2017 STAFF INSTRUCTIONS
PREPARATION OF 4-H EXHIBITS FOR ENTRY AT IOWA STATE FAIR

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 and share with ALL who are checking IN or checking OUT county exhibits.

EXHIBIT INFORMATION/RULES AND GUIDELINES

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

**Animals (under ANR)**
- 10101 Animal Science
- 10102 Veterinary Science

**Ag & Natural Resources (ANR)**
- 10201 Crop Production
- 10202 Environment & Sustainability
- 10203 Horticulture
- 10204 Outdoor Adventures
- 10205 Safety & Educ. in Shooting Sports
- 10206 Other Agriculture & Natural Resources

**Creative Arts**
- 10301 Music (PD)
- 10302 Photography (PH)
- 10304X Alternative/Creative Photography (PH)
- 10305 Visual Arts (VA)

**Family Consumer Sci**
- 10401 Child Development (CD)
- 10402 Clothing & Fashion (Clothing)
- 10403 Consumer Management (CM)
- 10404 Food & Nutrition (FN)
- 10405 Health (FN)
- 10406 Home Improvement (HI)
- 10407 Sewing & Needle Arts (Clothing)
- 10408 Other Fam. & Cons. Science (FN)

**Personal Development (PD)**
- 10501 Citizenship
- 10502 Communication
- 10503 Communication Posters (put on stage)
- 10504 Digital Storytelling
- 10505 Leadership
- 10506 Self-Determined

**Science, Engineering, & Technology (SET)**
- 10601 Mechanics
- 10602 Woodworking
- 10603 Science, Engineering, & Technology

4-H FAIRENTRYP PROCESS
2017 FairEntry Process: Fair Entry Static Entry Helpsheet with Fair Entry Manual and Helpsheets (staff only MyExtension)

ALL Iowa State Fair Static Exhibit, Communication, and Awardrobe Clothing Event participant entries will be entered in 4hOnline Fair Entry.

ENTRY TAGS: ALL exhibits in 2017 must arrive at the fair with the barcode entry tag from Fair Entry attached, and each county must bring the exhibits by division with 2 copies of the division report from FairEntry for exhibit check-in.

Follow all instructions in the 2017 FairEntry Process.
If something in these instructions contrdict—the 2017 FairEntry Process is correct!

(FairEntry Tags template = Avery 8387 perforated postcards, 4/sheet)
REMINDERS

- Enter concise, complete, descriptive information for each exhibit.
- Identify each item in the exhibit.
- Since the description are the means of identifying the exhibit with/to the exhibitor, accuracy and completeness are essential, i.e. style, color of garment, topic of photo (cat, mountain scene), etc.

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.


LABELING – the entry tag, PLUS actually labeling the exhibit & any pieces. Complete labeling is ESSENTIAL. It is essential that each piece of every exhibit be labeled.

- The entry tag alone is NOT adequate. The purpose of labeling is to tell us to whom ALL parts of the exhibit belong. Even recipe cards, folders, or shoes and accessories with a clothing exhibit belong to someone and need to be labeled.
- Include the county, exhibitor’s name, class number and division name. Labeling is important for entry, judging and releasing exhibits. 30/sheet Avery 5160 labels may help you.

ATTACHING ENTRY TAGS

BEFORE packaging the exhibit, securely fasten the completed county entry tag on each exhibit in an easy-to-see location. GENERALLY USE THE UPPER RIGHT CORNER/PART OF THE EXHIBIT.

- Hole punch the Entry Tag and put string through the hole, then pin the entry tag string to garments or tape the entry tag string to the back of photos, displays, posters, etc., but have the tag itself visible on the front of the exhibit.
- Tags can be tied, in a visible location, to furniture and other large items.
- 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 a written explanation, audio recording, or video recording 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?

***Check for additional requirements in exhibit classes for food and nutrition, photography, and visual art classes.***

PACK EXHIBITS FOR TRANSPORT by Division Report (10 divisions = ANR, CD, CLO, CM, FN, HI, PD, PH, SET, VA, see above list)
EXHIBIT ENTRY – Tuesday, August 8, 2017
(11 Counties will check-in Monday, August 7 at 3:00)

GIVE A COPY OF THIS INFORMATION TO THE PERSON(S)
BRINGING EXHIBITS TO THE FAIR

WHAT YOU NEED
1. Pre-Fair vehicle permit from the County Extension Office.

