

# **BENTON FRANKLIN FAIR – August 20 thru 24, 2019**

## **SUPERINTENDENT HANDBOOK**

This handbook is designed to help explain your duties as a Fair Superintendent and hopefully answer any questions. We realize that not all information included in this handbook will pertain to every Department. After reading the following information, if you have any questions contact the Fair Office at 222-3749.

### **OVERVIEW**

A Superintendent, under the direction of the Fair Board, and in accordance with the official Exhibitor's Guide, shall be responsible for the area to which he or she has been assigned.

### **EXHIBITOR GUIDE**

- In the Fall/Winter, you will receive an agreement for the following year and a copy of your section of the Exhibitor's Guide. You will be asked to update or make necessary changes to your department using our new online system. Review and add new classes if needed and delete old classes where interest by exhibitors has dropped.
- Contact existing sponsors and arrange for new sponsors. Notify the Fair Office of your sponsor's name(s) and the award, so they can be listed in the Exhibitor Guide.

### **DURING THE YEAR**

- ❖ We ask that you provide a picture and workable number to be published in the Exhibitor's Guide and an alternate number for our staff records.
- ❖ Get to know your Department. Review the Exhibitor's Guide, and learn what is expected of you. The Fair Board or the Fair Office can assist you, if needed.
- ❖ The Fair Board encourages you to enlist volunteer(s).
  - Please turn in all of your building sitters and demonstrators to the Building Superintendent as soon as possible so a schedule can be made for the entire building.
  - Any assistants helping with set-up, check-in or take-down will need to be submitted with your pass request.
- ❖ Develop new categories for the Exhibitor's Guide and new displays for your Department and/or Building.
- ❖ Find people that may have a special or educational display that would add to our Fair. Demonstrations will draw more people and interest to your area.
- ❖ The Fair Board is your sounding board and a great source of information. Keep communication lines open.

## **PREPARING FOR THE FAIR**

- Public education is a major focus area for The Benton Franklin Fair. Anything in the way of educating the Fairgoer on new ideas or interests within your Department should be incorporated with in your exhibits.
- Make arrangements for your Department's space plan and set-up needs such as tables and chairs by completing the Large Item Request Form.
- Let us know of necessary repairs to allow ample time for the grounds crew to complete them.
- Departments will be issued a supply allowance. Superintendents will be responsible for procuring their own supplies with their allowance. Anything spent above the provided allowance will be the Superintendent's financial responsibility.
- Superintendents cannot add a division to fit a particular exhibit. State law does not allow the Fair to pay premium awards on divisions not listed in the Exhibitor's Guide.
- Superintendents, along with the Board member in charge of their particular area, are responsible for accepting or rejecting all entries. They reserve the right to refuse an exhibit that in their judgment is not of high enough quality to put on public display or does not fit a listed class. All entries accepted must be put on display, subject to availability. All entries accepted must be judged. Depending on available space, special displays can be accepted by the Superintendent.
- Superintendents must be present and available during the allotted time for receiving exhibits for their Department.
- Superintendents must be present and available at judging times. You will assist judges by recording winners and distributing ribbons, if needed. You will supervise the judging clerks but may not in any way assist with judging. It is the responsibility of the Superintendent that the judge does not see the name of the exhibitor prior to judging.
- Ensure the exhibits are entered and arranged properly and have each class in the Department grouped together and ready for the judge.
- Superintendents are encouraged to organize at least three (3) demonstrations for their area.
- Be aware of what to do in case of a fire, if someone needs first aid attention, or if a problem requiring a security guard occurs. Please see the IN CASE OF EMERGENCY section on page 5 of this document and the Superintendent Emergency Procedures included in your Superintendent packet during Fair.
- If applicable, complete the Superintendent pass request form to ensure assistant superintendents, demonstrators, and building sitters have admission passes.
- Buildings eligible for sitters are Buildings #1, #3, #4 and #16. Sitters must volunteer a minimum of four (4) hours per shift to be eligible for a complimentary pass. Building Sitter will be appointed by the Building Superintendent only.
- Make sure your building or area is cleaned, set-up and ready for your entry day.

## PREPARING FOR THE FAIR CONT.

- Be courteous at all times. A neat and clean appearance of yourself, your area, and exhibits to your area is required. (Smile, be host or hostess, be friendly.)
- **Please decorate your Departments and Buildings according to the theme.**

## DURING THE FAIR

Superintendents are **required** to be at his/her exhibit area daily during the Fair. This is necessary so you can make sure your exhibit area is neat and clean, to make sure spoiled exhibits are thrown away, to make sure the area is running smoothly, and to answer questions that exhibitors may have during the Fair.

