



Show Organisers Guide

Date of issue: 01.01.2022

TABLE OF CONTENTS

1#	Introduction	3#
2#	Show organisation	3#
2.1#	Before the show	3#
2.1.1#	Show hall.....	3#
2.1.2#	Helpers.....	3#
2.1.3#	Decoration and hall plans	3#
2.1.4#	Equipment.....	3#
2.1.5#	Prizes	3#
2.1.6#	Information desk.....	3#
2.1.7#	Result board.....	3#
2.1.8#	Veterinarians	4#
2.1.9#	Insurance	4#
2.1.10#	Stewards	4#
2.1.11#	Services to exhibitors	4#
2.2#	During the show	4#
2.2.1#	Veterinarian examination	4#
2.2.2#	Payment of entry fees	4#
2.2.3#	Exhibitors	4#
2.2.4#	Medical assistance for people.....	4#
2.2.5#	The non-smoking rules.....	4#
2.2.6#	Stewards	4#
2.3#	After the show	5#
2.3.1#	Cages and hall	5#
3#	Secretariat and exhibitors support	5#
3.1#	Before the show	5#
3.1.1#	Paperwork	5#
3.1.2#	Catalogue.....	6#
3.2#	During the show	6#
3.2.1#	Determination class.....	6#
3.2.2#	Change of class	6#
3.2.3#	Best in Show panel	6#
3.3#	After the show	8#
3.3.1#	Archiving	8#
4#	Judges support	8#
4.1#	Before the show	8#
4.1.1#	Invitation	8#
4.1.2#	Contact with the judges before the show & information.....	8#
4.1.3#	Travel & arrival	9#
4.1.4#	Accommodation	9#
4.1.5#	Student judges	9#
4.1.6#	Judges examinations	9#
4.2#	During the show	9#
4.2.1#	Transfer between hotel and show hall + time schedule.....	9#
4.2.2#	Reimbursement of judges	10#
4.2.3#	Meals.....	10#
4.2.4#	Voting during the Best in Show.....	10#
4.3#	After the show	10#
4.3.1#	Departure	10#
5#	Media & advertising	10#
5.1#	Before the show	10#
5.2#	During and after the show.....	10#
6#	Sponsoring	11#
6.1#	Before the show	11#
6.2#	During the show	11#
6.3#	After the show	11#
	Annex 1 – Show duty list	12#

1 Introduction

FIFe's main promotion tool is its cat shows. It is particularly important that these events are organised in a professional way, and with style. At cat shows the public gets its first impression of the whole cat fancy. It is a "must" for show organisers to study the FIFe Show Rules before organising a show. This Show Organisers Guide gives additional guidance to show organisers when planning and organising a FIFe cat show.

It is most important that judging goes smoothly and that everything is well organized. Try to make your cat show special, full of joy and perhaps some other activities like unofficial competitions or classes, special selections, breed presentations or other type of activities not involving cats, such as magician, performance, an activity corner for children etc. It is important to change show halls and cities – and try to get new visitors to see the cats and promote cats as a hobby.

2 Show organisation

2.1 Before the show

2.1.1 Show hall

Make a reservation and written contract for the show hall at least one year before the show date. Plan the lay-out of the show hall in advance showing where you can place cages, judges' rings and vendors just to know the maximum number of cats you can accept for the exhibition. This way you will know that your chosen venue will be cost effective and that you will be able to accommodate everything comfortably.

2.1.2 Helpers

You need lots of people to work with your show. Allot all duties well in advance. Feel free to use the form in the annex of this guide.

2.1.3 Decoration and hall plans

It is an important part of a good show to think about decorations, flowers, where to have the judges placed in the hall, where to locate vendor booths, how to promote your sponsors, FIFe Member, FIFe etc.

2.1.4 Equipment

You need a lot of tables (for the judges, sellers etc.) and also a lot of chairs. Please inform exhibitors well in advance if there are no chairs available for them. Technical equipment (LCD projector, screen etc.) might be needed too. Be sure that there is also a good microphone and sound system in the show hall.

Remember to put up signs on the street for the direction of the show hall, but also remember that you may need permission from the local authorities to post signs as this may lead to fines being imposed. Order transportation for cages; remember to put out containers for waste.

