

# Shawano County Fair Tip Sheet For First Time Junior Fair Exhibitors

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## So you want to participate in the Shawano County Fair...where do you start?

The first step is to get your entry form and fair book from your club leader. Most leaders hand this out at their regular club meeting in June. The fair book is printed for multiple years, so save the one that is given to you. If you cannot make that meeting, it is up to you to get it from them. You can also view the fair book online at [www.shawanocountyfair.net](http://www.shawanocountyfair.net) then click on "Fair News" then "Premium Book & Entries. **Always remember that the "online version" of the fair book takes precedence over the printed copy of the fair book.**

Inside the fair book you will find all the entry information you need. As a 4-H member, you should be looking at the **Junior Fair** portion of the fair book. Please read the book carefully for all rules and guidelines, not just those listed in each specific project. There are rules posted in the front of the book as well. Take time to become familiar with ALL the rules.

You can only enter items in projects you have enrolled in this current 4-H year, plus Recycling (Dept 116, class C), Safety (Dept. 134, Class E) and Citizenship (Dept. 134, Class G & H).

Some departments have a limit on the number of entries you can enter but most do not. *Be realistic in what you can complete by the fair.* **Look in the front of the fair book to become familiar with rules, regulations in regards to certain fair projects, check-in, judging times, location of judging.** While judging times are spread out to help give you a chance to participate in many areas, there *are* projects that have conflicting times. These are good to know when you begin to plan your fair experience. Also note that many of the non-animal projects areas are actually judged on the **Saturday before the fair** officially starts. The Pet project is the only animal project to be judged prior to the official start of the fair.

**So, you have read through the book, how do you fill out the entry form? Visit the link below for instructions and the online entry process. Follow "Junior" class for all 4-H member/youth entries. If you do not have access to a computer, make arrangements with your club leader or the UW-EX office.** [www.shawanocountyfair.net](http://www.shawanocountyfair.net). Again you will find all instructions for Junior Fair entry as well as multiple entry instructions. Multiple entries will be possible in all non-animal projects as well as the horse project.

If submitting paper, we ask that you write your entries in the order they are listed in the book. For example, if you are enrolled in Dog (Dept. 109), Dairy (Dept. 101) and Robotics (Department 124), the entries should be listed in order:

Dept	Class	Lot	Description
101	A	1	Showmanship
101	B	9	Heifer Calf, Spring, Holstein, reg.
101	D	10	Heifer Calf, Fall, Holstein Gr.
124	F	105	Poster
124	F	118	Robot navigates a maze



You will notice that not only are the Departments listed in numerical order, the classes and lots are as well. This is extremely helpful when proofing your entries. Be realistic about what you can accomplish, especially in your first year or two of exhibiting. **Print or save a copy of your 4-H entry list.** The computer program will allow an option for printing towards the end of the online process. Once you submit your entry, you will not be allowed to go back and change/edit/add. *If however, you find an "error", please contact the UWEX office (715-526-6136) to make any changes.* We can reject your entry if you notify us right away before we approve. Once your entries are approved you will need to send in your changes to [terri.brunner@co.shawano.wi.us](mailto:terri.brunner@co.shawano.wi.us) so that those can be made. (All corrections/additions must be in by August 1.) Be aware that we will always refer back to the online entry for any questions that arise during fair judging time. So please take your time when filling out the entry form. Ask questions if you are unsure! **The county deadline for entries is August 1. No exceptions!**

### **You are taking, Dairy, Beef, Swine, Horse, Goats or Sheep. What's this *other* form (paper entry method only)?**

Any large animal entered needs to have the supplemental "Animal Entry" form filled out as well. Fill in the information for each animal entry on BOTH forms. There may appear to be blanks on this form that do not make sense so fill in only those that apply to your species of animal. For example, you keep track of your pig's weight, not its height, but a horse is most commonly measured by height (hands), not weight.

This form then becomes the permanent record needed by the Ag Society should the need arise to track an animal for health or other reasons. So *please* fill this form out as completely as you can. It is for YOUR benefit. Be sure to include your WI Premises Number for the location the animal(s) is/are housed. If you do not have a Premise ID for your farm, contact the UW-Extension office on how to obtain one. You can also go online to <http://www.wiid.org/> Click on "Premise Registration" for more information and to register, if needed.

