



GRANT
COUNTY
FAIRGROUNDS

SUPERINTENDENTS MANUAL

August 18 – 22, 2020

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Forms:

- Superintendent Agreement
- Exhibitors Guide Changes
- Ribbon Order Form
- Supply Order Form
- Judges List
- Volunteer/ Leader Pass Form
- Building Needs & Requests
- Volunteer Sign-in Sheet
- Media Report
- Evaluation- Comments/Suggestions

Emergency Procedures Manual

Welcome Superintendents:

Another season is upon us and with it comes hundreds of volunteers, just like yourself. Without you the Fair would never happen. Thousands of Grant County families create memories at the Fair because of your efforts. We hope you enjoy participating as much as we do.

We ask that you please review this manual thoroughly as there have been many changes in procedures, paperwork and time lines.

Please help us in making this year even more successful with our new program Fair Entry by communicating any and all needs with us in a timely manner, so we may make changes to our programming early in the year. We ask for your patience as we continue to progress.

Thank you again for all your hard work and we look forward to another great year of the Grant County Fair.

Jim McKiernan, Director

**To all of the Superintendents and Volunteers:
“THANK YOU”**

The Grant County Fair would not be the success that it is without each and every one of you. All Fairs rely on the expertise, creativity and hard work of volunteers to ensure success. We have the best group of volunteers in the State. We have passionate, caring people that make our Fair the best County Fair in Washington.

As we start up the 2020 Grant County Fair season, we look forward to working with each and every one of you. As always, we are available to assist in the planning and preparation for the Fair.

-Rebecca Martinez

MISSION STATEMENT

Grant County Fairgrounds

The Grant County Fairgrounds is the showplace of event planning in all of Grant County. Committed to excellent service, quality facilities and knowledgeable and friendly staff, the Fairgrounds provides a place where people from all walks of life can gather in a spirit of joy and be inspired by the exhibits and activities of their neighbors.

Grant County Fair

The Grant County Fair is the showplace of the past, present and future excellence of Grant County's Agriculture, Industry and People.

The Fair celebrates Grant County through education, demonstration, competition and entertainment.

Grant County Government

Our mission is to provide the public safe, reliable, resource effective local government services, with integrity.

Grant County Fair

“Aims and Purposes”

To provide a place where people from all walks of life can gather in a spirit of joy and be inspired by the exhibits and activities of their neighbors.

The following is a list of goals that the Grant County Fair will at all times try to maintain for the education and benefit of the people of Grant County.

- To provide a well-balanced variety of exhibits:
 - Commercial, educational, 4-H, FFA and Open classes for both youth and adults.
- To provide a showcase promoting agriculture and agricultural products.
- To encourage educational and training opportunities for youth in such areas as public presentations, decision making, leadership and other activities.
- To actively promote the Fair event and the Fairgrounds by encouraging all citizens of the area to attend and participate in the Fair and other Fairground’s events.
- To encourage our senior citizens to participate in all Fair activities.
- To provide a medium by which rural organizations can exhibit in friendly competition.
- To make the County Fairground’s buildings available to the general public at reasonable fees, while still being able to cover costs.
- To develop sound, short and long range plans for the Fair event, interim events and the Fairground’s future growth.
- To encourage responsible use of the Fairground’s facilities by exhibitors and to provide the safety of exhibitors and the general public.
- To provide a variety of quality entertainment for the entire family.
- To encourage County businesses to display their products and/or service at the Fair.

Lines of Authority

For Entries, Exhibitors, Judges, Ribbons and Premiums

Still Life Exhibits

James McKiernan, Director
Rebecca Martinez, Fairgrounds Coordinator
Building Superintendent
Department Superintendent
Department Assistants
Exhibitors

Horse Activities

James McKiernan, Director
Rebecca Martinez, Fairgrounds Coordinator
Species Superintendent
Department Superintendent
Department Assistants or Committees
Exhibitors

Domestic Pets

James McKiernan, Director
Rebecca Martinez, Fairgrounds Coordinator
Species Superintendent
Department Superintendent
Department Assistants or Committees
Exhibitors

Small Livestock

James McKiernan, Director
Rebecca Martinez, Fairgrounds Coordinator
Species Superintendent
Department Superintendent
Department Assistants or Committees
Exhibitors

Large Livestock

James McKiernan, Director
Rebecca Martinez, Fairgrounds Coordinator
Species Superintendent
Department Superintendent
Department Assistants or Committees
Exhibitors

ACCESSIBILITY FOR PERSONS WITH DISABILITIES

People with disabilities have the same rights as anyone else to participate and use the Fair's programs, services and activities

FOR SUPERINTENDENTS & VOLUNTEERS

What is your responsibility?