Remember to bring all things for the secretariat (computer, printer, copy machine, paper, pens, clips, garbage bags, etc), numbers for cages and other papers from sponsors, tickets for visitors, also stickers/stamps for exhibitors.

2.1.5 Prizes

Order cups or rosettes for class winners and other prizes for winning cats; BIV, NOM and BIS titles (try to get them for free from sponsors). If you are arranging a Breed BIS you need to order NOM and BIS prizes for this as well.

Ask for the FIFe rosette for the federation to give out one for each international FIFe show .

2.1.6 Information desk

A key place for the show organising club: try to get new members there, give out a list of the breeders and/or available kittens, information about the cat fancy, how to become a member of a cat club, give out or sell cat magazines, etc.

2.1.7 Result board

During the show, all results can be written on the result board. Make it ready before the show with all numbers of cats. These result boards may also be electronic.

2.1.8 Veterinarians

Book enough veterinarians for your show. As a rule of thumb: 1 veterinarian for about 50 cats if you plan to have a veterinary examination of all exhibits. (see article 2.2.1)
Remember to purchase disinfectant and paper towels for their tables.

2.1.9 Insurance

Insure the exhibition and take responsibility and liability for loss.

2.1.10 Stewards

Make sure that you have enough stewards for the show. Preferably each steward shall be able to communicate at least in English. Appoint a chief steward in advance. The chief steward is responsible for the allocation of stewards to judges before judging commences. He is also important to make the BIS panel go smoothly.

2.1.11 Services to exhibitors

Be sure that there is a cafeteria and/or restaurant nearby or offer services like cafeteria, translation service for judging reports, cat food and grooming products to buy, different kind of other shops etc.

2.2 During the show

2.2.1 Veterinarian examination

The show organisers should prepare the tables at the entry for the veterinarians and inform the veterinarians about the procedure to follow, including the check of the vaccination papers. It should be a quick veterinary examination. All cats participating in the show must be prepared to be checked by a veterinarian before entering the show hall. It is up to the show organising FIFe Member to decide if this procedure is to be a random check or concerns all exhibits. #

In case of a random check, you may still decide to check the vaccination papers of ALL exhibits, including other significant papers like hearing certificates for white cats. It is highly recommended to assign club members to the veterinarians for the check of the paperwork. In order to perform a random check of microchips, the veterinarian should make a microchip scanner available.

A veterinarian must be available during the show. If the veterinarian cannot be present all day, then he should be contactable by phone and able to attend if needed.

2.2.2 Payment of entry fees

All cats participating in the show must pay the entry fee. The show organisers should prepare a table where the payment is checked. Here you can also give the exhibitors the catalogue and the number for their cat.

2.2.3 Exhibitors

Provide an information desk where exhibitors can ask questions concerning the show, change class etc. A help desk at the secretariat is appropriate here.

2.2.4 Medical assistance for people

A fully equipped first aid kit must be available at the show in case of minor injury. Make sure you know the address and route for the nearest hospital or clinic where treatment for more serious injuries may be sought. In the event that a person receives a bite or deep scratch from a cat, advise that the person seeks medical attention immediately and be aware of what the consequences of a delayed action are. Cats carry bacteria in the oral cavity which can be extremely dangerous.

2.2.5 The non-smoking rules

Please note that according to the FIFe Show Rules, smoking in show halls is strictly prohibited, with the exception of designated areas.

2.2.6 Stewards

The chief steward should explain to any new stewards how to present the cats and tell them what he/she is expected to do at the show. The show organisers must prepare the steward certificates which will be written by the judges. The most recent version of the steward certificate must be used; it is available on the FIFe website. The categories in which the steward presented cats at the BIS-panel must be marked on the certificate.

2.3 After the show

2.3.1 Cages and hall

If you handle your own penning, make sure the transport of the cages is booked in advance. If cleaning of the show hall is required in your contract make sure you have the right amount of people available to it.

