

# LIVESTOCK & SMALL ANIMAL SALE HANDBOOK

BEEF  
SHEEP  
SWINE  
GOATS  
POULTRY  
RABBITS  
EDUCATION  
AUCTION

Handbook updated January 2022

Electronic version can be found at: <http://www.uwex.edu/ces/cty/adams>

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I have read and agree to abide by the rules and guidelines that are covered in this handbook.

Parents/guardians

signature: \_\_\_\_\_

Date: \_\_\_\_\_

Exhibitor's

signature: \_\_\_\_\_

Date: \_\_\_\_\_

This signed agreement must be returned at the fair weigh-in with all of your other required documents.

By signing this document, you and your parents acknowledge that you have read and understood the rules, guidelines, and expectations to participate in the Adams County Livestock Sale.

# LIVESTOCK HANDBOOK PURPOSE

This guide has been developed by the Adams County Livestock Committee as a reference for new and current members participating in market animals. Its purpose is to help interested parties better understand the goals and the responsibilities of the exhibitors, their parents/guardians, and the committee.

The success of this committee and ultimately the livestock sale depends on the support of the youth who participate in county livestock projects, their families and individuals with careers and knowledge about the livestock industry. We need your participation.

The best way to participate is to stay informed. You can stay informed by attending committee meetings, reading and responding to emails, following us on Facebook, sharing your ideas with the committee, and taking on leadership roles by volunteering to help with the organizational and educational events which are sponsored by the committee.

Parents and exhibitors should realize that participation in the auction is a privilege not a right. Selling animals over market price is a gift to be earned by hard work, not demanded from buyers.

We hope that this guide will help you and your family to have a positive experience in the livestock activities and, at the same time, help you to develop the skills and knowledge you need to be successful.

All persons participating in the Adams County Livestock Sale shall make no claims against the Livestock Sale Committee, or its board members, for loss, damage, or injury to their animal or person for any cause.

Adams County Livestock Committee

# LIVE MARKET ANIMAL SALE

## (RULES & REGULATIONS)

WHERE: ADAMS COUNTY FAIRGROUNDS  
DATE: SATURDAY OF COUNTY FAIR  
TIME: 3:00 PM (Time is set by the Fairboard)

1. Only market beef, market hogs, market lambs, market goats, market poultry and market rabbits are eligible for the sale.
2. An exhibitor who meets all requirements will be allowed to sell 1 animal per species from 2 different species for a total of 2 animals at the sale, provided that the number of animals entered in the sale is under 70 animals. If the number of animals would be above 70 animals, then an exhibitor meeting all requirements would be allowed to sell only 1 animal.
3. There will be a 3% sale commission to be used for sales expenses such as the auctioneer, clerk fees, postage and any other miscellaneous expenses. Must be a minimum of \$5.00. Fundraising by way of sale commission fee shall be used:
  - a. To add safety and improvements to facilities for the show experience of the youth at the Adams County Fair.
  - b. To provide for offering education opportunities at low or no cost to Adams County Youth.
  - c. To provide for the purchase and upkeep of equipment needed. Examples, but not limited to: tags, taggers, supplies, certification of scale, etc.
4. The Grand and Reserve Champion of each meat animal species must sell **if the animal and exhibitor have met all necessary requirements to participate in the sale.** The rule of selling only 2 animals from 2 species supersedes this rule. If an exhibitor would have the Grand and Reserve Champion in one species, the Grand Champion would sell and their second animal must be from another species. In the event that a grand or reserve champion animal in a species does not sell, the third place animal does not move up in place.
5. All animals must be identified at the species weigh-in held in December for beef and May for sheep, goats and swine. Letters of intent for poultry and rabbits must be received by the May date to be eligible for the sale.
6. All market entries will be weighed and identified by tags on the entry day of the fair. All animals must be weighed in during the designated weigh-in time during the fair.
7. Each exhibitor should assist with the weigh-in of their entries during initial weigh-in in the spring and at the county fair. If for any reason the exhibitor is unable to be there personally, they should arrange to have a family member assist with the weigh-ins.

