

2018 CSDEA OMNIBUS SHOWBILL FORM

This form must be postmarked and your showbill(s) & payment received by **DECEMBER 15, 2017**.

Any late submissions are not guaranteed to make it in the Omnibus.

For USDF Recognized Shows: Points for **2018 CSDEA Year-End Awards** can be earned only at **CSDEA Affiliated Shows**.

For USEA Recognized Shows: Points for **2018 CSDEA Year-End Awards from CSDEA Affiliated Shows count double**.

We are accepting affiliation payments as part of the Omnibus showbill process, and your \$50 affiliation payment gives you credit for one free showbill page for that show. Additional pages will be charged at the \$60 per page rate. See the attached FAQs for further details.

STEP 1 – Complete the following information in full. (Contact name should be the person who can answer questions about the ad, not necessarily about the show.)

Show Name(s): _____

Contact Name: _____

Email address: _____

Primary Phone: _____ Alternate Phone: _____

STEP 2 – Email your showbill(s) as a WORD (.doc or .docx) document to:

csdeaomnibus@gmail.com

Showbills should be laid out on a standard letter-size page with margins as follows:

Top: 2"

Left Side: 2"

Right Side: 2"

Bottom: 1.5"

Files that do not meet these design requirements EXACTLY will be subject to a **\$25 design fee** that must be paid prior to publication. A sample formatted page (or your previous year's showbill) can be provided upon request.

FILES MUST BE RECEIVED VIA EMAIL BY DECEMBER 15.

Late submissions are not guaranteed to make it in the Omnibus.

STEP 3 – Submit your payment:

I am submitting showbills for USDF/USEF recognized shows in MN, ND, SD, IA, or WI as follows:

Total number of recognized shows: _____ at \$50 per affiliation fee per show = \$ _____

My first showbill page per show is free. I am submitting _____ additional pages at \$60 per page = \$ _____

I am submitting _____ non-affiliated showbill pages at \$60 per page = \$ _____

My check for \$ _____ is enclosed.

I have submitted my payment of \$ _____ online. Payment MUST be received by December 15.

Send this completed form POSTMARKED BY DECEMBER 15 to CSDEA Omnibus:

10669 83rd Street Court N • Stillwater, MN 55082 –or– csdeaomnibus@gmail.com

Questions? Call Nancy Porter at **651-439-3432** or email csdeaomnibus@gmail.com

CSDEA Omnibus FAQs

What is the CSDEA Affiliation Fee and what does it have to do with the Omnibus?

For Dressage Awards: Points for **2018 Year-End Dressage Awards** can be earned only at **CSDEA Affiliated Shows**.

For Eventing Awards: Points earned at **CSDEA Affiliated Shows** count **double** for **2018 Year-End Eventing Awards**.

To be CSDEA affiliated, a show must:

1. Be a USDF/USEF recognized show.
2. Be within the CSDEA geographical area of Minnesota and surrounding states (Minnesota, North Dakota, South Dakota, Iowa, and Wisconsin).
3. Pay the CSDEA affiliation fee of \$50 no later than 60 days prior to the show date.

The fee applies **per show**. For example, if you are running two shows in one weekend the fee must be paid for each show that you would like to be points-eligible.

To ease the process for recognized show organizers, we are accepting affiliation payments as part of the Omnibus showbill process. Your \$50 affiliation payment gives you credit for one free showbill page for that show in the Omnibus. Additional showbill pages are charged at the standard rate of \$60 per page. If this seems complicated, please **don't panic!** Email csdeaomnibus@gmail.com with your number of USDF/USEF recognized shows and the total number of showbill pages, and we will do the math for you.

To have your show count toward CSDEA Year-End Awards, you can pay your show affiliation fee any time up to 60 days prior to your show date. However, any submissions after December 15, 2017 may not be included in the 2018 Omnibus.

Am I an advertisement or a showbill?

If you are communicating facts about a show, clinic, or schooling opportunity (i.e. clinician, location, date, time, how to enter, prize list, etc.), then you are a **showbill** and should complete the **showbill form**.

If you are advertising a business, product, or service (i.e. your credentials as an instructor, your farm for rent as a schooling venue, your molasses muffins, your tack swap, etc.), then you are an **advertisement** and should complete the **advertising form**.

If you have both types of information on the same page, you are an **advertisement**, and should complete the **advertising form**.

How do I pay online?

1. Go to www.CSDEA.org
2. Click on "2018 Omnibus" in the main menu
3. Click the "Pay Online" button
4. Select the "Omnibus Fees - Advertising & Show Bills" account by clicking the green "Contribute" button
5. Fill in the information and enter the correct amount for the showbill(s) and/or type of ad(s) you're buying
6. Follow the remaining instructions on the website