3 Secretariat and exhibitors' support

3.1 Before the show

3.1.1 Paperwork

Divide the cats in a logical way across the judges qualified for that category; do not split colours or varieties where there is a possibility of a BIV and try to make the number of cats judged even across the judges whilst respecting the recommended number of cats per judge. In general, especially at larger shows (more than 5 judges) it is preferred that each judge is given the maximum of 2 categories to judge each day. If you have any student judges, remember that this means that a judge should have less cats allocated to him than one who has no student judge. Be aware of the change per 01.01.2017 in the way FIFe indicates the qualifications as obtained by judges. As of this date only the Arabic figures 1, 2, 3, 4 shall be used to indicate the categories. Next to the categories four new breed groups have been defined:

Breed group	Breeds
A	EXO, PER
B	RAG, SBI, TUV
C	ABY, CRX, DRX, DSP, GRX, JBT, RUS, SOM, SPH
D	BAL, OLH, OSH, PEB, SIA, THA

These breed groups are used to indicate that judges are qualified to judge the mentioned breeds in case they do not have the full qualification for all breeds in category 1 and/or 4. Always check the most current situation on the official FIFe Judges list on the FIFe website. It is also important for the show organiser to realise that the rules to act as an instructing or examining judge in a category (see Judges Rules § 3.8.1 and § 2.3.8) are also valid for instructing or examining judges in a breed group.

If you want to make Breed Best in Show, be sure that you have the minimum number of cats (50) in the catalogue according to the Show Rules and inform the judges about this in advance. Be aware of the change per 01.01.2018 to the minimum number of cats in the other breeds in the relevant category (40) when making a Breed Best in Show. You also have to make sure that only cats belonging to fully recognised breeds and their fully recognised varieties shall be considered when organising a Breed Best in Show. You can announce a Breed Best in Show right up to the day of the show, but as a guide; the earlier the better.

Make a plan for the show hall (cage map etc.) considering the actual number of entered exhibits, sponsors stands and other stands etc.

Organize judges' folders with judging reports, list of the cats with their colours and classes and also nomination lists. Enclose the expense sheet in the judge's folder for convenience. (See annex to the SOG).

Prepare steward certificates and preferably reports for student judges. For convenience these can also be put in the judges' folders.

Prepare a confirmation letter to the exhibitors and enclose a map or directions to the hall and other important information you want to give. It is also recommended to post directions to the show hall on your website and social media.

Prepare badges for the helpers and officials with their name.

Prepare signs for the judges' rings.

Prepare tickets and money for the cashiers.

Prepare the absentee list for the judges and stewards.

It is highly recommended that the show organiser sends out information to exhibitors from abroad about the national legislation of the country regarding rabies vaccination.

3.1.2 Catalogue

All cats must appear in the catalogue in accordance with the FIFe rules, no matter which organisation issued the cat's pedigree. Find cat numbering rules in Easy Mind System (EMS list) on FIFe website.

Print the catalogue and make enough copies for the exhibitors, judges, stewards and visitors.

Remember you must put certain information in the catalogue, for example:

- FIFe-logo on the front cover page, and your FIFe member's logo
- A list of the officiating judges, including the ISO-code for their country of residence (and not of membership) and the categories they are qualified to judge
- Number and information of the cats, including their parents
- List of names of cat owners, addresses and phone numbers.

See the Show Rules for the full list

You might consider to also put the following information in the catalogue:

- The judge's distribution
- Introduction of FIFe and list of the officers
- Introduction of your FIFe Member and a list of the officials
- List of the members of FIFe
- Introduction of the club
- Timetable
- Explanation of show classes and points
- Table of nominated and Best in Show cats
- List of the prizes
- Breed- and judge introductions
- Advertisements.

Remember that last minute entries accepted after the production of the printed version of the catalogue may only compete if the relevant information of these cats (see § 1.14) is published as an annex to the catalogue.

3.2 During the show

3.2.1 Determination class

If a cat's colour, pattern or any other trait (EMS code) is to be checked, it should be done before the official judging starts. Any new EMS code for the cat must be changed on the judging report and it shall be judged in the correct colour variety or group.

3.2.2 Change of class

The secretariat should change the class on request of the cat owners before the judging starts. In a 2 certificate show the organisers should inform the exhibitors to change the class at the end of the first day on the show or on the morning of the second day.

3.2.3 Best in Show panel

Prepare a list for nominated cats for the judges, chief steward and the BIS panel presenter. Prepare papers if you have "Open Voting" and to use in the event of a tied vote. It is recommended to announce a referee judge for each category at the beginning of the Best in Show panel, so that judges and exhibitors are equally prepared if or when a referee judge is needed.

