

## EXHIBITOR INFORMATION – HOW TO ENTER YOUR PROJECTS IN THE FAIR

*Our Exhibitor Handbook has some changes in 2020! Look for the Department in the bold headings across the top of the page. Divisions have changed to a number (no longer “A”, “B”, “C”, etc.) to facilitate the new Fair Computer Program.*

*Enter your projects! Each year we strive to increase competition and interest while making it easy for everyone to enter. Classes available include Adult & Junior Arts & Crafts, Fine Art, Clothing & Textiles, Flowers, Plants, Foods, Photography, Preserved Foods, Quilts, Junior Livestock & More!*

*The Fair Administration & Entry Office is open 8:00 am - 5:00 pm Monday - Friday, closed 12:00 – 1:00 for lunch. Entry Office: 530-895-4436 or email [shelley@silverdollarfair.org](mailto:shelley@silverdollarfair.org). Fair Administration Office: 530-895-4666.*

### 1 OBTAIN AN EXHIBITOR HANDBOOK & ENTRY FORM:

1. The Exhibitor Handbook located on the fair’s website [www.silverdollarfair.org](http://www.silverdollarfair.org) or there will be a limited supply of “hard copy” books in the Fair Administration or Entry Offices.
2. Entry Forms are available on the fair’s website [www.silverdollarfair.org](http://www.silverdollarfair.org) or from the Fair Administration or Entry Offices. “Livestock Entry Form” is for Livestock entries. “Still Entry Form” is for all other entries (non-animal).

### 2 REVIEW THE EXHIBITOR HANDBOOK:

1. Read through the State & Local Rules.
2. The table of contents will help you find the Department for each item you want to enter.
3. There is a class for almost everything you may want to enter! In most Divisions, there is an “Any Other” class for items that don’t have their own class.
4. Adult Departments are for those over 19 years of age.
5. Junior Departments are for Youth 18 & under. If we do not have a class available in Junior, youth are welcome to enter Classes in the Adult Departments. However, if there is a Junior class available, youth must enter the Junior class. You do not have to be a member of 4-H or any organization to enter Junior classes.

### 3 COMPLETE THE ENTRY FORM:

1. Provide the information requested on the form and sign the entry form. Enter all information such as name, physical and mailing address, phone number, email, etc. PLEASE WRITE LEGIBLY!
2. Enter the Department, Division & Class numbers for the items you wish to enter (located in the Exhibitor Handbook). Fill in the description of the item.  
Sign the entry form. Junior (youth) entries must be signed by a parent/guardian.  
Classroom projects (Creative Arts, Industrial Ed, Elementary Classroom Art, FFA Ag Mechanics & Ag Science must be signed by a teacher/instructor.
3. If you have questions or are confused on how to complete the form or which class to enter, we are more than happy to help you complete the form. Just call or bring your entry form into the office. Many first time exhibitors find it confusing, so don’t be afraid to ask for help!
4. Emailed or Faxed entries will not be accepted.

### 4 SUBMIT YOUR ENTRY FORM TO THE FAIR OFFICE:

1. Entry forms are due in the fair office no later than 5:00 p.m. on the entry deadline as stated in the Exhibitor Handbook Department information. Entry form due date for all Still Exhibit Entries and Breeding Livestock is April 15.  
For Floriculture, Horticulture & Market Animal Entry deadlines, please see information in the Exhibitor Handbook or call The Fair Entry Office.
2. You may deliver the entry form to the Fair Entry Office or mail your entry. Mailed Entries must be postmarked by entry due date.
3. Include any entry fees due with your entry form. Most “Still” Department classes do not have entry fees. That information is in the Department information in the Exhibitor Handbook.

**ON-LINE ENTRIES OR HARD COPY ENTRIES For 2020 on-line entries will be available ONLY for:**

**Creative Arts (see Exhibitor Handbook for eligibility)**  
**Industrial Education (see Exhibitor Handbook for eligibility)**  
**FFA Ag Mechanics & Ag Science**  
**Classroom Art for grades Pre-K – 8<sup>th</sup> grade**

**The online option should be available by March 1. If you have questions, please call the Entry Office 895-4436.**

**All other entries should be entered with entry forms filled out by exhibitor and submitted as directed above.**

## 5 DELIVER THE EXHIBIT ENTERED TO THE FAIR:

1. Bring your item(s) to the Fairgrounds on the dates & times specified in the Exhibitor's Handbook. There will be signage to determine which building to go to. For Still Exhibits you will be given a claim tag upon delivery. You will be asked to attach the claim tag to your item. Please check to be sure the correct tag goes on the item entered. If you have items you did not bring "no shows" please return the unused tags to Fair Staff. The item will stay on the grounds to be judged and displayed for the duration of the Fair.
2. Be sure to follow instructions included in Department information for displaying your entry.

## 6 VISIT THE FAIR: Come to the Fair and view your item being displayed. See if you received a ribbon and tell your friends!

## 7 PICK UP YOUR EXHIBIT & AWARDS (if applicable):

1. All exhibits must be picked up on the date listed in the Exhibitor Handbook. Most entries are released on the Tuesday following Fair closing. For "Still" exhibits, be sure to bring your claim tag to turn in. You will go to the building that your item was displayed in to pick up. Ribbons should be attached to exhibit.
2. If your exhibit was awarded "Premiums" Still exhibit & livestock checks can be picked up in the Fair Entry Office from 8-5 Tuesday after fair closing through Thursday. Unclaimed Premium checks will be mailed on Friday following Fair closing.
3. The Fair is not responsible for items not claimed on the claiming date. Exhibits not claimed by 5 pm on the 2<sup>nd</sup> Friday following the claiming date may be donated or discarded.

**Thank you for entering! We look forward to seeing you again at the 2021 Silver Dollar Fair.**

### GLOSSARY OR TERMINOLOGY:

**Adult Exhibitor** – Persons that are over 18 years of age

**American System of Judging** – Judging process that ranks exhibits against one another and awards one 1<sup>st</sup> place, one 2<sup>nd</sup> place, one 3<sup>rd</sup> place, etc.

**Closing Date** – The last date on which entry forms will be accepted. The forms can be delivered to the Fair office or postmarked by midnight on closing date. Emailed or faxed entries are not accepted.

**Creative Arts** – items made in school under supervision of a Creative Arts Teacher (High Schools) entered by a teacher.

**Danish System of Judging** – Judging process that compares each exhibit on its own merit against a scorecard or recognized standard and award as many first place, second place, etc. as merited.

**Entry Fee** – The amount paid for each item entered, if required. If there is an entry fee it will be listed in the information box at the top of the Department page.

**Exhibit/Entry** – The animal or item which will be judged.

**Industrial Education** – Items made in school under the supervision of an Industrial Ed Teacher (High Schools) and entered by a teacher

**Judging** – Date and time of judging.

**Junior Exhibitor** – Persons that are 18 years of age and younger.

**Premiums Offered/Paid** – The amount awarded for a judging category.

**Receiving** – The date & time when the exhibits will be accepted by the departments in which they have been entered. Items are received in the building or area where they will be displayed.

**Release** – The dates and times that an exhibit is to be claimed (picked up) by the owner. Ribbons are issued at the same time, except for livestock and special contests.