

## Completing the *Exhibitor Information Page* For CTE, Community Booth, or School Art Show

Teachers wanting to enter the CTE Booth and/or School Art Show will have to register in the school's name and tax ID number. Community organizations wanting to enter Community Booth competition will have to register under the organization's name and tax ID number. Please pay close attention on how to list your name during the account set-up.

### To Start the Online Entry Process

- Go to: <https://ncmsf.fairwire.com/>
- In the top right corner you will find a "Sign In" button, click it
- Enter the Name of the school or organization in the First Name box.
- For the Last Name put school if you are a school, list club as the last name for clubs, use church is you are a church.
- Choose "This is a new Exhibitor" and continue.
- Follow the "Information Field" list below to fill the correct information in each field.
- Click "Continue" to confirm information is correct.
- Proceed to enter desired classes.
- When you enter in the first class the W-9 will pop up to be filled out. This must be filled out before any classes will be saved. The W-9 must be filled out by using the school/organization's legal name and tax ID number assigned to that name.

### Filling out the W-9

- This form is a legal IRS form. Please fill out correctly.
- Schools: For the school to receive the premiums, the W-9 should be filled out with the school's legal name and tax ID#
- Clubs: For the club to receive the premiums, the W-9 should be filled out with the club's registered legal name and tax ID#

## **Information Field**

## **Notes**

First Name	This should be the name of the school or organization.
Last Name	The last name should be entered as: "School" for a school, "Club" for clubs, and "Church" for churches.
Password	This is to secure your information to only you and give you continued access to your account to add entries and look at your entered classes.
Re-type Password	This is to confirm the correct password is being created.
Pay premiums to	Please list the school or club that is to receive the premiums.
Address	Enter the mailing address for the school or organization that is listed in the "pay premiums to". This is where premium checks will be sent. If the address is a post office box, do not put a space between "PO" or use periods following the letters. <u>Do not include a street address if a post office box is where the check should be sent.</u>
Address 2	This field should be used only if there is not enough room in the "Address" field for the complete address. Suite numbers or apartment numbers should be included in the first field if there is room. <u>Do not</u> use this field for a street address if the mailing address is a post office box.
City	This is for the city in the mailing address.
State/Prov	Use the <u>two-letter abbreviation</u> assigned for your state by the post office in this field. Both letters should be capitalized; however, no spaces or periods should be used.
Postal Code/Zip Code	The first five digits of your zip code should be typed in this field.
County	This field is for the county in which you reside. Enter <u>only the name of the county</u> ; do not include the word "county" in this field. (e.g., "Buncombe", not "Buncombe County").

Phone	This field is for the primary contact number for the exhibitor. If this number is for a cell phone, it may also be entered in the field named “ <b>Cell #.</b> ” If there is a land line and a cell number for contacting the exhibitor, it may be helpful to include both on this form.
e-mail	This is required for sending out confirmation of online entries. This is also used by fair staff if questions come up to communicate to the exhibitor.
School	Choose your school from the drop box list. If your school is not listed please call the fair office to have your school added. (828-687-1414 ext. 210 or 208)
Re-type e-mail	To confirm the email has been entered correctly.
Date of Birth	Since this is a school or organization there is not a birthday but the system will require something to be entered. Please enter 12/12/2012.
Farm Name	Leave blank. There is not a farm to list.
Cell#	Most folks operate off cell phones now more than land lines. This gives fair staff another option to get in touch with exhibitors if questions arise.
Farm ID #	Leave blank. This isn't a farm.
Contact	This contact name is for the person who will be reached at the above phone numbers.
Shirt Yth Livestock	Tee shirt sizes for youth who are to show livestock at the North Carolina Mountain State Fair should be entered here.