2. TWO complete sets of Division Report forms, separated by Departments, listing each exhibit and its description. You should have used one to check exhibits loaded at the county, then check off using same again while unwrapping and grouping exhibits by department/division at your Check-In Station. Second Division Report copy is taken to the Department when checking in Exhibits.

WHEN TO COME
1. August 7 and 8 are entry days for ALL 4-H static exhibits (see list above)
2. This year 11 counties will check in on Monday, August 7 at 3:00 PM.
   • Large exhibits that need to be dropped off on Monday should also check-in at 3:00 with a copy of the County’s division report for the department at which they are checking in their large exhibit.
3. Tuesday, August 8, is entry day for the other 89 counties
   • All large exhibits coming separate should check in at their county’s scheduled time and have a copy of the County’s division report for the department at which they are checking in their large exhibit.
   • If your county fair dates overlap with the Iowa State Fair entry dates, let us know so we can schedule a different time, which must be no later than 10:00 a.m. Wednesday, August 11.

4. Individual county entry times are listed on the schedule reprinted later in these instructions.

WHERE TO GO
1. Enter the Fairgrounds at Gate 9 on Dean Ave off E 30th St, then left off Dean on E 31st St to Gate 9, southwest of 4-H Exhibit Building. A Pre-Fair vehicle permit will be required for admittance, get from County Office. Proceed to the driveway west of the 4-H Exhibits Building to go to the south side of the building (check the Iowa State Fair 4-H Gate Map at www.extension.iastate.edu/4hfiles/statefair/SFDocuments/SFStateFairGateMap.pdf). Tractors (class 920) also enter through Gate 9 west of 4-H Exhibit Building.

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. Use the East Drive around the building. Exhibits can then 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.
   • Carts will be assigned by Check-in Station and time! Obtain your cart from the cart supervisor. You will receive your cart just 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 at an area by the stage and proceed to check-in. HOWEVER, 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 TABLE,** IF YOU WANT, as table will have volunteers and supplies to help you with your exhibits.

3. When your exhibits have been unloaded to your Entry Station, please consider moving your vehicle to the Lot G fence area to make room for others. If you unload on the north side, drive around the building using the east drive to the south side and park against the fence.

**WHAT TO DO AT THE CHECK-IN STATION**

1. Use your Check-In Station table and the volunteers stationed there to help unwrap and divide your exhibits by department/division and check them with your Division Report.
   • Check each department/division **BEFORE** you or a volunteer take exhibits to the department entry tables with the second copy of the **County’s division report** for that department.
   • Be sure entry tags are attached and items are labeled as per instructions. Tie or tape booklet and other small parts of exhibit together. (Items can get separated in moving.)
   • **Exhibits will be entered at the DEPARTMENT check-in tables** (i.e. Food & Nutrition, Photography, Visual Arts, etc.) (See building diagram later in these instructions).
   • Sign the departmental copy of entry forms when entry is completed in each department.

2. **IF YOU ARE NOT FINISHED WHEN YOUR ENTRY 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 (plastic, padded, etc.) should be removed when entering clothing exhibits and taken back to the county!
The following schedule has been developed to facilitate check-in for each county.

Please plan to arrive and be unloading at the time scheduled. Be sure all changes have been made in Fair Entry.

<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>
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<tbody>
<tr>
<td>TIME</td>
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<tr>
<td>3:00 PM</td>
<td>Polk 62/8</td>
<td>Jasper 40/8</td>
<td>Grundy 28/6</td>
<td>Cedar 36/6</td>
<td>Dallas 47/4</td>
<td>Crawford 40/4</td>
<td>Lee 30/6</td>
<td>Harrison 36/6</td>
<td>Marion 47/2</td>
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<tr>
<td>3:30 PM</td>
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<td></td>
<td>Cherokee 30/6</td>
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<td>Pott East 28/4</td>
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</tbody>
</table>

Large exhibits that need to be dropped off on Monday should also check-in at 3:00.

Use CHECK-IN / CHECK-OUT INSTRUCTIONS for further details on preparing your exhibits, then unloading to your Entry Station at the 4-H Exhibits Building, and checking in your exhibits at the departments, [http://www.extension.iastate.edu/4h/page/iowa-state-fair-4-h-handbook](http://www.extension.iastate.edu/4h/page/iowa-state-fair-4-h-handbook).
The following schedule has been developed to facilitate check-in for each county.