- ❖ No exhibits, 4-H, FFA or Open Class will be removed before closing hours of the Fair without prior approval of the Fair Board. In the case of a livestock situation, the veterinarian may require an animal to leave.
- ❖ The Safety of exhibits and the public must always be stressed. The contents of the buildings must be safeguarded at all times during the time the Fair is open to the public. Superintendents will appoint persons to be on duty for this and also to answer any questions about the Department. These persons must be instructed as to their duties and reminded to be courteous and helpful at all times.
- ❖ Any major complaints from Fairgoers should be referred to the Fair Office.
- ❖ As a Superintendent you should be identifiable to Fairgoers. Name badges will be provided.
- ❖ As soon as judging is complete, turn the results in to the Fair Office. Calculating premium points is a lengthy job and the sooner this process begins, the sooner checks will be sent to exhibitors. **There is no reason these results cannot be turned in before the end of Fair. Getting them in on time is greatly appreciated.**

## CLOSING DOWN THE FAIR

- Superintendents are responsible for assuring that all entries are checked out in their area.
- Turn in left over ribbons and supplies to the Fair Office.
- Complete the evaluation form while things are still fresh in your mind. Include any challenges you faced or suggestions that would make things easier for you or your assistant(s).

## PROCEDURE FOR OBTAINING/PAYING JUDGES

- ❖ Superintendents are responsible for finding qualified judge(s) for their Department. Judges must be rotated every two years, must be over 18 years of age and not an immediate family member of the superintendent.
- ❖ It is your responsibility to turn your judges' request form into the Fair Office. **The Fair Board will approve all judges.** Once approved, a contract will be sent to the judge along with important and helpful information. **Please try to find your judges within a reasonable distance.**
- ❖ The Fair does not pay for judges' mileage (except in Livestock Departments).

- ❖ The Fair does not pay for judges' meals.
- ❖ Judges will be paid as an hourly employee, therefore, **all paperwork must be completed prior to judging. No paperwork = No judging.**
- ❖ Upon the completion of judging, it is the responsibility of the Superintendent to fill out a judge voucher for each judge and submit it to the Fair Office. The voucher must also be checked and signed by the Superintendent before payment is made.
- ❖ If the voucher is not turned into the Fair Office, the judge will not be paid. Payment will be mailed by October 1, 2019.
- ❖ If more than one judge is used in a Department, please staple all vouchers together.
- ❖ Volunteer judges will be used for all Round Robins.

### **A FINAL NOTE**

Superintendents need to be diplomatic, courteous, calm and respectful. Sometimes you are the only personal contact between the public and the Fair. You represent the Benton Franklin Fair & Rodeo.

The Board of Directors of the Benton Franklin Fair reserves the right to amend, add to, and interpret the regulations contained in this Handbook. To finally settle and determine all questions and differences with respect thereto, arising out of, connected with, or incident to the Fair.

## **ADMISSION AND PARKING GUIDELINES**

### **SUPERINTENDENT**

1. Each Superintendent will receive one season admission pass and one season parking pass.
2. Superintendents are eligible to purchase discounted tickets for family members. The form will be available online.

### **ASSISTANT SUPERINTENDENTS/DEPARTMENT SITTERS**

1. Complimentary season passes will be issued to Assistant Superintendents/Department Sitters working during the full five (5) days of Fair. Those Assistant Superintendents/Departments Sitters who will be working part time will be issued one admission for each day that he or she is scheduled to work. All people must work a minimum of four (4) hours per day to receive a pass for that day.
2. Season parking passes will **NOT** be provided to Assistant Superintendents/Building Sitters. One parking pass per Assistant Superintendent may be purchased at a discounted rate and will be available the Sunday and Monday prior to Fair at the main Fair Office from 8:00am – 5:00pm.

### **SUPERINTENDENT PASSES**

1. Building and Department Superintendents will receive one season pass and one season parking pass.
2. Superintendents will be issued complimentary admission passes for their volunteers (one per person per day passes) The Board has allotted a specific amount per department based of entries from the previous year.  
  
1-50 entries - 10 daily admission  
51-299 entries - 20 admission  
300+ entries – 30 daily admission  
Building Supers – 30 daily admission  
Livestock – Request needs to be submitted online
3. No season parking permits will be available.

### **JUDGES**

1. **Judges must be rotated every two years.**
2. Judges must be over 18 years old.
3. Judges must not be an immediate family member of the superintendent of the department they are judging.
4. Admission passes will be issued for the number of judging days if judging occurs during Fair week.
5. Daily parking pass(es) available upon request.
6. Passes will be mailed directly to the judges unless notified by the Superintendent. (Please specify which passes are for judges in your request).
7. The Superintendent is required to turn in all necessary work for the judges, i.e. W-4, I-9, etc. If the judge decides to volunteer their time, the Fair will be happy to issue a Fair pass instead of payment (specify on judge voucher and pass request).

### **IN CASE OF EMERGENCY**

1. Advise government agency having jurisdiction; i.e. Fire Department, Sheriff, Emergency Services, be prepared to answer questions and give accurate information.
2. Remove public from scene, stop all activities, evacuate all people to the main stage area (this is the safest area), empty all buildings and instruct people to go to the main stage area.
3. Open gates for emergency equipment to incident area. Do not allow unauthorized vehicles or persons to use emergency entrances or exits.
4. The safety of Fairgoers (public) has priority. Do not panic and do not put your own life in jeopardy.