

# Superintendent Rules & Regulations

1. Superintendents will have charge of his or her department under the direction of the Fair Board and/or Fair Staff. Each Superintendent is responsible for obtaining clerks.
2. Superintendents must pick-up all entry sheets, pencils, etc. from the Fair Office and make sure all judge's vouchers are turned into the Fair Office.
3. Superintendents make sure special award forms in front of their Department folder are completely filled out. This form needs to be given to Administrative Assistant in the Fair Office for award list. Ribbon awards will be attached to exhibits, plaques or trophies will be displayed with exhibit if possible. Open Class Plaques and trophies can be picked up at check-out.
4. All cash awards and Special Awards will be given during cash payouts. Sunday & Monday after fair from 8:00 AM - 12 Noon.
5. 4-H and Open Class Static exhibits enter on Monday from 11:00 a.m. to 6:30 p.m. and ONLY Flowers may also be entered on Tuesday 7:30 a.m. to 10:00 a.m. No Open Class or 4-H Static entries will be taken after 6:30 p.m. and all doors will close/lock by 6:30 p.m. on Monday.
6. No entries will be accepted at the Fair Office prior to the entry day appropriate for that exhibit. Early removal of entries may cause the entrant to be barred from entering exhibits the following year.
7. Bonner County School entries will be entered prior to fair in accordance with dates specified on entry forms.
8. Exhibits are subject to the rules and classification governing exhibits as published in the current Fair Book.

9. The Fair Management reserves the right to remove from the Fairgrounds any exhibit that may be falsely entered or that is deemed unsuitable or objectionable, without assigning any reason thereof.
10. Open Class premiums will be paid, through the Pay-Out Clerks in the Fair Office Conference Room Sunday & Monday 8 AM - 12 Noon following the Fair. Because of our accounting procedures, premiums will not be paid at any other time. If exhibitor fails to collect premiums, the premium is forfeited.
11. No Superintendent or clerk will endeavor or offer to influence the judges in the solicitation of the winners.
12. At the close of the fair, each superintendent will supervise release of the exhibits and make sure that no exhibits are taken home until the designated hour set by Fair management.
13. Within ten days after the Fair, each superintendent is requested to submit to the Fair Office any suggested changes in his/her department for the following year.
14. Livestock superintendents are required to assign stalls to Open Class livestock entries and make sure the stalls are left cleaned at end of Fair. Deposit required: \$2 per cage, \$5 per pen, and \$10 per stall. Upon inspection, a superintendent will issued a form to exhibitor and get deposit refunded. Note, if deposit is not picked up within 5 days it will considered a donation towards that barn. Failure to clean stalls-deposit forfeited.
15. 4-H Livestock Animal Sale-Saturday, August 24 at 9 a.m.
16. Parade of Champions -Friday, August 23 at 3 p.m.
17. Superintendents are not veterinarians. Any health issues or removal of livestock, must come from Fair management under recommendation from veterinarian.

## Fair Volunteer Information

1. Fair Volunteers can check in at the Fair Office for tasks and questions throughout Fair Week.
2. High School PARKING Volunteers should check in with their adult coordinator for their volunteer times and locations.
3. All Superintendents must attend the Superintendent Meeting on Thursday, August 15th at 1:30 PM. Lunch will be provided.
4. If you are a Superintendent and cannot attend the meeting on Thursday, August 15th, please inform the Fair Office Staff so that we can give you your materials for Fair Week.

### **BENEFITS OF BEING A VOLUNTEER:**

- Team Building / Community Outreach Opportunity
- **Free** Food Coupon for Fair Food Vendors
- Special Volunteer **Prize Giveaways Daily** During Fair
- Volunteer Hospitality Lounge Access
- Free Advertising Opportunity
- **IT'S FUN!**

**There are MANY ways you can volunteer during Fair Week. Here are some places we need volunteers:**

Event Ticket Takers, Fair Information Booth, Check-In for Exhibitors and Vendors, Hospitality, Ranch Sorting, Special Contests Help, Decorating before Fair Week, Barrel Racing, Superintendent Support, and more!

## **VOLUNTEER with the Bonner County Fair!**

If you'd like to help out during Fair Week, contact Shelli Cowell at the Fair Office (208) 263-8414, or by emailing [fairgrounds@bonnercountyid.gov](mailto:fairgrounds@bonnercountyid.gov). Do something fun, get to know great people - and participate in the best party of the SUMMER at the Bonner County Fair 2019!