*Please plan to arrive and be unloading at the time scheduled. Be sure all changes have been made in Fair Entry.*

**TUESDAY, AUGUST 8, 2017 ENTRY STATIONS**

(2017 Quotas=Club/Group Enrollments)

<table>
<thead>
<tr>
<th>STATION</th>
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<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
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</thead>
<tbody>
<tr>
<td>8:30 AM</td>
<td>Sioux 47/6</td>
<td>Boone 43/6</td>
<td>Keokuk 30/6</td>
<td>Marshall 36/8</td>
<td>Warren 55/2</td>
<td>Hancock 30/2</td>
<td>Madison 40/4</td>
<td>Poweshiek 36/6</td>
<td>Story 51/6</td>
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<tr>
<td>9:00 AM</td>
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<td></td>
<td></td>
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<tr>
<td>9:30 AM</td>
<td>Audubon 28/2</td>
<td>Franklin 40/4</td>
<td>Floyd 36/6</td>
<td>Louisa 30/6</td>
<td>Greene 36/2</td>
<td>***O’Brien 30/6</td>
<td>Hardin 30/4</td>
<td>Union 40/2</td>
<td></td>
</tr>
<tr>
<td>10:00 AM</td>
<td>Monroe 30/2</td>
<td>Mills 36/6</td>
<td>Davis 30/2</td>
<td>Hamilton 30/6</td>
<td>Johnson 47/10</td>
<td>Chickasaw 30/6</td>
<td>***Osceola 30/6</td>
<td>Shelby 30/4</td>
<td>Humboldt 30/4</td>
</tr>
<tr>
<td>10:30 AM</td>
<td>Buchanan 30/6</td>
<td>Wright 30/6</td>
<td>Calhoun 30/4</td>
<td>Ida 28/2</td>
<td>Carroll 32/7</td>
<td>Webster 43/2</td>
<td></td>
<td>Tama 30/4</td>
<td></td>
</tr>
<tr>
<td>11:00 AM</td>
<td>Adair 30/4</td>
<td>Appanoose 40/2</td>
<td>Cass 36/4</td>
<td>Linn 47/10</td>
<td>Iowa 36/6</td>
<td>Washington 47/6</td>
<td>Delaware 47/6***</td>
<td>Sac 30/6</td>
<td></td>
</tr>
<tr>
<td>11:30 AM</td>
<td>Pott West 36/2</td>
<td>Page 36/8</td>
<td>Muscatine 40/2</td>
<td>Taylor 28/2</td>
<td>Mitchell 40/4</td>
<td>Fayette 36/8</td>
<td>Dubuque 47/10***</td>
<td>Fremont 28/2</td>
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<tr>
<td>Noon</td>
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<tr>
<td>1:15 PM</td>
<td>Des Moines 40/2</td>
<td>Henry 36/4</td>
<td>Clayton 47/6</td>
<td>**Jackson 36/8</td>
<td>Palo Alto 28/6</td>
<td>Wayne 28/2</td>
<td>Plymouth 51/4</td>
<td>Monona 30/4</td>
<td>Woodbury 54/10</td>
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<tr>
<td>1:45 PM</td>
<td>Butler 30/4</td>
<td>Howard 36/4</td>
<td>**Clinton 40/4</td>
<td>Clay 40/6</td>
<td>Emmet 30/4</td>
<td></td>
<td>Jefferson 30/2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2:15 PM</td>
<td>*Allamakee 40/6</td>
<td>Dickinson 30/6</td>
<td>Pocahontas 28/4</td>
<td>Buena Vista 30/8</td>
<td>Bremer 40/6</td>
<td></td>
<td>Ringgold 28/2</td>
<td>Winnebago 26/4</td>
<td></td>
</tr>
<tr>
<td>2:45 PM</td>
<td>Black Hawk 36/10</td>
<td>*Winnesheik 40/6</td>
<td>Lyon 43/6</td>
<td>Wapello 30/4</td>
<td>Mahaska 43/4</td>
<td>Guthrie 30/6</td>
<td>Montgomery 28/2</td>
<td>Worth 30/6</td>
<td></td>
</tr>
<tr>
<td>3:15 PM</td>
<td>Adams 30/4</td>
<td>Cerro Gordo 28/4</td>
<td>Jones 43/4</td>
<td>Lucas 28/2</td>
<td>Kossuth 40/6</td>
<td>Scott 40/10</td>
<td>Decatur 30/4</td>
<td>Van Buren 28/2</td>
<td></td>
</tr>
</tbody>
</table>

Large exhibits coming separately should check-in at their county’s time.