Because Grant County, Grant County Fair and the Grant County Fairgrounds must comply with the Americans with Disabilities Act (ADA), all the programs, services, and activities provided at the Fairgrounds, when viewed in their entirety, must be accessible to and usable by persons with disabilities. That means all County Fair Volunteers must provide their services to avoid discrimination against people with disabilities.

How do I avoid discrimination against people with disabilities?

First, be welcoming to people with disabilities:

- Know where accessible restrooms, drinking fountains and telephones are located.
- Know the procedures for contacting Fair staff if questions or problems arise pertaining to accessibility for persons with disabilities.
- Have information about accessible seating at Fair events, the location of TTY's, carnival rides accessible to individuals with mobility impairments, and the procedures for requesting sign language interpreters or an FM System handy.
- Make reasonable modifications in how you provide service, unless the Fair Director determines that making these modifications would fundamentally alter the nature of the service.

Example: When a counter is too high, walk around the counter to serve someone using a wheelchair or power chair.

What about communication with people who are deaf or hard of hearing or who have speech impairments?

You are required to provide communication in a way that is as effective for people with disabilities as communication is with others. Customers who have hearing or speech disabilities may need to communicate with you without using speech.

For people who are deaf or hard of hearing—

- To get the attention of a person with a hearing impairment, tap the person on the shoulder or wave your hand.
- For simple transactions, communication may be handled with pen and paper, by exchanging written notes, or a mixture of speech and written notes. It is appropriate to ask the customer what his or her preference is for simple communication.
- If an interpreter is present, speak to the deaf person, not to the interpreter.

For people who have speech impairments---

- Patience is the key... listen attentively when you are talking to a person who has speech impairment. When necessary, ask short questions that require short answers or a nod or a shake of the head. Never pretend to understand if you are having difficulty doing so. Be willing to repeat what you say.

Must I allow service animals?

A service animal is any dog or miniature horse individually trained to provide assistance to an individual with a disability. It does not include the provision of emotional support, well-being, comfort, or companionship as work or tasks. You are only allowed to ask two questions regarding service dogs. You may ask if the animal is required due to a disability and what type of work or task the dog has been trained to do. You also **may not** ask the dog to demonstrate what it has been trained to do.

Only when an animal's behavior poses a direct threat to the health or safety of others may you exclude a service animal from your facility. You may not make assumptions, however, about how a particular animal is likely to behave based on your past experience with other animals. Each situation must be considered individually.

Example: If a service animal barks or growls at other people, or otherwise acts out of control, you may exclude it.

How can I provide an accessible-friendly experience for people with disabilities?

- Treat adults in a manner befitting adults. Never patronize people using wheelchairs by patting them on the head or shoulder.
- When talking with a person with a disability, look at and speak directly to that person rather than through a companion who may be along.
- Just because someone has a disability, do not assume he or she needs help. However, do offer help, if it looks like assistance is required. If the offer is accepted, listen to or accept instructions.
- When you do offer help, be prepared to have the offer declined. Do not proceed to assist if your offer is declined. Do not take it personally; many people with disabilities have routines on how to manage things independently, and incorporating help can sometimes interfere with accomplishing a task expediently.
- If a person with a disability asks for assistance, ask what type of assistance you could provide.
- When addressing a person who uses a wheelchair, never lean on the person's wheelchair. The chair is part of the space that belongs to the person who uses it.
- When greeting a person with a severe loss of vision, always identify yourself and others who may be with you.
- Allow a person with a visual impairment to take your arm (at or about the elbow) for assistance in walking. This will enable you to guide rather than propel or lead the person.
- When giving directions to a person who is blind or partially-sighted, do not point. Instead, explain the directions in words and be specific. Be sure to use right and left as they apply to the person who is blind. What is on your right is on the left of a person facing you. Indicate such things as the number of doorways from the corner and distance.
- Above all, *RELAX*. Don't be embarrassed if you happen to use accepted common expressions such as "See you later" or "Got to be running along" that seem to relate to the person's disability.

