BBQ APPLICATION INSTRUCTIONS

READ FIRST-IMPORTANT INFORMATION!!!

Welcome to the NEW BBQ Application process!

Please review this instruction page before completing your online registration.

You may also print it for easy reference.

PLEASE NOTE: To access the information on this page anytime, please click the '**Start**' button tab on the left-hand side of this box.

The American Royal World Series of Barbecue®- October 4-7, 2012
Open Side Dish Contest and Invitational Meat Contest – Saturday, October 6, 2012
Open Meat Contest – Sunday, October 7, 2012

DEADLINES
All applications received after September 11, 2012 will incur a $50 late fee

Returning Teams: Submit your application and pay in full by July 13 to reserve your 2011 space

General Information

The American Royal is a not-for-profit, community-volunteer-based service organization which provides scholarship, education, awards, and competitive learning experiences that reward hard work, leadership skills, and agrarian values. In 2011, the American Royal contributed over 1 million dollars to its purpose of supporting youth, education and scholarships. Thank you for your contribution to our mission!

1. When you're ready to start the application process, double-click 'Login/Logoff'
2. **Login Type**-Choose **Exhibiter** from the drop-down box; enter your first and last name of the **CHIEF COOK**, then choose **I am a new exhibiter**
3. **New Exhibiter page**-This is where you will set-up your team account, including a password. *You will only need to create a New Exhibiter account one time*. This new feature will allow you to return to your application to update information, enter or delete contest categories and/or purchase additional items through Friday, September 7, 2012. After this date, any and all changes will need to be made by emailing BBQ@AmericanRoyal.com

Most fields will be self-explanatory, but please see the notes below for clarification of some fields.

Make Payments To-In this field, enter the name of the individual or organization who will receive the prize money. This name MUST be the name associated with the "**Payee SSN or EIN"** listed in the field below.

Payee SSN or EIN-This is the Social Security number or Federal ID number for the individual or organization listed in the "**Make Payments To**" field above.

Additional Comments-This is where teams can enter a brief note about space assignment/selection.

Years Competing-The Legends Program honors and recognizes teams based on the number of years they have participated in the **American Royal Barbecue**. Please enter the number of years your team has competed, which will be verified and cross-checked with our records. Teams reaching their five, ten or twenty-year anniversary will receive a commemorative flag. All teams who have participated for twenty-plus years will be automatically entered into the Legends Barbecue Contest which is a special, sub-contest of the Oklahoma Joe's Open Contest.

2011 Space Number-The space in which your team competed last year

'12 Space 1st Choice-List in order of preference, the space number(s) your team is requesting.
'12 Space 2nd Choice
'12 Space 3rd Choice

Party of the Year-Choose an answer from the drop-down menu

Vendor Interest-There is an opportunity to participate as a vendor in the Food Court or Expo Marketplace. Please make the selection from the drop-down menu that matches your interest.

2012 Invitational-Please check this box if think your team has qualified to participate in our Invitational Contest. The American Royal has instituted a new policy for gathering qualifying team information, so please contact BBQ@AmericanRoyal.com to receive the information to complete this process.

Remain in 2011 Space- Check this box if you wish to remain in this space for 2012. Please note that no space assignment will be made prior to payment being received.

Royal Tour Team-The Royal Tour is an opportunity for the public to have a behind-the-scenes tour of competitive barbecue. If your team is interested in participating, please check the box to receive further information.

Click 'Continue' and view the **Exhibitor Information Review**
If you need to make corrections, simply click the 'Back' button
If all information is correct, click 'Continue'

In **Create Entries**, teams will enter the Open Meat categories and Open Side Dish categories

For '**Department**' select **Oklahoma Joe's Open Contest** from the drop-down menu
For '**Division**' select **Meat Contest** from the drop-down menu
For "**Class**" select which meat categories your team would like to enter and click "**Add Entry to Cart**
To enter the **Side Dish Contest**, repeat this process by choosing 'Side Dish Contest' for the 'Division'
After selecting your meat and side dish categories, click 'Continue' to purchase 'Additional Items'

Additional Items Tab- This is where teams will request the size of space they wish to purchase, as well as the opportunity to purchase electricity, straw, trash boxes, ice, charcoal, pellets, parking passes,

band/catering passes, wristbands, one-time entry tickets, Crown and BBQ Pins, port-a-lets, and hand washing units.

IMPORTANT!
HOW TO COMPLETE YOUR TRANSACTION

After all selections have been made, click '**Continue**' for a '**Review of Cart'** which will show a summary of all your purchases/choices.

At this point you will have the following options:

Click on red **'x'** next to any item to DELETE it from the cart

The 'Add more entries' tab: Will allow you to select additional purchases

The 'Empty cart': Will delete all items previously selected

The 'Save this cart for later' tab: Will allow you to add or delete items when you return to your account and/or will allow you to pay for items in cart.

The Check-out' tab: Will take you to the payment option tabs

> **Pay Now**: This means you plan to submit payment NOW, online by using a credit card
>
> **Pay Later**: This means you are choosing to SKIP a payment at this time and mail a check along with a copy of your receipt

A **confirmation** will be sent to the email address you provide on your application, and you will also have the option to 'Print Detailed Receipt'

Questions? For more information about submitting the new online BBQ application, please email BBQ@AmericanRoyal.com

ADDITIONAL CONTEST INFORMATION

Open Meat Contest presented by Oklahoma Joe's

- There is NO fee to enter any of the meat categories
- The sausage category does NOT apply towards overall points used in determining Grand Champion.

