

2019 DUE DATES FOR SUPERINTENDENTS

All forms sent using online forms at
www.bentonfranklinfair.com/p/get-involved/superintendents

<u>FORM</u>	<u>DUE DATES</u>
Superintendent Agreement	January 31, 2019
Exhibitor Book Changes	January 31, 2019
Maintenance/Large Item Request Form (Email)	February 15, 2019
Sponsor(s) List	February 15, 2019
Ribbon Order Request Form	March 15, 2019
Sign Request	March 15, 2019
Judge Request Form	May 1, 2019
Demonstrator Pass Request Form	July 1, 2019
Superintendent Pass Form (Purchase Form)	July 1, 2019
Sound Equipment Request	August 1, 2019

The Following Forms MUST be submitted before the last day of Fair!
NO EXCEPTIONS!

Judging Results Forms (Provided Just Before Fair)	On Completion of Judging
Judge Vouchers (Provide Just Before Fair)	On Completion of Judging
Additional Ribbon Judging Sheet	On Completion of Judging

We have been having some difficulties with forms not being turned in on time. Please understand that planning for the fair is very difficult and if these forms are not in by their due dates we will not be responsible for adding any late supplies, ribbons or passes.

We greatly appreciate those who meet the deadlines and will try to accommodate any additional requests made after all of your paper work is turned in on time.