8. Any animal that a youth has identified at an initial weigh-in is eligible to be weighed for the livestock show and sale during the specified weigh-in time during the fair.
9. Animals will be weighed once - no "weigh backs".
10. It is the responsibility for the exhibitor to properly care for the animal until it is loaded on the buyer's truck. Release of sale animals is the same as all livestock unless requested by buyer/processor. Exhibitors of sale animals must be present to put their animals on the right truck.
11. Posters showing the buyer's name will be posted by each animal following the sale. This posting is the responsibility of the exhibitor.
12. All exhibitors are expected to send a "thank you" to the appropriate buyer.
13. In the event of rule infractions, and/or disputes between the buyer and seller or any rule interpretation, the Adams County Livestock Sale Executive Committee will make final rulings.
14. All members participating in the market animal sale must enter and participate in a showmanship class in that species. An exhibitor may be excused from the showmanship class with a current doctor's excuse that they are unable to compete in the show for health reasons. The exhibitor will do another activity at the discretion of the board.
15. All members participating in the market animal sale must have three (3) educational credits turned in at the time of weigh-in and identification on Thursday of the fair to be eligible to sell an animal. One of these must be the Youth for the Quality Care of Animals (YQCA) class, unless the youth has tested out of the class. Youth may take the class on-line or in person, they are responsible for the class fees. A youth may test out from YQCA program and may use the test out as an education credit in the year of the test. Certificate needs to be provided annually.
16. All members wishing to participate in the market animal sale are encouraged to have a parent/guardian/advisor attend a sale planning meeting and help with a committee.
17. Exhibitors that are to participate in the market animal sale are to attend an informational meeting on Friday following the last show. Live judging classes will be held at this time.
18. If at any time an exhibitor is unable to participate in a meeting or weigh-in, they should arrange to have a family member or other representative attend.
19. Exhibitors shall provide a buyer's letter to at least 5 different contacts. At least 2 must be signed by the potential buyer saying that the exhibitor told them about the sale in person. By signing this, the buyer is not required to attend the auction.
20. Exhibitors that are selling must provide the sales committee with a Medical History sheet for each species and/or animal if a single animal has different treatment.

21. Any member wishing to show but not sell any of their animals must submit a signed letter or cancelled consignment card stating this at weigh/check-in.
22. **An exhibitor will not be allowed to sell at the Adams County Livestock Sale if they have participated at another county livestock sale in that calendar year in any and all species.**
23. An exhibitor must consign their eligible market animal to the sale by submitting the animal consignment card to the livestock sale auction office 30 minutes after the last class of the show is released of the species that you are participating in.
24. If an exhibitor fails to meet the deadline for consignment to the livestock sale and they still wish to sell their animal, the exhibitor and animal information will not be listed in the sale catalog and the animal will sell first in action and the exhibitor's sale commission will be doubled (6%).
25. Youth must show and sell their animals at the Adams County Fair, no showing or selling by proxy. An exhibitor may be excused from these activities with a current doctor's excuse that they are unable to compete in the show for health reasons. If an exhibitor feels they have any other legitimate reason to be excused from showing/selling their animal personally, they must submit a request for consideration to the committee in writing 30 days prior to the start of fair.
26. By consigning your animal to the sale, you agree all sales are considered final when your consigned animal leaves the sale ring.

## Carcass Show

As part of the Livestock Show, there will be a carcass show held the week following the fair at Wisconsin River Meats. All animals that are sent to Wisconsin River Meats for slaughter at this time will automatically be entered into the carcass show.

The Livestock Show Committee shall furnish the judge for the placings and education portion of this activity.

All livestock exhibitors are encouraged to participate in the judging/educational portion of this activity.

## Ethics Rules

All Exhibitors must follow these ethics rules.

1. Materials may not be used to change the color of any animal. If natural color is altered, that animal is disqualified.
2. No medicines can be given to an animal at the show without a veterinarian's or the committee chairman's approval. Blood or urine tests may be taken if a complaint is filed regarding irregular drug use. If the tests are positive, the exhibitor will pay for the cost of the test and the animal and exhibitor will be disqualified from the show and sale.
3. No drenching of animals or using muzzles will be allowed.
4. No artificial tensing of muscles.
5. Any animal that has been altered through surgical procedures will be disqualified.
6. Any exhibitor, who has been disqualified from any other approved show, is ineligible to compete for one (1) year.



