the Premium Books must go live on the website no later than May 15, 2025.