What if a request for access or service seems unreasonable?

All requests must be provided unless doing so would result in a fundamental alteration in the nature of the service or activity. **However**, you alone cannot decide that an action which would allow access by a person with a disability is unreasonable or unfeasible. Such decisions must be made by the Fair Director.

What if participation by a person with a disability would result in a direct threat to the health or safety of others?

Health and safety requirements must be based on actual risks and not on mere speculation, stereotypes, or generalizations about individuals with disabilities or a specific disability. Contact Fair Staff designated to provide ADA assistance if a situation arises.

What if I think an individual should have an attendant?

You may not require that an individual with a disability be accompanied by an attendant. However, you are not required to provide services of a personal nature including assistance in toileting, eating, or dressing. You may provide services such as opening condiment packages, carrying plates, and the like. Usually the person with the disability is the best judge of what he or she can or cannot do.

Duties of the Superintendent

You are an important part of the Grant County Fair. The Fair appreciates that you are a volunteer, and they count on you to represent the Fair in your community as well as to help conduct the activities of the Fair.

Past experience has suggested the following ways to help make your work easier and the Fair run smoother.

1. Before the Fair:

- a. Attend as many Superintendent Meetings as possible!
- b. Fill out and submit all of the forms under the tab “Before Fair Forms” by their listed due date.
 - i. Please make sure to submit these items on time. We have created a timeline to help our office meet the requirements of all constraints in the process of Fair preparation.
- c. Encourage entries in the Fair from your community.
 - i. Please encourage exhibitors to register their entries online ahead of time.
 - ii. Online entries are to be submitted by the following dates
 - a) July 10th – Livestock Entries (Large & Small Animals)
 - b) August 1st – Horse, Dog and Pocket Pet Entries
 - c) August 9th – All 4-H, FFA, and Open Still Life Exhibits
- d. Prepare the area for exhibitors.
 - i. Check what space the Fair has set aside for your section. You may need to provide: special racks, lighting, posters, labels, card tables, etc. The Fair staff will have most common supplies.
 - ii. If you need special items, put an order in before Fair time (4-H Superintendents get supplies at the 4-H office).
 - iii. Please bring your own tools.
- e. Superintendents and assistants should plan together and divide responsibilities. We request that you make plans for at least one attendant to be present during times the exhibit is open and require a minimum of one attendant at check out during the close of the Fair, and maintain good housekeeping procedures.
- f. If you need more help than named in the Fair exhibitor guide, feel free to call on others.
- g. In open sections, it is the Superintendents responsibility to make arrangements for obtaining Judges.
 - i. Financial arrangements must be cleared through the Fair Director.
 - ii. **When Judges are selected, please notify the Fair Office by filling out the applicable Judges List form provided or by registering them online. Please make sure to provide the Judge’s name, address, phone number, days of judging, and the sections they will be judging.**
 - iii. **The Judges List form must be submitted to the Fairgrounds Office no later than June 1st so we may get the applicable contract and information from the Judges.**

2. At the Fair:

- a. General Fair rules are in the front of the Exhibitor Guide. Division rules are listed in each division. Some sections have rules in addition to the General Fair and Division rules.
- b. Be sure to read over the Fair Rules and Regulations as outlined in the Exhibitor Guide. You are responsible for the Rules and Regulations as they apply to your Building and/or Department.
 - i. You accept or reject exhibits that do not meet requirements set forth in the Exhibitor Guide.
 - ii. Keep your Exhibitor Guide handy to answer questions.
 - iii. In the event you cannot solve a problem, refer to the Superintendent of your Department, or to the Fairgrounds Office Staff.
- c. Receive exhibits.
 - i. Entry forms will be provided to you upon request.
 - ii. Attach Exhibitor’s tag to the exhibit.
- d. It has been recommended that items brought in late (after the deadline) not be accepted for judging, but marked “For Display Only”. This is at your discretion.
- e. Arrange entries by division then by class for convenience in judging.