Open Side Dish Contest presented by Oklahoma Joe's

- The entry fee for Baked Beans, Potatoes or Vegetables is $15 per category
- Dessert Category is $25
- NEW for 2012 will be *Reser's Fine Foods America's Best Potato Salad Challenge*. By entering this contest, you agree to release personal information, photos, and potato salad recipe to Reser's Fine Foods® and KCBS, for use in future marketing/promotional materials.
- Prize money for this category will be as follows:
  - 1st place-$1000
  - 2nd place-$400
  - 3rd place-$150
  - 4th place-$100

Party of the Year Contest presented by Waddell & Reed

- There is no fee to participate in this contest.
- All teams have the option of choosing *not* to participate in the Party of the Year Contest.

- A panel of judges will visit each participating team between 8:00-10:00 p.m. on Friday, October 5. Judges will score parties based on overall site appearance and showmanship.
- It is at the sole discretion of the teams to provide food, drink and/or souvenirs.
- Corporate teams are vying for the title of "Party of the Year" and a $1000 American Royal scholarship that will be given in their name.
    - A corporate team is defined as any participant receiving primary event funding from a business and/or charity for the party and/or any team using their party expense as a deduction on their federal income taxes.
- Individual teams are competing for a $500 cash prize!
    - Individual teams are defined as all entrants not defined as a "corporate" participant.

Space Assignment

- Teams who submit their application and pay in full by July 13, 2012 will have first rights to their 2011 space.
- Lot B will have a 12 midnight quiet-time policy that will be enforced. If you have planned a party that will continue past midnight, please choose a space located in a different lot.
- All spaces **MUST** be clean upon vacating and all trash/items must be picked up. Violators of this rule will receive a fine of $50 per 500 sq. ft. Failure to pay fine will result in denial of future barbecue application submissions, until the balance due is paid in full.

Electricity

- Teams may purchase up to three (3) electrical hook-ups. Each hook-up is 20 amps.
- Please note that power sources are NOT located at each space, *so up to 150 feet of extension cord* may be necessary to make a connection. **Teams are responsible for providing their own extension cords. Please make sure all cords are 12 2 gauge with ground to help alleviate power surges and outages.**
- Teams are welcome to bring their own generator. If powering a RV or an air conditioner, teams should consider this option to meet this demand.
- Authorized users will receive a tag specific to their space number for each purchased hook-up.
- Electrical usage will be monitored by the American Royal and unauthorized use will be dealt with on a case-by-case basis.
- Service will be available beginning Thursday, October 4 at 8:00 a.m..

Team Parking

- Each team will receive three (3) parking passes that will allow them entry and exit to the Liberty Lot (contestant parking lot) Friday and Saturday. If a team wishes to purchase additional parking passes in advance at a discounted rate, they may do so. Additional passes are $10 each and there is a limit of three (3) additional passes per team.
- **PLEASE NOTE:** During peak times you may NOT have access to this lot. Peak times would be 4:00-8:00 p.m. on Friday night.

Band/Catering Vehicle Pass

- This is NOT a parking pass

- This pass will allow vehicle entry from 3:30-6:00 p.m. on Friday, October 5 and Saturday, October 6. NO vehicles (except those previously designated to park in team space) are permitted on the grounds from 6:00 p.m.-midnight (12:00 a.m.)
- This pass also allows the vehicle entry/exit from midnight (12:00 a.m.) to 9:00 a.m. Saturday.
- Entry/exit is allowed from midnight (12:00 a.m.) to 9:00 a.m. Sunday, October 7 as well.
- Unauthorized or illegally parked vehicles will be towed at the owner's expense, and a fine of $100 will be leveled. If your vehicle is towed, please see American Royal Security located in the Command Center inside the American Royal Complex. THIS **WILL BE STRICTLY ENFORCED**. All vehicles on the grounds MUST have the proper credentials displayed at all times.

Wristbands

- Teams competing in the Open Contest only, will receive twelve (12) wristbands
- Teams competing in the Invitational Contest only, will receive six (6) wristbands
- Teams competing in both the Open and the Invitational will receive a max of twelve (12) wristbands.
- Additional wristbands which are good for the entire weekend may be purchased for $15 each

One-Time Entries

- These tickets are valid for one entry on either Friday or Saturday
- They may be purchased at a discounted rate of $10 each.
- The deadline for purchase at this price is September 7, 2012

Souvenir Pins

- Each team will receive one (1) complimentary Crown Pin and one (1) complimentary BBQ Pin.
- Additional pins are $ 5.00 each

Port-a-lets and Hand Washing Stations

- The American Royal will provide toilets at strategic locations throughout the grounds for use by the barbecue contestants, their guests and the general public. If you would like to purchase private facilities for the dedicated use of your guests only, they may be purchased for the following costs:
    - Port-a-lets-$85.00
    - ADA Toilets-$195.00
    - Hand Washing Unit-$85.00
- **PLEASE NOTE**: Rented equipment will be in team space and unlocked at 12 noon on Thursday. **Toilets will be serviced early Saturday morning IF, and only if they are placed within five (5) feet from the front of your team space**.

Beer, Wine, Liquor, Soda & Water

- Teams can pre-order **ALL** of their beverage needs from our beverage sponsors
- Proceeds will benefit the American Royal Education & Scholarship Program!
- SAVE time and money and support a worthwhile cause!

- Fast, easy & convenient! Pre-orders will be delivered to your team space.
- Have your caterer contact us directly to place an order for your party
- A wide variety and new offerings will be available
- Online forms will be available in July at www.AmericanRoyal.com