It is highly recommended to present the BIS panel both in the national language and in one of the official FIFe languages.

According to the Show Rules, the highest title in the show is Best in Show. Show organisers can create extra titles but these are unofficial.

Obligatory official FIFe Best in Show titles

The title Best in Show concerns the following:

- BIS Adult Male in each category
- BIS Adult Female in each category
- BIS Neuter Male in each category
- BIS Neuter Female in each category
- BIS Junior 7-10 months in each category (male or female)

- BIS Kitten 4-7 months in each category (male or female)
- BIS House Cat (max. 2 x BIS housecats per show):
 - 1 BIS house cat total, or
 - 1 BIS shorthair + 1 BIS longhair, or
 - 1 BIS male + 1 BIS female.

There is also an option to combine category 1 and 2 and/or category 3 and 4 together.

Take note that there has to be at least one International Judge qualified to judge both categories in a panel with two categories combined.

Extra optional official Best in Show titles

Breed Best in Show – “Breed BIS”

To arrange a Breed Best in Show you must have at least 50 cats entered in the catalogue and competing in show classes 1 – 12 in the specific breed at your show, and at the same time at least 40 cats of the remaining breeds in the category. It is up to the show organiser to include any sister breed in a Breed BIS. Only one Breed BIS may be arranged per show.

BIS Adult

The BIS adult male and the BIS adult female may compete together for BIS adult versus BOS (Best in Show Opposite Sex); the BIS adult is eligible for the Best of Best title (BOB).

BIS Neuter

The BIS adult neuter male and the BIS adult neuter female may compete together for BIS versus BOS (Best in Show Opposite Sex) Neuter.

Extra optional unofficial Best in Show titles

Best in Category (BIC)

Each BIS cat in a category competes for the title Best in Category (BIC):

- BIS Adult (or BIS adult male + BIS adult female)
- BIS Neuter (or BIS neuter male + BIS neuter female)
- BIS Junior
- BIS Kitten.

The winning BIC cat is eligible for the Best of Best title (BOB).

Best of Best (BOB)

The Best of Best (BOB) can be done in several ways, for example:

- Best of Best Adult: each BIS Adult in a category participates
- Best of Best Neuter: each BIS Neuter in a category participates, or
- Best of Best: each BIC cat in a category participates.

The winner can be decided in several ways as well, for example:

- by choosing one overall BOB
- by choosing BOB1, BOB2, BOB3 and BOB4 as a result of one or more all-breed judges allotting the following points:
 - 1st place – 20 points
 - 2nd place – 15 points
 - 3rd place – 10 points
 - 4th place – 5 points.

Please note that in case of a Breed BIS is organized and a BIC has been chosen, there will be 5 cats competing, so the number of points to be allotted are: 25, 20, 15, 10 and 5.

Special Shows

The show organiser can organise a special competition during the show and give unofficial titles to the winning cats. Here is an example of a special:

- entry is only open to cats entered in the catalogue for the day of the special.

- exhibitors are required to bring their cats to the judging ring and present their cats for the extra judging.
- you can ask your judges to nominate cats during the normal judging for a special show-panel later
- the best cat(s) will be chosen by the judges at the end of the special.

It is also possible to let your show's visitors decide for the "favourite of the public."

Additional classes

The show organisers can also make additional classes, for example classes for:

- "Pairs"
- "Studs"
- "Groups"
- "National Breeding"
- "Imported Cats"
- "Catteries"
- "Queens & Studs"
- "Veterans"
- "Seniors"
- "Litters," etc.

Until the Best in Show panel is over, the names of the cats should not be mentioned.

3.3 After the show

3.3.1 Archiving

The show documentation (results, the official show papers and the catalogue) must be kept for minimum 3 years after the show. If there are exhibitors from other FIFe organizations a catalogue with results must be sent to the exhibitors' federation.

4 Judges support

4.1 Before the show

4.1.1 Invitation

The current list of FIFe judges is available on the FIFe website and the organiser is free to choose among the more than 200 judges. In addition, each FIFe Member which is organised as a federation, is recommended to send all their show organising clubs the complete printed list of judges with addresses and phone numbers annually.

The judges should be invited well in advance before the show takes place, preferably 9 -12 months before, but the earlier the judges are invited the better chance that the judge is free.