- f. Plan a space for judging.
 - i. Confirm that you have the tables and chairs you will need.
 - ii. Acquaint your Judge/Judges with the system of judging being used in your Department and with the score card.
 - g. Get ribbons from the Fair Office. Return the extras as soon as the judging has been completed.
 - h. Provide (or be) a clerk for the Judge.
 - i. You may rearrange exhibits after judging is completed.
 - j. People like to see names as they go by.
 - i. Plan some method to display the exhibits after judging, so both the name and the ribbon will show.
 - ii. A section looks better when you use the same system throughout.
 - k. Be sure entry tags and ribbons are securely fastened to each entry. Use scotch tape, pins, rubber bands, etc. as is necessary.
 - l. Make arrangements in order to keep the exhibits secure. Someone may be needed to watch exhibits, meet the people, and answer questions after judging is completed. Sometimes it may be necessary to “tidy up” the exhibits. Do so without changing the exhibit in any way.
 - m. Check out exhibits – plan for in advance, and have someone present to care for the details of Exhibitors picking up their judged exhibits after the end of Fair.
- 3. After The Fair:**
- a. Make sure all reports under the After Fair Forms tab are turned into the fair office no later than **August 31st**.
 - b. Judges expense statements must be signed by both the Judge and the Superintendent of the area they judged. The accounting department will not pay Judges without signed statements or an accurate record of a W-9.
 - i. Please make sure all of you gather these forms from your Judges and turn them in no later than August 31st.
- 4. Next Year’s Fair:**
- a. To plan for next year please look at the attached evaluation form now and complete it at the close of this year’s fair. Turn the evaluation in to the Fair Office.

Judges Hiring Procedures

Superintendents shall:

1. Find the Judges you will be hiring and have him/her register online at www.gcfairgrounds.com/judges using the **CODE: Judges2020**. Please have your judge read our process and requirements thoroughly. If your judge does not have access to the internet, please notify the fair office by filling out the judges list provided in your superintendent manual by **June 1st** and we will register him/her manually and mail them the proper forms required to judge for this year's fair.
 - a. Even if the Judges are ones you have used before they must register online OR you can **notify** the Fair Office of the **Judge's name and contact information** (*updating contact information ensures contracts get to the Judge as they may have moved or changed phone numbers since last fair*), **all department(s) they will be judging**, along with the **dates**.
 - b. If registering online the judges have the capability of printing, scanning and attaching their contract along with their W – 9 to their online registration.
 - c. For manual registration, the office will then send the Judge a contract with the rate schedule.
 - i. Rates established annually. See rate schedule.
2. Expenses are outlined in the Judges Expense Policy and must be cleared through the Fairgrounds Director.
3. Explain the procedures of your department to the Judge.
4. Define arrival time, parking area, and entrance gate to be used by the Judge.
5. Remind the Judge to fill out and sign an expense form for **EACH** department they are judging. The Superintendent from **EACH** department must also sign the form and turn it into the Fair office by the last day of Fair or no later than August 31st.
6. Calculate hours of judging by date, rate, and estimated expenses. Expenses and rate exceeding limits in the policy will need to be approved by the Fairgrounds Director.
7. Judges will receive the following from the Fair office:
 - a. A lanyard for the week of Fair.
 - b. Expense reimbursement form.

L&I Reporting of Volunteer Hours

We are required to report to the Washington State Department of Labor & Industries all volunteer hours worked at the Grant County Fairgrounds.

After the end of the Fair, the form included in the back of the manual must be turned into the Fair Office no later than August 31st.

Ribbon and Supply Orders

All ribbons, certificates, supplies and their boxes remain the Property of Grant County; please return all items by the Friday after Fair.

The Office will be open the Sunday after Fair from 8am to 12pm.

Please schedule a day and time with the Fair Office where you can come in to determine what ribbons, certificates and supplies your department/building will need for the upcoming Fair and complete the forms located in this manual.