## BEEF MARKET ANIMALS

1. All market beef must be weighed and identified at the Adams County Weigh-in. If an animal would lose the official Adams County ID tag, the exhibitor must contact the species chairman immediately for a replacement.
2. Adams County weigh-in dates and times will be set annually by the committee.
3. If an animal has a short-term contagious disease, the exhibitor must contact a veterinarian and get a written recommendation and report to the species chairman to make other arrangements for weigh-in if needed.
4. Market beef animals may be either steers or heifers.
5. It is recommended that beef steers/heifers weigh at least 500 pounds at weigh-in and dairy steers/ heifers weigh at least 600 pounds.
6. All steers must be born after January 1 of the year preceding the exhibit year. **Effective for 2017 show and thereafter:** Birthdate requirement will be vacated. All steers must show a rate of gain of a minimum of 1.75 pounds per day to be eligible for the sale.
7. All steers must be castrated before the weigh-in.
8. Market beef animals are encouraged to be halter broke at the time of weigh-in.
9. An exhibitor may identify up to 5 market steers/heifers. Siblings will be allowed to cross-identify animals.
10. Animal must be under control coming off the trailer. For safety reasons, the Executive Committee has the authority to disqualify an animal from weigh-in.
11. An exhibitor may show 2 market animals at the fair. Only one premium will be awarded to an exhibitor under one weight class. Market steers/heifers will be weighed upon arrival at the fair and divided into appropriate lots. If an exhibitor has 2 animals that land in the same weight class, they may chose to bump 1 animal to the next higher weight class if available.
12. **Effective as of the 2017 sale:** To be eligible for the market animal sale, beef steers/heifers must weigh a minimum of 1000 pounds and dairy steers/heifers must weigh a minimum of 1050 pounds. All steers/heifers must also show a rate of gain of a minimum of 1.75 pounds per day to be eligible for the sale.
13. Minimum weight for Registered Low-line beef or beef/dairy animals must weigh a minimum of 650 pounds at the fair. Exhibitor must provide documentation of the registration papers that the animal is a low-line beef or beef/dairy animal to be eligible for this category.
14. Market steers/heifers shall not have horns or horn scurs longer than 1" past the hairline.
15. Market steers/heifers shall be free of all ringworm and warts.
16. All market steer/heifers entries shall follow specific health rules for cattle covered in the Adams County Fairbook.
17. Youth must show their market steers/heifers in a market class and showmanship to be eligible to sell.

## SHEEP MARKET ANIMALS

1. No maximum weight at weigh-in.
2. All market lambs must be weighed and identified at the Adams County Weigh-in. If an animal would lose the official Adams County ID tag, the exhibitor must contact the species chairman immediately for a replacement.
3. Adams County weigh-in dates and times will be set annually by the committee.
4. If an animal has a short-term contagious disease, the exhibitor must contact a veterinarian and get a written recommendation and report to the species chairman to make other arrangements for weigh-in if needed.
5. Market lambs may be either ewe lambs or wethers.
6. Market lambs must be born after January 1<sup>st</sup> of the exhibit year.
7. Market lambs must be castrated by weigh-in date of the exhibit year.
8. An exhibitor may identify up to 8 animals. Siblings will be allowed to cross-identify animals.
9. An exhibitor may show 2 market lambs. Only one premium will be awarded to an exhibitor under one weight class. Market lambs will be weighed upon arrival at the fair and divided into appropriate lots. If an exhibitor has 2 animals that land in the same weight class, they may chose to bump one animal to the next higher weight class if available.
10. To be eligible for sale, market lambs must weigh a minimum of 110 pounds and the maximum pay weight is 160 pounds. ANIMAL MUST ALSO SHOW A .4LB/DAY RATE OF GAIN (This means an animal may weigh more than 160 pounds, but the exhibitor will be only paid for 160 pounds.)
11. Market lambs can not have a wool length greater than  $\frac{1}{2}$ " at time of weigh-in at the fair.
12. Market lambs must be sheared - not "fitted" within 14 days of the show with a maximum of  $\frac{1}{4}$ " of wool.
13. Market lambs must be free from external parasites, foot rot, and other contagious diseases.
14. All female sheep and sexually intact male sheep must have a scrapies tag prior to entry at the fairgrounds.
15. All market sheep entries shall follow specific health rules for sheep covered later in the Adams County Fairbook.
16. Youth must show their market lambs in a market class and showmanship to be eligible to sell.