The judges should always be invited in writing or by e-mail. If they are invited by phone or personal contact, be sure to send the invitation in writing and get a written confirmation.

The number of invited judges should correspond to the planned amount of cats (the size of the hall, the financial conditions of the club, local conditions, etc.). Please consult the Show Rules as to the maximum number of cats which may be allotted to each judge.

When selecting judges, the show organiser should pay attention to the categories for which the judges are qualified, how to carry out the BIS panel: by category or by class, two categories simultaneously and how to select the BIC / BOB.

4.1.2 Contact with the judges before the show & information

The show organiser should delegate one contact person for the judges - ideally, this is the same "judges' host" who corresponds with the judges before the show and who is concerned with the judges during their stay throughout the weekend until their departure.

At least 4-6 weeks before the show you send out information to the judge. Make sure to include:

- how to travel to the show, which airport is the nearest etc.
- the address of the hall
- the name and address of the hotel
- the list of invited judges
- the exhibition program and when the show is planned to close on the Sunday; this is important, because most judges prefer to leave on the Sunday, if possible, due to their jobs

- a phone number, where you can be reached on the day of arrival and during the show and ask the judge to provide his or her mobile phone number.

Judges should also be asked to provide details of indicative costs of travel, whether the judge eventually accepts a student judge in a category or has special dietary requirements, vegetarian food, allergies.

Approximately 2 weeks prior to the show send a message to the invited judges the following information:

- picking up at the airport or train station (who, whom, where, when)
- the name of the judges' host
- contact telephone number of the judges' host.

It is highly recommended to send the officiating judges the list of breeds and varieties assigned to them for judging some days prior to the show, especially when they accepted to instruct a student judge or supervise a stage.

Judges' hosts should be a person who are very well aware of matters with regard to the organisation of shows and who speak at least English.

4.1.3 Travel & arrival

Be sure to get information from the judge about arrival and departure times. Make a list with the names of all judges with arrival and departure times. It is a good idea to send this list to all the judges so they know each other's arrival and departure times. Also tell the judge if they will be picked up in the airport, or how they get to the hotel from the airport.

Organise the most appropriate way of transport for the judges over the weekend. This can be done by members of your club or taxis or other judges living near the airport and also invited to the show. In determining which kind of transportation, you need to consider the costs, the number of judges, season and weather.

4.1.4 Accommodation

Accommodation must be booked from the day of arrival and until the day of departure. The room should have its own bathroom. Ask every judge for preference for smoking or non-smoking room. If you do not book a hotel, but perhaps an apartment, summerhouse, etc. where more people can stay together, you should always notify the judge well in advance and ask if it is OK.

Ensure that the hotel rooms reserved are of a good, standard level. Provide a list of all persons covered by the reservation with an indication of the number of days of stay.

Prepare a welcome letter for each judge and student judge which can be left at the front desk after check in the hotel with some information about the schedule of the weekend, details of pick-up from the hotel each morning, about dinner, about transport to the airport/station/hotel on Sunday evening, cat division on Saturday and Sunday, judging of any special competitions at the show, and about student judges.

4.1.5 Student judges

Give timely answers to applications from student judges so they will know if they can be a student judge at your show or not. It is the organising club that contact the judges about having a student judge at your show, not the students themselves.

4.1.6 Judges examinations

If you are hosting the practical part of a judge's examination, make sure that the candidate has two stewards at his disposal during the entire examination. Only the stewards – and not the exhibitors - are allowed to present the cats to the candidate. Also make sure that the judging table for the candidate is situated so that he/she cannot hear or see judgments of cats in the category concerned. Note that the cats judged by the candidate need not necessarily be judged by the examiners.

4.2 During the show

4.2.1 Transfer between hotel and show hall + time schedule

Transfer from the hotel to the show hall and back must be planned and a time schedule should be distributed to the judges – when the judges will be picked up in the morning, and also when the dinner is planned and where it will take place.

Inform about special shows, additional classes and judges who participate in them.
Inform about the lunch break.

Indicate the judges' room and a safe place where judges can leave their baggage.
Inform about the time to leave the show hall when departing on Sunday.