Please return Ribbon Order in no later than March 31st and Supply Orders no later than July 1st. All departments with missing orders will be filled based off of the inventory the fair office has on hand. We no longer keep a large supply of overstock on hand. If you do not place an order for your department we cannot guaranteed that we will have ribbons to supply for your department

Educational Impact in Fairs

Animal Displays

1. McDonald's Farm is an old theme, but gives an atmosphere of reality and of getting acquainted with animals. Remember, some children have never seen or been near to these animals. Let them touch them. Have posters to indicate their food habit, products, and the young, etc. What is a pig good for besides a pet? Does a goat really eat cans? Educate through thin medium. Have an attendant on duty at all times. Keep clean! Might make a little money with snapshots of children with animals.
2. Description of different breeds of swine, goats, sheep, cattle, and horses. Indicate this on all ID cards of individual entries. Have pictures or drawings, for example of Hampshire's, Durocs, etc., showing colors, markings and good qualities, i.e. bacon, and ham. Why does the individual prefer a certain breed? Is it better pet, meat, etc.?
3. Follow same idea for sheep and goats. Why do some goats have long floppy ears, when others have stand up ear or a small ear? Educate your viewer. What do you feed them? Do they take vitamins too?
4. Create a diorama of an old farm and a modern one. Or pens for swine, feeding years, etc. Why do pigs want water or like to get muddy? Are they dirty animals?
5. What does it cost to raise a specific animal? Cost of piglet, food, shots, etc. Make charts with an actual output of money, then selling prices and profit, if any.
6. Display tack in horse barn, either each entry his own or as decorated tack room. Have a chart of parts of a saddle. Differences between English and Western saddle, halter, hackamore, etc.
7. Hide processing. Show different stages by examples from beginning to final hide. What do you use to cure the hides? Why are some hides soft and others coarse or hard?
8. Fleece dyeing and hide dyeing. How do you get a red sheep rug? Why is some fleece almost black?
9. Meat Curing, sausage process and recipes, bacon, ham. Show a diagram of animal naming cuts of meat or a live sheep marked with felt pen. Cuts identified is fascinating to the public. Rarely do people watch a butcher cut the meat they order, and there are no charts are in shops. Again help the public to know. Recipes for all cuts of meat are always popular.
10. Wool carding, spinning, weaving, dyeing. Have examples of processes and results. Knitting of some yarn in display and garments of different fleece. Show pelts. Take them step by step from lamb to sweater.
11. Bee display; hive, honey, clover, fireweed, etc. These may be obtained readily from bee growers.
12. Charts showing animal breeding. Charts of time involved with growth. Charts of milk cows and their stomachs. Charts of differences in hooves of animals. Why? What can one hoof do that another can't?
13. Horse chart of nutrition. Type of hay and vitamins to obtain proper nutrition.
14. A superior science student could develop a mechanical chart of parts of an animal. Press a button and a light comes on showing a part and its function. This also can be made to identify different breeds of animals, with marked differences in coloring and characteristics. The public stands in line

to try them and to test their own knowledge

15. Charts of coaches or harness racing naming their types, parts, and history. Schedule a few demonstrations if possible.
16. Egg show in poultry barn. Show pictures of different breeds of chickens, different eggs, color, with charts explaining. Have a good Judge for this division. Some city people have seen neither brown nor green eggs.
17. Horse barns need more display—breeds of horses. When you talk to a breeder he always claims his horse is the best, but he never says why he considers it to be so. Tell the public the main qualities of the breed, charts, and history.

Home Arts

1. Every day, homemade devices and means of preserving food: Show commercial dryers, how they work, and their costs. Chart on vitamin contents and/or of threat of destruction if not preserved properly. Meat and fish preservation, information on cautions as well as method.
2. Wool Pelts from sheep: how differences in pelts of different breeds, booth for carding, and weaving. Have dyeing set up with electric plate and kettle. Allow public to bring weeds, flowers, bark, etc., to see what color will result. Show garments made of different wools and their natural colors. There are many ladies working in this area now, try to locate a group and get them to help you set it up. The crowd loves it.
3. Special display of man's handwork: woodwork, carving, doors, lead glass totems, rugs, macramé, knitting. Make it a special division at your fair. Advertise with an article in the newspaper now so the announcement will not be a surprise.
4. Macramé halters, handmade, horse, blankets: these will identify saddle clubs and show what can be done at home with lower cost.
5. Education dividers (portable) in Home Ec section explaining food values, steps in knitting, tatting, needlepoint stitches, crewelwork, bargello, etc. How to create your own designs or enlarge one a person finds that they like. The opaque project or a good display on dividers.
6. China repair and painting, step by step. Have examples on a chart. Teach people to sketch their own designs, not to use stencils or decals. If they do, it should be denoted on ID, as such in the Fair. Original work is important for all people to learn.
7. Display of quilts, handmade rugs, pillow covers: have old, Nineteenth Century, and modern with names and dates of production. Set up one or two quilts on a frame, one standard pattern and one modern original. Show people by demonstration how quilting is done. A small one might be set up for people to try to do it themselves, even though the stitches would be uneven, etc. Older men and women will try it because they haven't done it since they were young. Action at all times.
8. Sewing hints for finishing, color combinations, use of plaids and stripes. Point out the superior points in a superior garment, according to the judges. Some people don't understand those fine points of finishing
9. Lace making, hair pin, afghans, table decorations of lace doilies. Teach tatting, an old and now new, popular needlework. Few have seen the shuttles, but some admit they have seen them but don't know what they are for.

