

***The Chronicle of the Horse* 2018 Horse Show Issue**

The Chronicle of the Horse will publish the **2018 Annual Horse Show Issue** on March 26, 2018. We will include association high-score champions and reserves results, and high-score champions photos in the hunter, jumper, hunter breeding and hunt seat equitation divisions.

Also, winners of USHJA Zone or USEF National awards should submit their photos directly to us if they wish to have them appear in *The Chronicle's* Horse Show Issue. If a Zone/Horse of the Year winner submits a photo for an Association championship, the photo will be used for the Zone/HOY championship.

All high-score awards and photos must be in this office by JANUARY 08, 2018. There will be no extensions of this deadline. Do not confuse this deadline with the advertising deadline.

Guidelines Overview

Results

- Digital e-mailed results in the proper format are **required**.
- Hard copy also must be mailed and received by the deadline.
- Full contact and association information **must** be included.
- Champions and reserves only.

Photo Submissions:

- Champions only.
- Action shots only.
- Original color prints only or digital photos on flash drives or CDs.
- All required information **must** be printed on photo or annotated to each digital photo (see below).
- Any flash drive or CD containing images submitted by an association must also contain a Word document with each image file name and the required information for that photo (see below).
- Only photos submitted with the mailed results by the association will be accepted.
- Each photo must have a release from the photographer (see next page).

Results Guidelines

Include the following information for your association:

- Full official name and abbreviation.
- Address (The correct address for the organization—or where you want next year's letter sent.)
- Contact name, phone and e-mail (in case there is a problem with the results).
- Name and address for photos to be returned.

Digital results are **REQUIRED, but a hard copy MUST also be mailed and received in this office by the deadline.**

The e-mailed results should be in text (tab or comma delimited), rtf, Word or Excel formats. PDF files are NOT accepted. E-mail the results to results@chronofhorse.com and be sure to **include full association information in the text of the email**. The subject of your e-mail should be—**HSI RESULTS: your association name**.

Please include the name of the division, the place (CH or RES), horse name, owner name and rider name. Include only the Champion and Reserve placing for each class/division. Please use tabs, not spaces, between columns when entering your results. Check your spelling! Owner and horse are optional (but helpful) for equitation classes. Riders/handlers are optional (but helpful) for hunter, jumper and breeding classes.

Example:	<u>Class Name</u>	<u>Place</u>	<u>Horse</u>	<u>Owner</u>	<u>Rider</u>
	Regular Working Hunter	CH	Red Fish	Red Farm	Red Rider
		RES	Blue Fish	Blue Ranch	Blue Rider

Photo Guidelines

Photos must be submitted **by the association only**. After the issue is published, the photos will be returned to the association (not individuals). (Note: Photos are held for a couple weeks following publication so any questions relating to them can be addressed. Photos will be returned to the associations in early April.)

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ALL of the following information MUST be on all photos:

- **Name of the Association**
- **Horse**
- **Rider in the photo**
- **Owner**
- **Photographer's name** (even if not a professional)

Include **all** the information, even for equitation classes. It helps us match the names to see if they won in other organizations. **Double-check all spelling!**

Photos should be **color prints or digital color photos on flash drives or CDs**. Emailed digital photos will NOT be accepted.

Include photos for the **champions only**—reserve champion photos are not used.

The **photographer's authorization** for publication must be included with each photograph or digital image. For some photographers we have their releases on file. However, not all photographers give blanket releases and there are instances where this release is not sufficient. Read this letter for some examples of those situations. Many photographers will not issue releases for prints that have been scanned and submitted digitally. If in doubt, ask your photographer. Photographers are not paid for photos in the Horse Show Issue.

We will only accept original photographic prints. We will not accept copies of professional photographers' photos, proofs, scanned copies (including those sent digitally), photos that are not clear and of poor reproductive quality, or vignette prints and photos. **If there is any question regarding the authenticity of a photo, we will not accept it.**

Digital images must be minimum of 72 dpi and 4" x 6", but larger file sizes are preferred. Images smaller than this will be rejected. Please check with the photographer to see if he or she will issue a release for digital images. Screenshots, video capture, proofs or other low quality images will not be accepted.

If a horse or pony has won multiple championships, only one photo will be used. If a horse or pony won its division with one rider and another rider won an equitation division on that same horse or pony, the photo with the equitation rider on the horse or pony will be the one used.

Photos must be **action shots**. Do not send candid or award photos; they will be rejected. (Hunter Breeding is the exception.)

Photos must be of **high quality** and must be printed on quality photo paper. Personal photos printed on your home printer are not high enough quality and should be professionally printed at high resolution.

Prints must be no smaller than 3½" x 5" and no larger than 8" x 10".

Photos must be from the **2017 show season**. If there is a sticker/stamp or copyright date on your photo that shows a year other than 2017, your photo will be rejected.

If your photo has a sticker on it, put there by the professional photographer who took the photo, that says it must be of a certain size before it can be published, then it must be of that size or be accompanied by a release from the photographer for that *specific* photo. **A blanket release from the photographer does not include these photos.**

Photos that are unauthorized copies of a professional's photo will be rejected. We cannot accept a professional's photo that you have scanned and re-printed or put on a CD. **A release from the photographer does not include these photos.** If there is any question regarding the authenticity of a photo, we will not accept it.

PLEASE NOTE: Winners of USHJA Zone and USEF Horse of the Year Awards should submit their photos directly to us if they wish to have their photos in *The Chronicle's* Horse Show Issue. We do not receive photos from the national organizations. If a Zone/Horse of the Year winner submits a photo for an Association championship, the photo will be used for the Zone/HOY championship.

All photos **MUST** come together with the results FROM THE ASSOCIATION'S SECRETARY. Photos should NOT be sent separately by individuals or by photographers. **PLEASE NOTE: The association is responsible for verifying all photos meet required standards before sending.**

If you have any questions regarding these guidelines please contact Sharon Rose at results@chronofhorse.com.

Mailing address for sending results and photos:

US Postal Service
The Chronicle of the Horse
Horse Show Issue
PO Box 46
Middleburg, VA 20118

Fedex/UPS/DHL
The Chronicle of the Horse
Horse Show Issue
108 The Plains Road
Middleburg, VA 20117

The deadline for submitting photos and results is January 08, 2018

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Please complete and return with your results and photos.

Association Name: _____

Primary Association Contact:

Name: _____

Address: _____

City/State/Zip: _____

Phone: _____

Email: _____

Contact person for questions regarding this year's results/photos:

Name: _____

eMail: _____

Phone: _____

Address for return of photos:

Name: _____

Address: _____

City/State/Zip _____