## SWINE MARKET ANIMALS

### Swine Show is a **TERMINAL SALE** - all swine must go directly to slaughter

1. No maximum weight at weigh-in date.
2. All market swine must be weighed and identified at Adams County Weigh-in. If an animal would lose the official Adams County ID tag, the exhibitor must contact the species chairman immediately for a replacement.  
\*\*\*For the 2022 Fair - Animals must be self-tagged and registered with the Livestock Sale Secretary. Registration sheets must be filled out and returned to Livestock Secretary no later than the first Saturday of May along with photos of the swine with the tag in.
3. \*\*\*Not being held in 2022\*\*\* Adams County Weigh-in will be set annually by the committee.
4. All swine exhibitors must attend a Swine Exhibitor meeting to be held on April 2, 2022 at 9:00 AM at the Place to be announced to receive tags, registration sheets and information regarding the requirements for showing at the Fair and following the terminal sale.
5. Market hogs may be either gilts or barrows.
6. Market hogs must be born after January 1<sup>st</sup> of the exhibit year.
7. Market hogs must be castrated before weigh-in date of the exhibit year.
8. An exhibitor may identify up to 8 animals. Siblings will be allowed to cross-identify animals.
9. An exhibitor may show 2 market hogs. Only one premium will be awarded to an exhibitor under one weight class. Market hogs will be weighed upon arrival at the fair and divided into appropriate lots. If an exhibitor has 2 animals that land in the same weight class, they may chose to bump one animal to the next higher weight class if available.
10. To be eligible for sale, market hogs must weigh a minimum of 230 pounds and the maximum pay weight is 280 pounds. (This means an animal may weigh more than 280 pounds, but the exhibitor will be only paid for 280 pounds.)
11. All swine must be free from external parasites and must not show any sign of other contagious diseases.
12. All swine must have on the farm veterinary inspection papers stating that the whole herd is healthy.
13. All swine entries shall follow specific health rules for swine covered later in the Adams County Fairbook.
14. Youth must show their market hogs in a market class and showmanship to be eligible to sell.

## GOAT MARKET ANIMALS

1. All market goats must be weighed and identified at Adams County Weigh-in. If an animal would lose the official Adams County ID tag, the exhibitor must contact the species chairman immediately for a replacement
2. Adams County Weigh-in will be set annually by the committee.
3. If an animal has a short-term contagious disease, the exhibitor must contact a veterinarian and get a written recommendation and report to the species chairman to make other arrangements for weigh-in if needed.
4. There will be no minimum or maximum weight at time of spring weigh-in.
5. An exhibitor may identify up to 8 animals. Siblings will be allowed to cross identify animals.
6. An exhibitor may show 2 market goats. Only one premium shall be awarded to an exhibitor under one weight class. If an exhibitor has 2 animals that land in the same weight class, they may chose to bump one animal to the next higher weight class if available.
7. Market goats will be weighed upon arrival at the fair and divided into appropriate lots.
8. To be eligible for sale, market goats must meet show requirements. Maximum pay weight will be 140 pounds.
9. Market goats will be weighed on entry day of the fair and will be showed by weight classes.
10. Market goats must have a scrapies tag in place before entering the fairgrounds.
11. Market goats must be free of any signs of contagious diseases to be shown and sold at the county fair.
12. Market goats must be meat-type animals.
13. Market goats must be born after January 1<sup>st</sup> of the exhibit year.
14. Market goats must follow the "horn rule" as written in the Adams County Junior Fair Book.
15. Youth must show their market goats in a market class and showmanship to be eligible to sell.

## SMALL ANIMAL RULES

1. Small animal exhibitors must file a letter of intent with the livestock sale committee secretary by the first Saturday of May. Examples are on the website or available at the end of the packet.
2. Exhibitor must bring their hatch/birth records to entry day of the fair as proof of age.
3. To be eligible to sell, the exhibitors must follow all of the general auction rules.