10. Separate package or pre-worked designs in crewel and needlepoint, with latch work separated from original design. They should be judged separately.

Miscellaneous

1. Get old machines and put them into action, according to the economy of your area. Grain testing, combines, wheat milling, etc. Mules pulling logs, logs going through old saws, old logging equipment displayed. Old steam engines, etc. All things in this display must be attended with care. Questions should be answered for the public to learn.
2. The shoeing of horses with forge, anvil, etc., so people will understand horse shoeing. Have appointments to shoe while people watch.
3. Poisonous plants shrubs, flowers, vegetables; wild plants make an interesting display for the public.
4. Sheep shearing. Perhaps young people could shear by appointment.
5. New crops. Still no sunflower seeds in a show. A few sunflowers, but when they are being sold commercially, you need more than that. Seeds for salads bird seed, sunflower oil work out something different.
6. Special show or competition use of cereals, corn, pine needles, etc. in home decoration, basket weaving, table center pieces, swags.
7. Create a stage setting for your display whenever possible, it will enhance every entry. Use a specific type of old item display carrying, fairy lamps, or desk types. This stage setting will give the public new things to see and remember.
8. Take great care with every entry way to every building. It's a matter of impressing the public immediately with what you are going to show. The use of wedding party with clothes, etc. at opening of Home Ec is an example. It could use as well as be hand weaving, FFA or 4-H special exhibit, sow with piglets, mare and colt in horse barn.
9. The viewer loves collections. Such items as duck decoys, old muskets, as background for horticulture display would be attractive. Perhaps fine display pieces of wooden terns, gulls, herons, etc. An old cider press being used in apple country. Demonstrate once a day, sell cups of real sweet apple cider to public. Collections of weather vanes or old wood sculptures could be used to show men's work of the past as well as today.
10. In draft horse show make a poster naming the different parts of the equipment outside the tack room or below pulleys conveying tack.
11. Seed display—seeds of various categories of vegetables, as well as alfalfa with pictures, products produced, fields growing and slides of harvest. Show a graphic display of seed business in your county. A single jar, unlabeled, as in some fairs, means absolutely nothing.
12. Berries; blue, raspberries, etc., plant growing in pot, cane to full bearing use.
13. With timber, a main product in Washington, why doesn't at least one County have a display to show it? Mason has tree farming, and that's excellent.

Building Decorating Expenses & Reimbursements

- A. Still Life Exhibit Buildings: Each Still Life Exhibit **Building** including the 4-H Building has been allotted up to \$300 to decorate for Fair. This is on a reimbursement basis. Please coordinate with the Building Superintendent as each department must share the \$300 budget amongst the entire building.
- B. Livestock Barns, Sale Barn, Ardell and Harwood: All Livestock and Equine areas have a combined shared allotment of \$1000 for decoration. This is on a reimbursement basis. Please coordinate with the Livestock Committee.
- C. For any areas not mentioned above, please contact the Fairgrounds Director.
- D. All purchases made by the Superintendent must have a receipt to be eligible for reimbursement.
- E. Purchases can also be made through Becca at the Fairgrounds Office (509)765-3581 Ext. 4614 or (509)237-2971.
- F. Expense reimbursement claims including receipts must be submitted to the Fairgrounds Office no later than thirty (30) days from the date of purchase. All reimbursement claims must be signed or payment will not be processed.
NO EXCEPTIONS.