The person(s) responsible for preparing the 4-H STATIC exhibits for entry at the 4-H Exhibits Building at the Iowa State Fair should thoroughly read the following information.

### 4-H Department Class # & Description (10 Divisions)

- **Animals (under ANR)**
  - 10110 Animal Science
  - 10120 Veterinary Science
- **Ag & Natural Resources (ANR)**
  - 10210 Crop Production
  - 10220 Environment & Sustainability
  - 10230 Horticulture
  - 10235 Home Grounds Improvement
  - 10240 Outdoor Adventures
  - 10250 Safety & Educ. in Shooting Sports
  - 10260 Other Agriculture & Natural Resources
- **Creative Arts**
  - 10310 Music (PD)
  - 10320 Photography (PH)
  - 10325 Digital Photography Exhibit (PH)
  - 10340 Alternative/Creative Photography (PH)
  - 10345 Photography Idea/Educational Display
  - 10350 Visual Arts (VA)
- **Family Consumer Sci**
  - 10410 Child Development (CD)
  - 10420 Clothing & Fashion- Constructed/Sewn
  - 10422 Clothing & Fashion- Purchased
  - 10424 Clothing & Fashion- Other Ideas/Edu
  - 10430 Consumer Management (CM)
  - 10440 Food & Nutrition- Prepared/Preserved
  - 10445 Food & Nutrition- Educational Display
  - 10450 Health (FN)
  - 10460 Home Improvement (HI)
  - 10470 Sewing & Needle Arts- Constructed
  - 10472 Sewing & Needle Arts- Other Ideas/Edu
  - 10480 Other Fam. & Cons. Science (FN)
- **Personal Development (PD)**
  - 10510 Citizenship & Civic Engagement
  - 10520 Communication
  - 10530 Communication Posters (put on stage)
  - 10540 Digital Storytelling
  - 10550 Leadership
  - 10560 Self-Determined
- **Science, Engineering, & Technology (SET)**
  - 10610 Mechanics
  - 10612 Automotive
  - 10614 Electric
  - 10615 Small Engine
  - 10616 Tractor
  - 10618 Welding
  - 10620 Woodworking
  - 10630 Science, Engineering, & Technology

### ENTRY TAGS
- All exhibits must arrive at the fair with the barcode entry tag from FairEntry attached. Follow all instructions in the 2019 FairEntry Process. (Entry Tags template= Avery 8387 perforated postcards, 4/sheet).
- Entry tags should include concise, complete descriptive information for each item in the exhibit. This includes style, color of garment, topic of photo (cat, mountain scene), etc.

### LABELING
- The entry tag alone is **not** adequate. Attach labels to **all** parts of the exhibit such as recipe cards, folders, or shoes and accessories with a clothing exhibit.
- Include the **county**, **exhibitor’s name**, **class number and division name**. (30/sheet Avery 5160 labels may help you).
ATTACHING ENTRY TAGS

- **Before packaging** the exhibit, securely fasten the **completed county entry tag** on the upper right hand corner/part of the exhibit. Useful tips include hole punching the tags and using pins, string and/or tape to attach to the exhibit.
- Clearly write the department name outside on individual packing so person taking exhibits to State Fair can quickly sort exhibits by department at their Check-In Station table.

GOAL SHEET

Each exhibit must have an explanation included as part of the exhibit. The exhibitor should respond briefly to the following questions about the exhibit:

- What did you plan to learn or do? What was your exhibit goal(s)?
- What steps did you take to learn or do this?
- What were the most important things you learned?

**Special Note:** Check for additional requirements in exhibit classes for food and nutrition, photography, and visual arts.

| DOUBLE CHECK: Be sure exhibits meet size guidelines and follow recommended procedures, or they will **NOT** be accepted, judged or displayed (i.e. size of displays, food preservation methods, copyright, and/or safety practices). |

PACK EXHIBITS FOR TRANSPORT

It will be easier at check-in if they are packed by department (10 divisions = ANR, CD, CLO, CM, FN, HI, PD, PH, SET, VA, see above list).
EXHIBIT ENTRY
Monday, August 5 & Tuesday, August 6

INFORMATION TO THE PERSON(S) BRINGING EXHIBITS TO THE FAIR

WHAT YOU NEED
1. Pre-Fair vehicle permit from the County Extension Office.
2. A copy of the Division Report form, separated by Departments, that was used to check exhibits loaded at the county. The same sheet can be used while grouping exhibits by department/division at your Check-In Station.

WHEN TO COME
1. August 5 and 6 are entry days for ALL 4-H static exhibits.
2. Individual county entry times are listed on the schedule included in these instructions.
3. All large exhibits coming separate should check in at their county’s scheduled time. If they need to come outside of the designated county time, advance notice must be provided.