### **Signed up for an animal project and now you do not have an animal or want to do more than just exhibiting your animal?**

You can still enter the fair by using Department 110 - Vet Science Classes B through O. Each Class letter corresponds to a particular species of animal. For example: Class B is Dairy, Class C is Beef, Class D is Swine, Class I is Rabbits, etc. **Remember that Department 110 project items are judging on the early Pre-fair judging day, not on animal judging day.**

### **So the paperwork is filled out. What's next?!**

The Shawano County Ag Society also charges a processing fee to help cover expenses incurred by this entry process. Find out the current amount from your club leader and how your club handles this. Cloverbuds do not need to pay this fee.

### **The paperwork is submitted? Now what happens?**

When all entries are submitted and reviewed, after the entry deadline, entry tags will be printed. Keep in mind that the fair office has over 12,000 (online and paper) entries to review (and many wait until August 1 to enter). Club leaders are notified via e-mail about mid-August when the packet of entry tags for your club is ready to be picked up from the UW-Extension office to be distributed to members. Check with your club's designated leader as to how that distribution occurs in your club.

## **You now have your entry tags! What else will the leader give you at this time? (Be sure you have all THREE!)**

1. The Fair entry office also prints off a list of your entries on an 8.5" X 11" sheet for you to proof yourself. Please do so carefully using the copy of your entry form you kept for yourself. If you spot errors, please call UW-Extension office (715-526-6136) immediately. It is easier to correct errors now than on judging day! Be aware that you will not receive any entry tags for animals (except rabbits and poultry), but they should be listed on the sheet. Again, we will always refer back to your ORIGINAL entry to confirm errors. So if you made an error on that original form, we will not be able to change it. 
2. You will also receive a **wristband**. This will have your name on it and must be worn throughout the entire fair. This is your admission ticket to the fair. There is no charge for this wristband as long as you are a Junior Fair Exhibitor. (4-H members who do not enter will not receive a wristband.)
3. Lastly, you will receive a **Blue Fair Handbook** (one per family) – or this may be mailed with your August/September Clover Line. This Blue Handbook has useful information such as the judging schedule for what is known, in Shawano County 4-H lingo, as “Pre-Fair Judging Day” (more on that in a bit), times the barns are open for decorating prior to the fair and other important information for animal exhibitors, the food stand workers schedule, and much more! Be sure to read it.

## **What should you do with the entry tags?**

Please have your entry tags attached to each item securely before you arrive at the fair. Refer to the projects/departments in the fair book to see if there are specific locations to place your tags. (Some projects, like photography, need you to place them in a specific place, due to space issues in displaying items at the fair.) Remove the perforated bottom portion of the tag and save for the end of the fair. It is helpful to write on this portion on the back side exactly what the item is as this is used to help locate your item when you come to pick your items up on the last day.

**If you have entries in Dept. 118** (Visual Arts), please write a description of the actual entry on the back of each entry tag. Occasionally tags fall off items and the volunteers need to know which item is yours among the other 1400+ entries in that department!

**If you are exhibiting Rabbit or poultry**, your tags will need to be attached to the animal’s cage so don’t forget to bring them along when you bring your animals to check-in!

## **Let the Fair begin!**

The best place to become familiar with the schedule of fair events is the fair book. The schedule for check-in, judging, and check-out times are all posted both in a convenient listing near the front of the book as well as at the top of each project (known as Departments in the fair book) Take time to plan your schedule.

## **So just what is this thing called “Pre-Fair Judging Day”?**

Shawano County has a day prior to the fair when many of the non-animal and non-perishable projects are judged. This day is referred to as “Pre-Fair Judging Day”. This is always the Saturday prior to the start of the fair. ALL entries in the Vet Science project, including live pets in the Pet project, will also be judged this day. These are the only animals to be exhibited (judged, then taken home) on this day!



Judging on “Pre-Fair Judging Day” is done Face to Face, giving you, the exhibitor, the opportunity to chat with the judge about each entry. Each club is scheduled for a set time that day to have their entries judged. The “Pre-Fair Judging Day” schedule is located in the blue “Fair Handbook”. (You can also find a more in-depth description of “Face-to-Face” and other styles of judging here.)