## POULTRY MARKET ANIMALS

1. Poultry are to be exhibited by age and/or weight based on the Adams County Junior Fair Book lots.
2. Animals must be identified by tag, leg band, tattoo, or other means.
3. Market animals will be weighed on entry day of the fair.
4. All poultry entries must follow the state health rules; Pollurum Testing, etc.
5. All poultry entries must be free of parasites and must not exhibit any other signs of a contagious disease.
6. Exhibitor may sell 2 different species of poultry at the auction, but then will not be eligible to sell another species.
7. Youth must show their market poultry in a market class and showmanship to be eligible to sell.
8. Market poultry and youth meeting the eligibility rules will be eligible to be consigned to the sale.

## RABBIT MARKET ANIMALS

1. Rabbits are to be exhibited by age and/or weight based on the Adams County Junior Fair Book lots.
2. Animals must be identified by tag, leg band, tattoo, or other means.
3. Market animals will be weighed on entry day of the fair.
4. All rabbit entries must be free of parasites and must not exhibit any other signs of a contagious disease.
5. Youth must show their market rabbits in a market class and showmanship to be eligible to sell.
6. Market rabbits and youth meeting the eligibility rules will be eligible to be consigned to the sale.

## ADAMS COUNTY LIVESTOCK SALE COMMITTEE GUIDELINES

### EXECUTIVE COMMITTEE PARTICIPANTS

The Livestock Sale Executive Committee is composed of a chairperson and co-chairperson who are elected on a biannual rotation to chair the meetings. A secretary and treasurer are elected on a biannual rotation to keep records and assist with the handling of the money. Two representatives of the Adams County Fairboard and one elected representative of each species (beef, swine, sheep, goats, poultry and rabbits) comprise the executive board. The Adams-Friendship School's Ag instructor and the Adams County Extension Agents shall be ex-officio members (non-voting) of the executive board.

### OPEN MEETING STATUS

The Livestock Sale Committee meets several times a year. Livestock Sale Committee meetings are open to all Adams County individuals with an interest in livestock and livestock education; however, voting privileges are restricted by the following section. Meetings are governed by Robert's Rules of Order.

### VOTING PRIVILEGES

At any given meeting of the interested parties, voting is limited to one vote per family adult and one vote per family youth per the by-laws.

### DISBURSMENT OF INFORMATION

The Livestock Sale Committee will attempt to keep all interested parties informed by the use of the 4-H Clover Connection and the FFA Newsletter. An interested party may contact the county extension office, the sale committee chairman or the FFA advisor to obtain information.

# EDUCATIONAL INFORMATION

## Policy on Receiving Credit for Attending Educational Livestock Workshops

\*A requirement to participate in the market animal sale at the Adams County Fair

One of the requirements for a youth livestock exhibitor to sell an animal in the market animal sale at the Adams County Fair is to attend three (3) educational workshops (credits) and to provide proof of their participation. All three (3) educational credits must be earned within 13 months of weigh-in date of the fair you are using the credits for. Each educational credit earned may be used only once. One of these workshops (credits) may be earned by attending one (1) Livestock Sale Committee meeting. The purpose of this policy is to encourage exhibitors to increase their level of knowledge about their livestock projects by taking part in educational events outside of their normal school or club activities. You are encouraged to attend workshops that pertain to your livestock projects.

The following activities will be considered "educational livestock workshops" under the terms of this policy. (Three are needed to participate in the market animal sale)

1. Participation in Youth for the Quality Care of Animals program. (Required of all exhibitors.)
2. Participation in countywide livestock events including fitting or showing clinics.
3. Membership on a livestock or meats judging team.
4. Participation in a regional, state or national judging contest.
5. Participation at a county, regional, state or national quiz bowl contest.
6. Completion of a livestock enterprise budget showing a calculation of all of the production expenses related to producing the project animal.
7. Participation in a livestock-related educational workshop at World Beef Expo, Wisconsin Pork Expo, Cattlemen's Convention, Sheep Industry Conference, Grazing Conference or other industry conference. Exhibitor needs to have the presenter's signature on a conference agenda to receive credit.
8. Attendance at a livestock show. Proof/verification is the signature of the instructor from that show.
9. Attendance at a Livestock Committee Meeting may count as only one of the required credits.