WHERE TO GO
1. Enter the Fairgrounds at Gate 9 on Dean Ave. A Pre-Fair vehicle permit will be required for admittance. Proceed to the driveway west of the 4-H Exhibits Building to go to the south side of the building. Tractors (10616) also enter through Gate 9.
2. Most unloading of exhibits will take place in the parking lot on the south side of the 4-H Exhibits Building in Lot G. Exhibits can be brought into the building through the south door. Please do not block the doors with your vehicle; leave room for several people to use this entrance at the same time. You may also come in the other doors if convenient for size of exhibits. When your exhibits have been unloaded, please move your vehicle to the Delta Lot to make room for others.
   - Carts are assigned by check-in station and time. Obtain your cart from the cart supervisor right before your time. Carts are available to help you transport large, heavy items. Please use them for this purpose only and do not tie the cart up for long periods of time.
   - If you are early, you may unload your exhibits by the stage and proceed to check-in. Give precedence to those ahead of you checking in at their actual time.
   - At your county’s time, you may move to the assigned check-in station, if you want, as table will have volunteers and supplies to help you with your exhibits.

WHAT TO DO AT THE CHECK-IN STATION
1. Pick up your packet of evaluations at the south end of the stage. These will need to be attached to each exhibit at your check in station.
2. Use your check-in station and the volunteers there to help unwrap and divide your exhibits by department/division.
   - Attach the evaluation to each exhibit.
   - Be sure entry tags are attached and items are labeled per instructions. Tie or tape booklet and other small parts of exhibit together as items can get separated in moving.
   - Check each department/division before you or a volunteer take exhibits to the department entry tables.
   - Exhibits will be entered at the department check-in tables (i.e. Food & Nutrition, Photography, Visual Arts, etc.).
3. If you are not finished when your check-in station time is up, please move the rest of your exhibits to an area around the stage to finish checking in.

**Special Note on Clothing Exhibits:** We use dark (black or bronze) wire hangers for most exhibits to provide uniformity to the exhibit area. Exhibits brought to the Fair on bronze or black wire hangers can be entered on those hangers. Other types of hangers should be removed when entering clothing exhibits and taken back to the county!

**Special Note on Photography Exhibits:** Remove all protective coverings from photos. This includes protective coverings on the photo label which should be attached to the back of the photo. Do not place photo label in plastic cover.

**Special Note on Live Plants:** Bring care instructions for exhibits with live plants.
The following schedule has been developed to facilitate a ONE STOP check-in for each county. Please plan to arrive at the time scheduled or arrange your own exchange with another county. Be sure to send changes to the State Office to the necessary forms can be at the correct check-in table.

**MONDAY, AUGUST 5, 2019 STAGING STATIONS**

<table>
<thead>
<tr>
<th>STATION</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TIME</strong></td>
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<td></td>
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<td></td>
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<td>4:00 PM</td>
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<tr>
<td>Polk</td>
<td>Jasper</td>
<td>Grundy</td>
<td>Clinton</td>
<td>Dallas</td>
<td>Crawford</td>
<td>Lee</td>
<td>Harrison</td>
<td>Marion</td>
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<tr>
<td>4:30 PM</td>
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<tr>
<td>Sioux</td>
<td>Buena Vista</td>
<td>Cherokee</td>
<td>Marshall</td>
<td>O'Brien</td>
<td>Osceola</td>
<td>Pott East</td>
<td>Jones</td>
<td>Humboldt</td>
<td></td>
</tr>
</tbody>
</table>

Large exhibits that need to be dropped off on Monday should also check-in from 4:00 – 6:30.

**TUESDAY, AUGUST 6, 2019 STAGING TABLES**

<table>
<thead>
<tr>
<th>TIME</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:30 AM</td>
<td>Boone</td>
<td>Keokuk</td>
<td>Warner</td>
<td>Hancock</td>
<td>Madison</td>
<td>Poweshiek</td>
<td>Story</td>
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</tr>
<tr>
<td>9:00 AM</td>
<td>Wright</td>
<td>Floyd</td>
<td>Louisa</td>
<td>Benton</td>
<td>Clark</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>9:30 AM</td>
<td>Audubon</td>
<td>Franklin</td>
<td>Greene</td>
<td></td>
<td>Hardin</td>
<td>Union</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10:00 AM</td>
<td>Monroe</td>
<td>Mills</td>
<td>Davis</td>
<td>Hamilton</td>
<td>Chickasaw</td>
<td>Johnson</td>
<td>Shelby</td>
<td></td>
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</tr>
<tr>
<td>10:30 AM</td>
<td>Buchanan</td>
<td>Calhoun</td>
<td>Ida</td>
<td>Carroll</td>
<td>Webster</td>
<td>Cerro Gordo</td>
<td>Tama</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11:00 AM</td>
<td>Adair</td>
<td>Jackson</td>
<td>Appanoose</td>
<td>Cass</td>
<td>Linn</td>
<td>Iowa</td>
<td>Washington</td>
<td>Delaware</td>
<td>Sac</td>
</tr>
<tr>
<td>11:30 AM</td>
<td>Pott West</td>
<td>Page</td>
<td>Muscatine</td>
<td>Taylor</td>
<td>Mitchell</td>
<td>Fayette</td>
<td>Dubuque</td>
<td>Fremont</td>
<td></td>
</tr>
<tr>
<td>Noon</td>
<td></td>
<td></td>
<td>LUNCH</td>
<td></td>
<td></td>
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<td></td>
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</tr>
<tr>
<td>1:15 PM</td>
<td>Des Moines</td>
<td>Henry</td>
<td>Clayton</td>
<td>Palo Alto</td>
<td>Wayne</td>
<td>Plymouth</td>
<td>Monona</td>
<td>Woodbury</td>
<td></td>
</tr>
<tr>
<td>1:45 PM</td>
<td>Butler</td>
<td>Howard</td>
<td>Cedar</td>
<td>Clay</td>
<td>Emmet</td>
<td>Jefferson</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2:15 PM</td>
<td>Allamakee</td>
<td>Dickinson</td>
<td>Pocahontas</td>
<td>Bremer</td>
<td>Guthrie</td>
<td>Ringgold</td>
<td>Winnebago</td>
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<td></td>
</tr>
<tr>
<td>2:45 PM</td>
<td>Black Hawk</td>
<td>Winneshiek</td>
<td>Lyon</td>
<td>Wapello</td>
<td>Mahaska</td>
<td>Scott</td>
<td>Montgomery</td>
<td>Worth</td>
<td></td>
</tr>
<tr>
<td>3:15 PM</td>
<td>Adams</td>
<td>Decatur</td>
<td>Lucas</td>
<td>Kossuth</td>
<td></td>
<td></td>
<td></td>
<td>Van Buren</td>
<td></td>
</tr>
</tbody>
</table>

