

Shawano County Fair Tip Sheet for First Time Junior Fair Exhibitors

By Terri Brunner, Shawano County 4-H & Extension Coordinator

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

The first step is to get your fair book from your club leader or look it up. Most leaders hand this out at their regular club meeting in June to new families as this is a 4 year book and it is hoped that you keep it to refer to for that length of time. You can also view the fair book online at <https://www.shawanospeedway.net/> then click on "Shawano County Fair" then "Premium Book". This online version supersedes the printed copy.

Inside the fair book you will find all the entry information you need. As a 4-H or other youth organization 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).

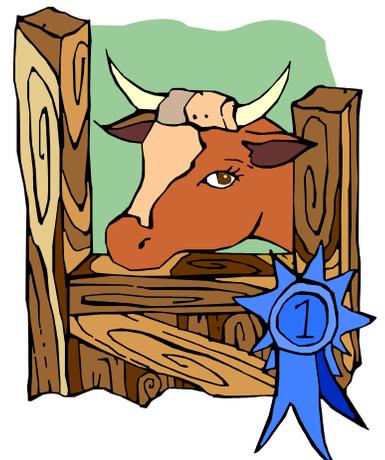
Some departments have a limit on the number of entries you can enter but most do not. *Be realistic in what you can complete by the fair.* Look in the front of the fair book to become familiar with check-in and judging times and locations. While judging times are spread out to help give you a chance 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 and Dog projects are the only animal projects to be judged prior to the official start of the fair.

"**The Fair Facts**" is another resource that will be mailed to all members enrolled in 4hOnline. In this you will find many helpful tips and important updates to the fair book as this is printed each year so has the most current information.

So, you have read through the book, how do you fill out the entry form? Online entry is highly encouraged and instructions for this process are found on the link listed above. Just click on "Junior Fair" on that page.

If you do not have access to a computer or do not wish to enter online, the directions below are for filling out actual paperwork. The entry office asks 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 the entry department is proofing your entries. If you want to enter more items than will fit on the entry form, you may add additional pages and staple them together. Make sure to print your name and club on each page AND number your

entries. (Again, be realistic about what you can accomplish, especially in your first year or two of exhibiting.) Be aware that we will always refer back to your ORIGINAL entry form to confirm errors. So please take your time when filling out the entry form. Ask questions if you are unsure!

Oh, you are taking, Dairy, Beef, Swine, Horse, Goats or Sheep. What's this *other* form? (Only for paper entries)

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, fill in 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.

So your entries are submitted. What's next?!

Once you have your entry form(s) completed, if you have completed a paper entry, it is a good idea to make a copy of this for yourself for your reference before getting the original to your leader. Again, it is your responsibility to get it to them by their deadline. Leaders ask for paper entries ahead of the county deadline date so they have the chance to help catch any errors or omissions you may have and get them to our office on time. The county deadline for Junior Division entries is August 1. No exceptions!

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.

Now what happens?

As soon as the entries submitted, fair entry department staff work diligently to get everyone's entries entered as quickly and accurately as they can. Keep in mind we have over 10,000 entries to enter into the system. It usually takes a couple weeks before everything is confirmed in the system and items are ready to be given back to the club leaders to give to their members. 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 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?

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. If you spot errors, please call 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. (As per the fair rules in the junior division, you can still bring the entry, but your item will automatically be dropped one placing)

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, nor do parents.)

What should you do with the entry tags?

Please have your entry tags attached to each non-animal 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 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 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 Facts". (You can also find a more in-depth description of "Face-to-Face" and other styles of judging here.)

Judging on "Pre-Fair Judging Day" occurs in the Junior Fair Building at the fairgrounds. 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 Cultural (Celebrate) Arts Photography (Dept. 120), you will need to pick up a order that you will be judged. The "number" can be picked up from the check-in that project judging area. If Celebrate Arts or Photography lines are long, you project areas to have your items judged and then come back.



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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 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 "Fair Facts" 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:** 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. 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, 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 Extension Office for members/club leaders to pick up. 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 Madison – Division of Extension, Shawano County Office (715-526-6136) for more answers.