The following activities ARE NOT considered to be "educational livestock workshops": Attendance at trade shows, farm technology days, etc.

**\*Remember: you must fill out "What I learned Paper"\***

ADAMS COUNTY LIVESTOCK SALE COMMITTEE

SMALL ANIMAL LETTER OF INTENT

Youth Exhibitor: \_\_\_\_\_

Father: \_\_\_\_\_ Mother: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

I, \_\_\_\_\_, intend to participate in the market classes for the following:

_____ Chickens	_____ Turkeys
_____ Ducks	_____ Rabbits
_____ Geese	

I understand that I must bring my animals to the Adams County Small Animal weigh-in and identification to be held on entry day of the fair.

I understand that to be eligible to sell, I must meet all of the qualifications outlined in the Livestock Sale Handbook.

\_\_\_\_\_  
Youth Exhibitor Date

\_\_\_\_\_  
Parent Date

Mail to:  
Tori L. Babcock  
Adams County Livestock Sale Secretary  
3302 5<sup>th</sup> Lane  
Oxford, WI 53952  
608-586-4462

Attachment A



EDUCATIONAL LIVESTOCK WORKSHOP  
REPORTING FORM

Exhibitor Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Youth Organization: \_\_\_\_\_

Workshop Attended: \_\_\_\_\_

Youth Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Instructor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Five things that I learned at this workshop:

1.

2.

3.

4.

5.

# EDUCATIONAL LIVESTOCK WORKSHOP REPORTING FORM

Exhibitor Name: \_\_\_\_\_

Address: \_\_\_\_\_

Youth Organization: \_\_\_\_\_

Workshop Attended: \_\_\_\_\_

Youth Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Instructor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Five things that I learned at this workshop:

1.

2.

3.

4.

5.

**MEDICAL HISTORY for MARKET ANIMALS**  
**One species per form**

Exhibitor(s) Name: \_\_\_\_\_

Family members can report on the same form.

Market animal species: Beef    Sheep    Swine    Goat  
 Small animal species: Rabbit    Chicken    Goose    Duck    Turkey

ID:(Tag Number, Tattoo, other id) \_\_\_\_\_

Date Given	Medication	Withdrawal Time	Additional Info

Exhibitor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**MEDICAL HISTORY for MARKET ANIMALS**  
**One species per form**

Exhibitor(s) Name: \_\_\_\_\_

Family members can report on the same form.

Market animal species: Beef    Sheep    Swine    Goat  
 Small animal species: Rabbit    Chicken    Goose    Duck    Turkey

ID:(Tag Number, Tattoo, other id) \_\_\_\_\_

Date Given	Medication	Withdrawal Time	Additional Info

Exhibitor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Livestock Sale Checklist

*A guide for members and their families.*

### **Dec**

\_\_\_\_\_ Beef weigh-in

### **April/May**

\_\_\_\_\_ Swine Tag pick-up  
\_\_\_\_\_ Sheep/Goats weigh-in  
\_\_\_\_\_ Rabbit and poultry letter of intent due  
\_\_\_\_\_ Review the handbook with your parents  
\_\_\_\_\_ Make sure to have after fair slaughter plan for market animals \*\*\*especially swine\*\*\*

### **June/July/August**

\_\_\_\_\_ Attend YQCA Training or take on-line class.  
\_\_\_\_\_ Check Scrapies tags for Sheep and Goats  
\_\_\_\_\_ Let Sale committee know if there are tags that were lost on your market animals  
\_\_\_\_\_ Attend educational workshops – Need 3 educational credits  
\_\_\_\_\_ Sign up for Showmanship and Judging classes – **Fair Entry due July 1st**  
\_\_\_\_\_ Turn in Fair Form with Premise ID listed on it – **Fair Entry due July 1st**  
\_\_\_\_\_ Set up Vet check for animals if needed