Large exhibits delivered on Tuesday should arrive and check – in at the time scheduled for your county.
EXHIBIT CHECK-OUT
SUNDAY, AUGUST 18 & MONDAY, AUGUST 19

INFORMATION TO THE PERSON(S) PICKING UP EXHIBITS FROM THE FAIR.

ASSIGNED PICK UP TIMES
A specific time and starting place are assigned to each county. The schedule is posted on the 4-H State Fair Handbook webpage and updated frequently.

SUNDAY PICK UP
1. Use Gate 8 on Dean Ave or Gate 9 off Dean off 30th St during release of 4-H exhibits on Sunday. All persons checking out exhibits arriving at the fair before 9:00 PM will need to have purchased a gate admission ticket.
2. We recommend anyone picking up exhibits Sunday park in Lot T (if counties ordered Lot T permits on the Advance Ticket Order form). This will allow the vehicle to park in a Fairgrounds lot if they arrive early in the day (before 7:00 PM). After 5:00 PM, vehicle permits for Lot G will be available in the 4-H State Fair Office in the 4-H Exhibits Building. During the release time for exhibits move the vehicle to Lot G.

WHEN TO COME
1. The release time for all exhibits in the 4-H Exhibits Building is 7:00 to 8:30 PM on Sunday, August 18, and 9:00-11:30 AM Monday, August 19.
2. Park in Lot G south of the 4-H Exhibits Building. Enter parking area by the drive on the west side of the 4-H Exhibits Building.
3. Do not block the south doors with your vehicle; leave room for others to use the entrance at the same time.
4. As soon as you have loaded, please move your vehicle so the space is available for others.
5. Plan to be packed up and out of the building by 8:45 PM on Sunday or Noon on Monday.

Special Note: If individuals are picking up exhibits separate from the county check-out, coordinate check-out of all county exhibits within the county’s specified check-out time. If not possible, be sure individuals understand they can ONLY check out individual exhibits during the scheduled checkout times on August 18 and 19.

WHAT TO DO
1. Pick up a building map and the list of locations of your county exhibits in your county shelf behind the Food & Nutrition area. Also check for notes about missing items or items to pick up in another area.
2. Individuals & Counties: bring a copy of the division report entry forms from FairEntry for each department in which you are checking exhibits out which should have a complete description of each exhibit you are checking out.
3. Starting at your county’s assigned department:
   • Pick-up County exhibits.
   • Bring to department table for check-out.
   • Sign office copy of entry form, as requested by assisting staff.
   • Proceed clockwise to the next department and repeat above procedure until all county exhibits have been checked-out.
4. All exhibits in a division should be collected together and taken to the check-out table.
   • Be sure to pick up descriptive folders/binders which accompany an exhibit—NOTE: outside exhibits' binders will be displayed in the building in the exhibit’s department.
5. Exhibits should be checked out before being wrapped, packed or removed from the building. It is essential that the county representative sign the respective entry book for the release of the exhibits (or family member sign by the exhibit they are picking up).
**ADDITIONAL ITEMS**

1. **Clothing:** Wait until exhibits are detached from the walls and removed from mannequins before picking up exhibits. Exhibits can be taken home on the bronze or black wire hangers. Leave special hangers (plastic and wood hangers and skirt hangers) at the check-out table.

2. **Food & Nutrition:** Pick up preserved (canned) or storage items and posters in the display areas. Pick up and wrap table settings in the work room to the south of the county shelves.

3. **County Envelopes** are at the Food & Nutrition check-out table. The envelopes contain all exhibit evaluations, special certificates or awards, and possibly some ribbons and entry tags.

**EXHIBIT CHECK-OUT** – Sunday, August 18 or Monday, August 19

Check-out is done at individual department tables in the 4-H Exhibits Building

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[Diagram of 4-H Exhibits Building with check-out areas labeled]