4.2.2 Reimbursement of judges

The judges participating in the exhibition have the right to:

- reimbursement of travel - (economy flight or 1st. class train),
- meal and lodging for the duration of the exhibition,
- if necessary, additional accommodation and a meal before returning home,
- allowance established at the General Assembly; the current minimum net amounts are listed in Annex 1 of FIFe General Rules.
- Judges are entitled to reimbursements in Euro currency, unless otherwise is agreed with the show organiser.

Payment should take place in an appropriate manner and place. Ask the judge if they prefer to get paid in other currencies than Euro. Some judges prefer bank transactions, not cash.

4.2.3 Meals

The organiser must make sure that meals have been arranged on the day of arrival and during the show and if the judge has to stay until the day after the show, for that time as well. Ask in advance if the judge has any special wishes such as vegetarian food or is allergic to certain food.

During the show mineral water, coffee and tea must be available at all times for judges and stewards.

4.2.4 Voting during the Best in Show

Be advised that judges which are not qualified to judge all breeds in categories 1 and/or 4 but are only qualified in breed groups A or B resp. C or D, may judge and nominate cats belonging to the breeds in the groups. However, they may only vote during the entire Best in Show panel of category 1 or 4 when all cats appearing on the nomination list for the category belong to breeds which they are qualified to judge. This is to ensure that during every voting round of the Best in Show panel in a category always has the same number of judges who are casting their votes. In case of a tie in category 1 or 4, judges who are not fully qualified in the category may act as referee judge if the cats having the highest number of votes belong to breeds, they are qualified to judge.

4.3 After the show

4.3.1 Departure

Plan well in advance how and when to get the judges back to the airport. There should always be sufficient time to check in.

Do not forget to give the catalogue to every judge, preferably also the results.

5 Media & advertising

5.1 Before the show

Publish show flyer well in advance with all details (showplace, address, time schedule, veterinarian control, last day of entry, show fees, list of judges (including the ISO-code of their country of residence), contact person or persons, hotels which accepts cats etc.)

Try to get articles, information about the cats, information about the forthcoming cat show to the newspapers, radio, internet, TV etc.

It is important to show that organiser is a FIFe member.

Send announcements to the newspapers (radio or TV).

5.2 During and after the show

Determine who will be the spokesman providing interesting interviews to local media during the show. By the way it is good to promote the next events that are being organised by your club.

6 Sponsoring

6.1 Before the show

Sponsors are an especially important part of the organization. Try to get enough feedback to the sponsors so they feel that the cat show was worthy of their support.

6.2 During the show

Take care of vending stands and sponsors at the show. Announce by microphone to exhibitors and visitors the details of awards and who sponsored them.

6.3 After the show

Do not forget to say thank you to your sponsors after the show. You already need to think about future shows.

Annex 1 – Show duty list

ORGANISATION TEAM

FUNCTION	WHO
Commissioner of Show	
Show Manager	
Secretary / catalogue	
Finance	
Speaker for BIS	
Judges/student judges host	
Chief stewards	
Contact with exhibitors	
Contact with media & information	
Contact with sponsors & stands	
Veterinary supervision	
Advertisement in catalogue	
Awards, cups, rosettes	
Information support	
Hall Manager	
Decorations, sound and light effects	

IMPORTANT ISSUES

ISSUE	WHO
Hall - booking	
Hotel - booking	
Tables, chairs	
Judges, correspondence, letters	
Sponsors, General sponsor	
Secretariat	
Chief stewards, stewards, costumes	
Cups, rosettes, medals	
Veterinary clinic	
Insurance	
Lunch	
Gala dinner + tickets	
Special Shows	
Decorations, flags, ring	
Photographer	
Catalogue cover, poster, invitations, diplomas - project	
Catalogue - product, print	
Internet information	
Cooperation with the media (before, after and during show)	
Placarding the city, buses, trams, taxi	
Judges transport	
Cage's location	
Exhibitors' location	
Envelopes for exhibitors	
Shopping + cash	
Equipment transport (before and after)	
Cages - transport	
Cages structure - Friday	
Cleaning and rebuilding Saturday	
Cages - Sunday	
Screens arrangement	
Health Care + First Aid Kit	
BIS - handing out trophies and awards	
Check-in cats to the show	
Spaces for cages	
Space and car park supervisor	
Visitor entry ticket control	
Light work	
Other helpers	