Use CHECK-IN / CHECK-OUT INSTRUCTIONS for further details on preparing your exhibits, then unloading to your Entry Station at the 4-H Exhibits Building, and checking in your exhibits at the departments, [http://www.extension.iastate.edu/4h/page/iowa-state-fair-4-h-handbook](http://www.extension.iastate.edu/4h/page/iowa-state-fair-4-h-handbook).

(2017 Quotas=Club/Group Enrollments)

*Allamakee/Winnesheik come together
**Jackson/Clinton come together
***O’Brien/Osceola come together
****Delaware/Dubuque come together
CHECK-OUT PROCESS
GETTING EXHIBITS OUT OF THE 4-H EXHIBITS BUILDING

Give these instruction sheets to the person(s) picking up exhibits from the fair.

Counties are to return the Iowa State Fair 4-H Exhibit Checkout form by July 15 4-H Iowa State Fair 4-H Handbook, www.extension.iastate.edu/4h/page/iowa-state-fair-4-h-handbook. A specific time and starting place are assigned to each county, by request and first asked first scheduled. The schedule is posted on the 4-H State Fair Handbook webpage and updated frequently.

1. We have secured permission for you to use Gate 8 on Dean Ave or Gate 9 off Dean off 30th St during release of 4-H exhibits on Sunday, August 20. (Check Iowa State Fair gate map www.extension.iastate.edu/4hfiles/statefair/SFDocuments/SFStateFairGateMap.pdf). All persons checking out exhibits on Sunday, August 20 arriving at the fair before 9:00 p.m. will need to have purchased a gate admission ticket. Again this year the State Fair will have half price tickets on the last Sunday of the Fair.

2. We recommend that counties order Lot T permits on the Advance Ticket Order form for anyone picking up exhibits Sunday, August 20. This will allow the vehicle to park in a Fairgrounds lot if they arrive early in the day (before 7:00 PM). Then come and pick up a vehicle permit for Lot G from the 4-H State Fair Office in the 4-H Exhibits Building and at check-out time, 7:00 PM, move their vehicle to Lot G.

WHEN TO COME

1. The release time for all exhibits in the 4-H Exhibits Building is 7:00 to 8:00 p.m. on Sunday, August 20, and 9:00-11:30 a.m. Monday, August 21.
   - Plan to be packed up and out of the building by 8:45 p.m. on Sunday or Noon on Monday.
   - Park in Lot G south of the 4-H Exhibits Building. Enter parking area by the drive on the east side of the 4-H Exhibits Building. Those arriving early on Sunday, August 20, for check-out will need to secure a parking permit from the 4-H office in the 4-H Exhibits Building.
   
   NOTE: Parking permits for the 4-H Exhibit Building will NOT be issued prior to 5:00 p.m. due to other events on Sunday afternoon.

4. Do NOT block the south doors with your vehicle; leave room for others to use the entrance at the same time.

5. As soon as you have loaded, please move your vehicle so the space is available for others.

6. Park carefully and leave room for traffic to flow to and from the building.

7. Thank you for your cooperation.

Special Note: If individuals are picking up exhibits separate from the county check-out, please try to coordinate check-out of all county exhibits within the county’s specified check-out time. If not possible, be sure individuals understand they can check out individual exhibits during the scheduled checkout times only on August 20 and 21 and they MUST follow all rules herein. They will get help as it is available and as time permits.

WHAT TO DO

1. Individuals & Counties: bring a copy of the division report entry forms from FairEntry for each department in which you are checking exhibits out (the same sheets needed at check-in) which should have a complete description of each exhibit you are checking out. This will help you locate and be sure you get all items for each exhibit.

2. 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.
3. 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.
   - If exhibits cannot be easily located, ask one of the helpers to help you find the item. They will know the approximate location of all exhibits.

4. 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. Be sure to get the COUNTY ENVELOPE at the Food and Nutrition check-out table and Check your County shelf area in alcove room behind table setting display area in the Food & Nutrition display area.
   - There may be various county items for pick-up on the shelves! BE CAREFUL to get all items that belong to ONLY your county. Handle items carefully because there may be some breakable or broken items on your shelf.
   - Check to see if there are any notes on the shelf about items which may be missing or additional items to pick up in another area.

4. All exhibit evaluations, special certificates or awards, and maybe some ribbons and entry tags are in the COUNTY ENVELOPE!

EXHIBIT CHECK-OUT – Sunday, August 20 or Monday, August 21
Check-out is done at individual department tables in the 4-H Exhibits Building