

DUTIES OF THE SUPERINTENDENT AND/OR ASSISTANT SUPERINTENDENT

You are an important part of the Clark County Fair. The Fair Board appreciates that you are a volunteer and they count on you to represent the Fair in your community as well as to help conduct the activities of the Fair.

To make your work easier and more effective, Superintendents with past experience have suggested the following to help the Fair run smoother.

BEFORE THE FAIR:

1. Encourage entries in the Fair from your community. Urge exhibitors to fill out entry forms ahead of time. Entry forms are available on the Internet – www.clarkcofair.com or in the administration office at the Clark County Event Center. Exhibitor numbers are available after April 1, 2008.
2. Prepare the area for exhibits. Check what space the Fair has set aside for your department. Appointments can be made with Facilities up to two (2) weeks before Fair for set up. The Premium and Award Office has most common supplies needed. If you need special items, put an order in prior to July 1st. Saturday prior to Fair has been reserved with Facilities as final set up day for exhibits. Please bring your own tools, if possible.
3. It is the Superintendent's responsibility to make arrangements for obtaining judges. When judges are selected, please complete the judge's form. Return to the administration office by May 1, 2008. All judges **must** have a signed contract and W-9 on file before payment can be made. Think early to get the best judges.

AT THE FAIR:

1. **You must follow the Fair's rules and regulations.** It is your responsibility to accept or reject exhibits. Keep your Fair rules handy to answer questions. Division rules are listed in each division. Some departments have additional rules besides the general Fair and division rules. In the event you cannot solve a problem, refer to the Premium and Awards Superintendent Coordinator Sue Schurman (360) 608-9485 or Fair Management. General Fair rules are available on the internet, www.clarkcofair.com, under Exhibitor Information.
2. **Judges time sheets need to be completely filled in.** The number of exhibits, exhibitors, total number of youth and/or adult exhibitors, date, time in, time out, and hours worked must be included. This information is used to apply for next years State funds.
3. **Receiving exhibits.** Fill out entry form or have exhibitors do so. Attach exhibitor's tag to the exhibit. It has been recommended that items brought in late (after deadline) not be accepted for judging, but be marked "For Display Only". Arrange all entries by class for convenience in judging. Highlight Junior Exhibits. Emphasis on Education in Youth area.

4. **Planning a space for judging.** This will often call for a table and chair. Acquaint the Judge with the system of judging being used in your department -- Danish or America System. Record winning and point totals with each entry form. Make sure the book with entries is taken to the Premium and Award Office as soon as possible after judging. Please do not take the book home.
5. **Get ribbons from the Premium and Award office.** Return unused ribbons as soon as the judging is completed. Provide (or be) a clerk for the Judge. A Press Release form showing the Grand Prize winners list needs to go to Premium and Awards office immediately after judging.
6. **Rearrange exhibits after judging is completed.** People like to see names as they go by. **Do not put addresses or ages on tags.** Plan some method to display the exhibits after judging so both the name and the ribbon will show. A department looks better when you use the same system throughout.
7. **Plan security for exhibits.** Be sure entry tags and ribbons are securely fastened to entry. Use scotch tape, pins, rubber bands, nails or whatever is necessary. Superintendents and assistants should plan together and divide responsibilities. Someone will be needed to watch exhibits, meet the people and answer questions after judging is completed. Make plans for an attendant to be present during times the exhibit is open, at the close of the Fair and Monday morning following Fair for exhibitor pickup 9 a.m. to noon. Please maintain good housekeeping procedures and safety procedures.
8. **Checking out exhibits.** Still Exhibits are released the last Sunday of Fair from 10 p.m. to 11 p.m. Remaining entries can be picked up Monday morning 9 a.m. to Noon. Plan in advance to have as much help as necessary present at the close of the Fair on the last day to help check out the exhibits. Ask for exhibitor matching claim tag(s) to identify ownership of exhibits as you check them out.
9. **Reporting Accidents.** If you witness an accident, complete the Incident Report form with name, phone number, address of witnesses and accident victim as well as description of incident with Who, What, Where, When, How, and Why. Take information to the Administration Office or the Premium & Awards office.
10. **Changes for next year.** As you think of changes you would like to make for the next year, make notes, ask assistants in your area for their ideas and suggestions and turn them into the Premium and Awards office; include supplies, signage, repairs, paint projects, handbook changes, etc. Forms are in this packet.

AFTER THE FAIR

1. Monday after Fair take all exhibits that have not been claimed to Exhibition Hall A at noon.

Thank you for all your work at the Clark County Fair.