

The **GCCF Roadshow** promotes pedigree and non-pedigree cats, responsible ownership, and involvement in the GCCF in an engaging and accessible way.

It runs alongside your show and is designed to enhance the visitor experience, not disrupt the judging schedule.

This document explains what is involved before, during, and after show day so that expectations are clear on both sides.

Before Show Day

Initial Agreement

Show Managers are invited to host the GCCF Roadshow. Once a show confirms it would like the Roadshow to attend, the Roadshow Lead will contact you to agree:

- Space allocation within the main show hall
- Provisional talk timings
- Pen requirements
- Steward support

If requested, the Roadshow team will provide copy for inclusion in the show schedule, the catalogue, and social media promotion.

Space Requirements

The Roadshow must be located within the main show hall, where exhibitors and visitors are present. It should not be placed in a separate room.

We require:

- Space for 8 pens in a flexible layout
- Clear standing space in front of the pens
- Ideally seating for approximately 20 visitors

This allows audiences to gather safely while maintaining clear access routes within the show hall.

Please confirm at the outset that this space can be accommodated. If there is any doubt, it is far better to know early, while there is still time to find a solution.

Pens, Tables and the GCCF Roadshow Setup Kit

Tables and pens are supplied by the show's appointed penning company. The Show Manager must:

- Inform the penning company that the GCCF Roadshow will be attending
- Order the required number of pens for the Roadshow
- Ensure tables are provided to accommodate the agreed layout
- Confirm that the GCCF Roadshow Setup Kit is included

The GCCF Roadshow Setup Kit includes the branded items carried by the penning company: branded table drapes, a central branded drop-down cloth, backboards, and a banner.

The cost of Roadshow penning is covered by GCCF. This applies only to pens allocated to the Roadshow display area.

Early notification to the penning company helps ensure correct allocation of pens, delivery of branded items, and smooth installation on show morning.

Cats and Exhibitors

How cats are recruited

Cats taking part in the Roadshow are drawn from cats already entered in your show, with the owner's permission.

The Roadshow team manages its own cat recruitment — **you do not need to manage this process.**

Shortly after your entries close, the Roadshow Lead will send you a short, ready-to-send note containing a sign-up link for your show, and ask you simply to forward it to your exhibitor list.

- Exhibitors sign up in about a minute
- Responses come straight to the Roadshow team
- Each exhibitor receives an automatic confirmation
- There is nothing for you or your team to chase

Anyone wishing to get involved with the Roadshow more generally — as a helper, speaker or volunteer — can register at any time at:

gccftraining.org/get-involved-with-the-gccf-roadshow/

Catalogue deadline

All cats participating in the Roadshow must appear in the catalogue. In practice the Roadshow recruits from cats already entered in your show, so they will already be listed and no action is needed.

If, by prior agreement with the Roadshow Lead, any cats are brought specifically for the Roadshow, they:

- Must be added to the catalogue as exhibition entries before your catalogue deadline
- Will have their penning ordered by you in the usual way
- Will have their penning costs covered by GCCF, plus a 40p per cat exhibition charge — both reclaimable on the Penning Expenses Claim Form
- Will not incur any charge to the exhibitor

The Roadshow Lead will keep you informed of confirmed cats before your show paperwork goes to print.

Open door policy

All breeds recognised by the GCCF are eligible to attend the Roadshow, including cats not registered with the GCCF. Cats remain under the care of their owners throughout the show.

Roadshow Team and Stewarding

The Roadshow team appoints a designated Roadshow Lead, speakers for scheduled talks, and participating exhibitors.

The Show Manager is asked to provide at least one steward dedicated to supporting the Roadshow. Stewards assist with moving cats between show pens and the Roadshow area, managing audience flow, and supporting presenters.

Talk Schedule

A timetable is agreed in advance. There is some flexibility on the day to accommodate judging progress or practical considerations.

Talks typically include a mix of breed introductions, responsible cat ownership, how to become involved in the GCCF, stewarding and judging pathways, and general education about pedigree cats.

On Show Day

Arrival and Set-Up

The Roadshow team arrives during vetting and before judging begins. We dress the tables with branded drapes, install backboards and banner, set out literature, brief stewards, and confirm the cat rotation schedule.

Managing Cats

Cats remain in the Roadshow area for approximately 30 minutes per session, are rotated throughout the day, and are moved by stewards. Cats are handled in front of the pens during presentations.

Visitor Interaction

Visitors gather in front of the display area and may meet the cats up close and touch the cats under supervision. They may not hold the cats. Presenters and stewards maintain full control of the interaction at all times.

Hygiene and Handling

Standard hygiene practices apply. Hand hygiene is maintained, cats are handled calmly and professionally, and welfare remains the priority. The Roadshow operates fully in line with standard show procedures.

Judging Considerations

The Roadshow does not interfere with judging. Wherever possible, certificate classes are completed before cats participate. If adjustments are needed on the day, the Roadshow Lead liaises directly with you.

After Show Day

Reporting

The Roadshow team records participation numbers and reports these to Council. Show Managers are not required to submit additional paperwork relating to the Roadshow.

Claiming Penning Expenses

GCCF reimburses the cost of pens ordered specifically for the Roadshow, plus a standard charge of 40p per cat for any exhibition-only Roadshow cats (cats not also entered in competition). Both are claimed on the same form.

How to claim

Complete the GCCF Roadshow Penning Expenses Claim Form and email it to:

admin@gccftraining.org

Claims are reviewed by the GCCF Roadshow Board Lead and passed to the GCCF office for payment. Payment is processed promptly on approval.

A digital signature on the claim form is acceptable.

The claim form is provided by the Roadshow team as part of your pre-show pack. If you need a copy, contact admin@gccftraining.org.

Summary Checklist

Before Show Day

Confirm suitable space within the main show hall (8 pens, audience area, ideally seating for ~20)

Inform the penning company the GCCF Roadshow will be attending

Order the required pens and tables, including the GCCF Roadshow Setup Kit

Forward the Roadshow sign-up note to your exhibitors when the Roadshow Lead sends it, shortly after entries close

Include any Roadshow exhibition cats in the catalogue (Roadshow Lead will provide details before your deadline)

Provide at least one dedicated steward

Agree the provisional timetable with the Roadshow Lead

On Show Day

Facilitate access during vetting for Roadshow set-up

Ensure steward support is available as agreed

Maintain communication with the Roadshow Lead

Support any minor timetable adjustments if needed

After Show Day

Complete the Penning Expenses Claim Form and email to admin@gccftraining.org

No additional reporting required

**Our aim is to support your show, enhance the visitor experience,
and promote the future of the GCCF.**