



New England Dressage Association 2016 Omnibus Prize List

Dear Competition Manager:

NEDA has again made plans to publish a Northeast Regional Omnibus Prize List for dressage competitions in Massachusetts, New Hampshire, Vermont, Maine, Rhode Island, Connecticut and New York.

The cost for inclusion in the 2016 Omnibus is: \$260 for up to 2 pages (plus \$45 for each additional quarter page) or \$185 for a 1 page listing.

Distribution will be March 1, 2016 to NEDA members. We estimate the mailing will be close to 2,000 individuals.

Enclosed please find the following information and forms. Please read everything carefully. **There will be additional charges for late changes or additions. If you have limited changes please mark them directly on last years prize list. Remember to keep a copy of your edited prize list so that you may check the proof that will be sent to you.**

- General information.
- Contract for inclusion in the 2016 NE Regional OPL
- Instructions, forms, and copy of your previous year's prize list.

We look forward to receiving your contract and check by the October 16, 2015 deadline, and your specifications by the November 13, 2015 deadline.

Sincerely

Doreen Quintiliani

CONTRACT DUE OCTOBER 16, 2015

Mail contract and check for \$260.00 or \$185.00, made out to OPL PUBLISHERS to:

Doreen Quintiliani 978-257-4927
OPL PUBLISHERS NEDAOPPL@qualitygraphicsinc.com
21 Whitney Road
Shirley, MA 01464

Show specifications due November 13, 2015

Judges and T.D. by **November 27, 2015**. Mail to Doreen Quintiliani, address above.



Contract due: October 16, 2015

New England Dressage Association Show Contract

I hereby apply for inclusion in the 2016 Omnibus Prize List for the:

Name of Competition

Date of Competition

Location of Competition

Competition Manager

Telephone

Address

Email

Competition Secretary

Telephone

Address

Email

Signature of Competition Manager

Person to Edit Prize List

Enclosed in the required \$260.00 fee for up to,
but not exceeding two pages or \$185.00 for a
one page listing.

**I understand that I will be billed
\$45.00 for each additional
quarter page.**

Address

Telephone

Fax

Email

This application must be received by October 16, 2015.

Make checks payable to OPL Publishers, and send to: Doreen Quintiliani, OPL Publishers,
21 Whitney Road, Shirley, MA 01464

INSTRUCTIONS FOR FILING COMPETITION SPECIFICATIONS

NOTE: For photos of riders on horseback, the rider must be wearing properly fastened (SEI approved) protective headgear except in the case of adult FEI riders. FEI riders may wear the above mentioned headgear or a top hat, as appropriate. NEDA will not allow any photos of riders with their hats off, while mounted.

NOTE: In an effort to standardize instructions and to follow the USEF rulebook, it is suggested that shows use the following instructions for Opening and Closing Dates:

Opening Date: *This is the first day that your entries may be postmarked or faxed.
DO NOT SEND EARLY!*

Closing Date: *This is the last day that the secretary must receive the entry without risk of fines and penalties. AFTER CLOSING DATE - PENALTY FEES MAY BE LEVIED*

Many of the prize lists may not change much. If this is the case for your show, **please mark small changes directly on the enclosed copy of last year's specifications.** There is no need to retype everything. If you are completely rewriting your show, your specifications for the previous year should guide you in your detailed description of Levels, Awards, Entries, etc. Note that these descriptions should be brief but exact; wordiness could cause your specifications to run to extra space, thereby costing more. Specifications must be typed, and in the OPL format. Sample enclosed. **Add your USDF and USEF recognition numbers. REQUIRED BY USDF AND USEF**

NEW SHOWS

Please see the enclosed form for the required format for your prize list. Specifications must be submitted in a standard word processing application such as Microsoft Word. If you are using a word processing application other than Microsoft Word please save your file as a "Text Only" file. Email file to Doreen at OPL Publishers at oplpublishersne@verizon.net.

LOGOS

If you were included in a previous OPL, we have your logo on file. If you have changed your logo or are listing your competition with us for the first time, please send a black/white copy of your logo measuring 1" x 1", or a *high resolution* PDF, EPS, or JPG file.

Your specified person will receive a proof of your show which **must be returned within 7 days of receipt. Your Judges names and T.D. names are due at this time.** (Your judges contract now requires a space for the Judge's License Number. Not required for OPL but for show management information.) **Please double check telephone numbers, dates, zip codes, and any typo's or spelling errors.**

PLEASE DOUBLE-CHECK YOUR INFORMATION TO BE SURE IT'S CORRECT! YOU ARE RESPONSIBLE TO EDIT YOUR OWN PRIZE LIST. There will be a charge for changes.

CLASS LIST

Give each class it's proper title and the day it will be offered. Classes should read "Jr/YR" (which stands for Junior/Young Rider). We encourage you to offer at least some Jr/YR and AA classes independently.

Be sure to offer GAIG/USDF Qualifying Classes. To combine with Open classes list as: Open/GAIG/USDF Qualifying.

USDF has Qualifying Classes from Training Level through Grand Prix, Intermediate and Grand Prix Freestyle, First through Fourth Level Freestyles. We encourage competitions with good footing to offer FEI Level Qualifying Classes. USDF Qualifying Classes are the highest test of each level. Add \$10 to class fee to make it a USDF Q. Classes are run as the regular class. Riders requesting and paying for USDF Q will be noted as "Q" within the open class.

LEVELS

Give your descriptions of how you'll handle Jr/YR and Adult Amateurs here.

AWARDS

If you are also offering prize money, USEF wants you to specify when and how the money will be paid. If mounted awards are planned please specify.

ENTRIES

USEF asks you to state if you will accept post entries and how they will be handled.

TIMES

Specify how they will be notified.

STABLING

In addition to stall numbers (how many) what type, size, whether bedding is included and of course cost, the USEF has ruled that the Prize List specify whether stall doors will be provided and what kind.

ACCOMMODATIONS

Adding a Route number after the name helps competitors find the facility.

DIRECTIONS

Be specific from nearest major highway.

FOOTING

Clearly state size of arenas and footing in both the arenas and warmup.

ENTERTAINMENT

State when food is available. Example 6 AM to 6 PM Days of Show, 12 Noon to 5PM day before Show.

OTHER

In this category make your statement "Farrier On Grounds". Include telephone and cell phone number in prize list. VETERINARIAN – USEF rule this year - "Prize list will give the name and number of the Veterinarian on call and specify where this information will be posted at the competition grounds." **Please put names and numbers in prize list plus local emergency numbers.**

USEF and USDF Recognition Numbers are required on Prize Lists.

QUESTIONS OR PROBLEMS WRITING YOUR PRIZE LIST

Contact OPL Publishers.

MAIL YOUR CONTRACT BY OCTOBER 16, 2015

MAIL OR EMAIL YOUR COMPLETED PRIZE LIST BY NOVEMBER 13, 2015.

Doreen Quintiliani
OPL Publishers
21 Whitney Road
Shirley, MA 01464

Phone: 978-257-4927

Email: NEDAOPPL@qualitygraphicsinc.com

ADVERTISING

For information on advertising specifications and rates, see enclosed information.

Advertising for the OPL is being handled by: Doreen Quintiliani
OPL Publishers
21 Whitney Road
Shirley, MA 01464

Telephone: 978-257-4927

Email: : NEDAOPPL@qualitygraphicsinc.com