### **1-2 Weeks before fair**

\_\_\_\_\_ Help at Fair Clean up – Watch for date to be announced  
\_\_\_\_\_ Send out letters to buyers  
\_\_\_\_\_ Personally deliver at least 2 buyer letters and get signatures  
\_\_\_\_\_ Swine Exhibitors get vet health papers  
\_\_\_\_\_ Breeding Poultry need to be blood tested, if you are showing these also, get them tested  
\_\_\_\_\_ Review handbook and rules  
\_\_\_\_\_ Sheep exhibitors should plan for correct wool length – Market lambs need to be sheared

### **Fair Week**

#### **Day before weigh in**

\_\_\_\_\_ Make sure paper work is in order and in truck (Great to have a livestock folder for this)  
\_\_\_\_\_ **Signed agreement page from Livestock Sale Handbook – Parents & Youth**  
\_\_\_\_\_ **Educational credit pages – need 3**  
\_\_\_\_\_ **YQCA certificate – youth are the only ones that can access account**  
\_\_\_\_\_ **5 buyer contacts and addresses**  
\_\_\_\_\_ **2 buyer contact signatures**  
\_\_\_\_\_ **Health Papers (swine and poultry)**  
\_\_\_\_\_ **Drug Forms – 1 form for each animal**  
\_\_\_\_\_ **Small animal/poultry birth/hatch/purchase records**

#### **Tuesday of Fair – Subject to change by Fairboard**

\_\_\_\_\_ Poultry and Rabbits are brought to fairgrounds – must have health papers for poultry  
\_\_\_\_\_ Poultry health papers needed, must be check in by fair official

#### **Wednesday of Fair – Subject to change by Fairboard**

\_\_\_\_\_ 8:00 am Weigh-in for Poultry and Rabbits market animals only  
\_\_\_\_\_ Provide needed paperwork (see above) \*\*\*  
\_\_\_\_\_ 9:00am Rabbit & Poultry shows start per Fair schedule– participate in showmanship classes

\_\_\_\_\_ Turn in consignment cards for Poultry and Rabbit animals prior to leaving the fairgrounds – this includes cards for animals not selling.

### Weigh -in day for large animals (Thursday)

\_\_\_\_\_ Show up to help weigh-in, your friends will appreciate your help  
\_\_\_\_\_ Provide paper work (see above)

### Show days

\_\_\_\_\_ Participate in showmanship and judging classes  
\_\_\_\_\_ Get picture taken with animal for auction buyer thank you cards (Thursday is OK, the sooner the better)  
\_\_\_\_\_ Help set up and take down show rings

### Thursday

\_\_\_\_\_ Participate in swine show  
\_\_\_\_\_ Turn in consignment forms for swine animals **prior to leaving the fairgrounds**

### Friday

\_\_\_\_\_ Turn in consignment forms for sale animals and your animals not selling ASAP as you complete your shows on Friday, **Failure to do so will not have your information in sale book and your sale's commission will be doubled**  
\_\_\_\_\_ Attend meeting, **review sale catalog for corrections** and Judging for beef and sheep  
\_\_\_\_\_ \*\*Time to be announced – Check the Livestock White Board for information & updates  
\_\_\_\_\_ Evening or Sat AM get picture thank yous signed and glued

### Saturday Auction starts at 3pm in 2022

\_\_\_\_\_ Set up auction ring and clerking area after morning shows in show ring.  
\_\_\_\_\_ Help with running, moving animals, etc.  
\_\_\_\_\_ After auction, put up buyer purchase cards  
\_\_\_\_\_ Let sale committee know where your animal is going – home or slaughter house  
\_\_\_\_\_ \*\*All market animals need to be on a list  
\_\_\_\_\_ Check load out information to see when your animal is departing

### Sunday

\_\_\_\_\_ Load your animal on the correct truck (if unavailable speak with your species chair to make arrangements)  
\_\_\_\_\_ **Clean out stall and area after 4PM – even if your animal is already gone. \*This is a Fairboard condition of early release. Leaving the bedding place reduces the ammonia smells.**

### After Fair

\_\_\_\_\_ **Send out thank you cards to:**  
\_\_\_\_\_ **Bidders**  
\_\_\_\_\_ **Buyers**  
\_\_\_\_\_ **Award sponsors**  
\_\_\_\_\_ **Other – anyone that helped you!**