

Post Livestock Show Reminders:

You will be provided through your Advisor a list of your buyer(s) with their contact information as soon as possible and within a few days of Auction.

Poultry/Rabbits: You are responsible for the final disposition, processing and/or delivery of poultry and rabbit exhibits within 30 days after the Show to the buyer. You will be given a Poultry/Rabbit Delivery Form that will need to be signed by your Buyer. Return that form to your Advisor. Random calls to buyers will be made to double check that the projects were delivered.

Thank You Cards: Thank you notes must be written within 30 days after the show to the buyers, for Live Auction, Private Sale, Add-ons, and Silent Auction. Handwritten cards only – do not type! Advisor will give these items to Spring Tri-Club Treasurer.

- **Give thank you cards to your Advisor**
 - **With two copies of Thank you note (1 for Tri-Club and 1 for Club)**
 - **Do not seal the envelope**
 - **Stamp on envelope**
 - **Use return address: P.O. Box 162, Spring, TX 77383**

Photo Delivery for Live Auction: Exhibitors must deliver to the buyer, or his/her representative, the 8 x 10 picture with frame taken of the exhibitor, the exhibit, and the buyer during the Auction within 30 days of receipt of the picture. It will take a couple of weeks or so for photographer to print and deliver these photos to Tri-Club. You will be provided a Photo Delivery Form. Return this form to your Advisor.

Photo Delivery and Poultry/Rabbit Delivery Forms are available online under Forms tab.

Checks: All of these items must be complete in order for your check to be released. Also - Your buyer must have paid for these items in order for your check to be released. Your check will be mailed in the envelope that you provided at Registration so if your address has changed, please see your Advisor or Tri-Club Officer.

Forfeiture of Funds: Exhibitor must deliver all of these required items within 120 days of Auction in order to receive their check. If this required paperwork is not delivered within 120 days, then your check will be forfeited and placed in the Tri-Club Scholarship account.

Clean-Up: ALL Exhibitors must participate in clean-up on Sunday beginning at 10:00. Be sure to sign in AND sign out.

[See Website, Rules, Exhibitor section, Page 5-7.]