

# ENTRY INSTRUCTIONS

Exhibitor entry forms will ONLY be accepted online.

To enter, visit <http://bentonfranklinfair.com>

or come into the Benton Franklin Fair Office for assistance.

Refer to specific directions on your Department's rule page.

1. 4-H and FFA Parent Pass Form and Camping Registration may be submitted with payment online or printed and mailed with payment to: Benton Franklin Fair, 1500 South Oak Street, Kennewick, WA 99337, or hand-delivered to the same address between 8 am and 5 pm Monday through Friday.
2. The non-refundable exhibitor entry fee is \$10 and will include one pass to the Fair. The fee is a one-time charge and the exhibitor may enter as many items as he or she wishes. Late entries will be accepted, but will be subject to an additional \$5 late fee. Late entries will not be allowed to register online after Aug. 1. Late exhibitors will receive one pass. Please check with the Department Superintendent for acceptance of late entries
3. Read all the following Rules and Regulations to make sure you meet all qualifications and then fill out the entry form accordingly.
4. **ENTRY DAYS:**
  - a. Check appropriate department for dates and times that exhibits are required on grounds.
  - b. Please park in the main parking lot to avoid congestion on the grounds.
  - c. Exhibitor numbers for Open Class, 4-H, and FFA will be available at the Fair Office beginning Aug. 12. You will need your exhibitor number to check in items and ensure payment of premiums.
  - d. Deliver pre-entered exhibits to the Department Superintendent in designated building.
5. Should you require further information or assistance, contact the Department Superintendent.
6. **REGISTRATION DEADLINES:**

March 15, 2019	4-H & FFA Steers
May 17, 2019	4-H & FFA Goats, Sheep, and Swine
June 15, 2019	All livestock registration due (open, non-market, poultry, small animals, equine)
July 1, 2019	Final Camping Due
July 15, 2019	Parent Pass Form
August 1, 2019	Non-animal Entries
7. **DEPARTMENTS 12, 14, 19, 20, 26, 28, & 31 ONLY**
  - a. Exhibitors wishing to participate in the above departments may pre-enter by department only. An online fair entry must be submitted by **Aug. 1**.
  - b. Exhibitors are required to list only their name, age, address, and department number. An itemized list (Division and Class) of what they wish to exhibit is not required.
  - c. The same animal or exhibit MAY NOT be shown in Open Class, 4-H or FFA. No cross-entries allowed in any departments. 4-H and FFA members may show Open Class but must exhibit a different item or animal.

- d. Exhibits are limited to one entry per division, per class, unless otherwise stated under the department.
- e. **Superintendents** are responsible for accepting or rejecting all entries. They reserve the right to refuse any exhibit that, in their judgment, is not of high enough quality to be displayed.
- f. All entries accepted must be judged except exhibits marked DISPLAY ONLY. The superintendent has the right to display white ribbon entries at his/her discretion.
- g. All Fair activities that receive premium points must be held at the fairgrounds during fair week.
- h. All entries must be made, grown, or raised by the exhibitor, completed within the year, and not previously exhibited at the Fair unless otherwise stated in the department.
- i. Protests may be submitted to the Board of Directors, whose decision will be final. All protests must be in writing and accompanied by a deposit of \$25 which will be forfeited if the protest is not sustained. Such protests must state plainly the cause of complaint or appeal and must be submitted to the Fair Office within 24 hours of the action, and prior to the closing of the Fair.
- j. All judges' decisions are final.
- k. The Fair will not be responsible for any loss, damage, or injury to property while on the grounds or any other time or place. If the property owners or others interested in the property desire protection against loss, damage, or injury from fire or other cause, they must make prior arrangements. No superintendent, officer, or employee of the Fair has the authority to suspend or change this rule.
- l. Exhibits will be accepted until 7 p.m. on Sun., Aug. 18 at Buildings 3, 4, & 16. Building 1 entries will be taken until 6 p.m. on Mon., Aug. 19. Refer to departments for start times on entry day.
- m. Any items left in a building or on the grounds after 10 am. Sun., Aug. 25, will be at the risk of the owner. The Fair will not be responsible for items left after the event.

## 8. SPECIAL EDUCATIONAL & PRESIDENT'S AWARD

- a. Educational awards are presented to the outstanding youth display in the following departments: beef, sheep, swine, dairy, horse, rabbit, poultry, pigeons and goats. Awards will also be given in Open Class Youth Horticulture.
- b. Up to six President's Awards will be designated for outstanding exhibits.

### i. GUIDELINES

1. Does the display relate a visual learning experience to the public attending the fair?
2. How much reading is necessary to learn something about the exhibit?
3. Neatness and cleanliness of the exhibit area.
4. Use of the Fair theme: "The Best Week of Summer"

### ii. JUDGING SCALE

1. 1 to 10 points awarded with 10 being the highest.

## 9. PREMIUMS & JUDGING

### i. PREMIUMS

1. Any person violating the rules of the Fair will forfeit all premiums awarded. Check special rules for each department.
2. All premium checks will be mailed before October 1, 2019.
3. Checks must be cashed within 90 days of issue.
4. No requests for corrections in premium check errors or deletions shall be accepted after November 1, 2019.

### ii. JUDGES

1. With Board approval, the superintendent of the department will select the judges.
2. Judges must be rotated every two years in every department.

3. Each animal or exhibit shall be placed per the decision of the judges and such placing shall be final. Exhibitors interfering with a judge will forfeit premiums.
4. The Fair uses two types of judging systems: American & Danish. American Judging – Exhibitors rank in order of quality. For example, only one exhibitor places 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup>. Danish Judging – every exhibitor places.

### **Have Questions**

#### **Contact the BUILDING SUPERINTENDENTS**

Agriculture – Kendra Meyers	509-308-9405
Open Class Handicrafts – Vicki Moser	509-491-3369
4-H and FFA – Hilka Griffiths	509-554-1185
Fine Arts – Caleb Guyll	509-212-0376