

# EXHIBITORS

## Online Entry, Photos, & Video

1. Exhibitors must submit their online entry at [www.sacfair.com](http://www.sacfair.com) to participate in the Sacramento County Livestock Grading & Husbandry Expo.
2. To enter an exhibit in the Sacramento County Livestock Grading & Husbandry Expo, select login/logoff icon on the left-hand side of the screen located under the Navigation tool bar.
3. Choose "I am a new Exhibitor" then CONTINUE - - Even if you have participated in the fair in previous years you are still considered a new exhibitor in 2021
4. Enter your First & Last Name then CONTINUE
5. Create a password (write your password down and keep for future access to ShoWorks).
6. Enter all address, phone, email information required. Please list your current mailing address, email and cell phone number.
7. To enter, choose the Department in which to exhibit.
8. Choose the Division you are entering from the drop-down list. Note the "special instructions" icon when entering. This will notify you of special division and/or class requirements for each department and any additional fees.
9. After selecting the department, division and class, select "Add Entry to Cart" to store your entry in the shopping cart (ALWAYS SAVE YOUR CART). **This is one completed entry.**
11. Select "Add different Entry" button to add more entries for the current exhibitor.
12. Select "Continue" button to proceed to submit the exhibitor's entries.
13. This page shows the Exhibitor Fees.
14. Select the "Continue" button to proceed.
15. Select **"Add more entries"** if you would like to add more entries for this exhibitor.
16. Select **"Save this cart for later"** if you want to come back to add more entries or pay
17. Your entries will not be registered with the Fair until you have checked out and paid.
18. Select **"Check-out"** to proceed to pay with debit/credit card and submit your Exhibitor entries to the Fair Office.
19. Review your cart. Balance due will be charged to your debit/credit card upon completion of this process.
20. Enter your Debit/credit card and billing information.
21. Select the **"Continue"** button.
22. You must agree to all Rules, Guidelines and the Exhibitor's Code of Ethics before you may proceed to submit an entry.
23. Please review all information and entries carefully before clicking on **"Submit"**
24. **NOTE:** If you don't click the "Submit" button your entries will be saved but not submitted to the fair office. You must click the **"Submit"** button in order for your entry to be entered in to the 2021 Sacramento County Livestock Grading & Husbandry Expo
25. Exhibitors will receive a confirmation email sent to the email address submitted when entering online registration
26. If at any time you need assistance, please call Sara Renee at 209-482-2688 or by email [la2277moore@gmail.com](mailto:la2277moore@gmail.com)