Most of the judging on “Pre-Fair Judging Day” occurs in the Junior Fair Building at the fairgrounds, with Photography, Computers, Youth Leadership and Self-Determined happening in the Fan Stand. There will



be a map at each entrance of the Jr. Fair Building to direct you to the area for each project.

Due to the number of entries in the Visual Arts (Dept. 118) & Photography (Dept. 120), you will need to pick up a “number” for the order that you will be judged. The “number” can be picked up from the check-in assistants located in that project judging area. If Visual Arts or Photography lines are long, you can go to other project areas to have your items judged and then come back.

Once your item is judged, there are many volunteers working to put ribbons on and get each exhibit displayed. While you may watch your exhibits get displayed to see where they are placed, please visit the building again during the fair to make sure you know where your items are. Sometimes they may be moved as other entries arrive. This will make the check-out procedure much easier for you on Monday.

(There will also be a map in the Junior Fair Building of judging locations for Thursday night for the remaining projects to be judged in that building that night. Foods and Nutrition members will also be given a number for judging order.)

### **How do you know when check in is for each project you are enrolled in? What happens at check-in?**

Please refer to the Fair Book for that schedule. If you have animals, please read the fair book to be aware of what type of paperwork is needed when you check-in and have it ready when you arrive. Please read your fair book carefully, missing check-in time or not having your necessary paperwork will mean you will not be able to have your project(s) judged. After much hard work to get these ready, it is a disheartening way to end your project year!

Once you arrive at the fairgrounds, go to the location listed in the fair hand book for your project area. Animal projects will have assigned locations, usually done by club so that you can work with others who can help you through the process. For non-animal projects, go to the area, and you will find fair helpers there who can walk you through the process of what will happen. Prior to that, ask members in your club what to expect upon arrival. They are a wealth of information. Do NOT be afraid to ask questions!

### **So now everything is entered and at the fair. When can you take it home? The Fair Checkout**

**Non Animal Entries:** All entries are to remain at the fair until check out which is **6pm** on Labor Day (Monday).

**Animal Entries:** refer to your blue handbook for check out times.

Taking your entries out prior to listed times will mean the loss of your fair premium and any other prize associated with that item. Food items displayed are tossed out for safety reasons. Cut flowers are also tossed, unless you opt to pick up at check out. Potted flowers, vegetables and crops are to be picked up due to cost of disposal, unless otherwise noted.

## **So how does this checkout process work?**

**\*Animal projects:** Please check with other club members, leader or the fair Superintendent for that department for details.

**\*Non-animal projects:** Bring with you the “perforated claim check tags” that you removed from your entry tags prior to entering your items, with the project item hand written on the back. You will be able to pick up your items exhibited in junior fair areas between 6 and 8 p.m. on Monday night (or 9-11am Tuesday morning). Once you have your items, there will be volunteers at the entries of the building to “check you out”. Checking out involves matching the “numbers” on the securely placed tag on your project item to your perforated tag.

If you are unable to come on Monday night, the 4-H staff is also cleaning up in the Junior Fair Building from 9-11am on Tuesday morning so you may come at that time as well, although the Monday night time is much preferred. Any items left after Tuesday morning will be returned to the UW-Extension Office for members/club leaders to pick up. Please remember space is limited. Please make every effort to pick items up on Monday evening.

Hopefully this guide provides you with a better picture of what to expect. While it can seem like an overwhelming experience the first couple times you go through it, many find it fun, rewarding and educational! Don't hesitate to ask other families in your club, your club leader or contact the UW-Extension Office (715-526-6136) for more answers.

## **Shawano County Fair Junior Fair Online Entry Preferred Option**

1. Log on to [www.shawanocountyfair.net](http://www.shawanocountyfair.net)
2. Click on “Shawano County Fair” link near the top of the page in the information bar
3. Click on “Premium Book”.
4. Click on the “Junior Fair Exhibitors Online Instructions” first
5. When you are ready to begin actual entry, click on “Click here to enter online”.

**You will be using your 4hOnline user name and password to log in.**