

2017  
Handbook  
For  
4-H  
Superintendents  
and  
Assistant Superintendents



## 4-H Superintendents Handbook - 2017

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**FAIR 2017  
CLARK COUNTY FAIR ASSOCIATION  
GENERAL INFORMATION**

**Address:** 17402 N. E. Delfel Road  
Ridgefield, WA 98642

**Telephone:** (360) 397-6180  
**Fax:** (360) 397-6185

**Fair Manager:** John Morrison

**Board of Directors Officers:** Scott Horenstein, Chairman  
Jerry Kolke, Vice-Chairman  
Cindy Larson, Secretary

**Premium & Awards  
Superintendent Coordinator:** Sue Schurman (360) 608-9485

**Fair Hours:** First Friday: 8 a.m. – 11 p.m.  
Friday & Saturday: 10 a.m. – 11 p.m.  
Sunday – Thursday: 10 a.m. – 10 p.m.

**Note:** The Premium & Awards, Lost and Found and Dispatch 911 are open until 10 pm weekdays and 11 pm weekends. The Fair Administration office closes at 8 pm daily.



## **Duties of the 4-H Clark County Fair Superintendent**

4-H Fair Superintendents are essential to the Clark County Fair and the Washington State University Clark County Extension 4-H Youth Development Program. The Fair Board and the 4-H Program appreciate you and everything you do as a volunteer. They count on you to represent both 4-H and the Fair in the community as well as help conduct the activities of the Fair to benefit the Fair-going public and 4-H youth exhibitors.

Under the coordinated direction of the Fair Manager and the WSU Extension 4-H Youth Development Program faculty, 4-H Superintendents have full charge of the department to which he or she has been elected and approved. Exhibitors must follow the Superintendent's direction related to exhibiting and showing exhibits.

### **Before the Fair**

#### **Become familiar with eligibility rules and entry processes.**

Only 4-H members enrolled by the last business day of May of the current 4-H year are eligible to exhibit at the Clark County Fair. (However, there may be animal specific enrollment deadlines for Fair.)

- ✓ There are four types of entry forms specific to 4-H: dog, horse, other animals, and 4-H activities. 4-H exhibitors in Still Exhibit projects use standard Clark County Fair entry forms.
- ✓ All entry forms are available online at [www.clarkcofair.com](http://www.clarkcofair.com) and <http://extension.wsu.edu/clark/>. Hard copy forms are available at the WSU Clark County Extension Office.
- ✓ 4-H member exhibit numbers are available from club leaders and the WSU Clark County Extension 4-H Office.

#### **Identify and prepare your exhibit area.**

- ✓ Attend 4-H superintendent pre-Fair meetings to learn what space is available for your project area.
- ✓ Animal Superintendents and the Still Exhibit Area Coordinator should work with the 4-H faculty member to set up appointments with Clark County Fair Facilities no later than two (2) weeks before Fair for any special needs related to set up in their exhibit buildings and areas.
- ✓ Superintendents of Still Exhibit projects should contact the Coordinator of the 4-H Still Exhibits Area for specific space assignments.

### **Fair Clean-up Day:**

Saturday before Fair is final set up day for exhibits and cleaning in the Still Exhibit Building.

- ✓ **All Superintendents and Assistants (or designated replacements) are expected to be present** to assist with this setup or make alternate arrangements with the 4-H Still Exhibits Area Coordinator in advance of that Saturday. (Bring your own tools.)

### **Forms:**

Submit directly to the WSU Clark County Extension 4-H Office.

All Fair Request Forms are available online at [www.clarkcofair.com](http://www.clarkcofair.com) and <http://extension.wsu.edu/clark/>.

- ✓ Judge Request Form                      Due April 1<sup>st</sup>
- ✓ Supplies Request Form                  Due May 1<sup>st</sup>
- ✓ Maintenance Form                        Due May 1<sup>st</sup>
- ✓ Sound Equipment Form                  Due May 1<sup>st</sup>
- ✓ Decorator Request Form                Due May 1<sup>st</sup>
- ✓ Vinyl Request Form                        Due May 1<sup>st</sup>
- ✓ Volunteer Pass Request                 Due June 15<sup>th</sup>

**These are firm deadlines! Requests submitted after this date may not be met.**

### **Judges:**

Superintendents are responsible for selecting Fair judges. Please work with project leaders to choose judges that reflect the project's educational activities and goals.

After judges are selected, complete a Judges Request Form and return to the WSU Clark County Extension 4-H Office before April 1.

Overnight accommodations for judges must be pre-approved by the Fair Manager. ***\*See the Judges Policy sheet for travel reimbursements restrictions. Work with the 4-H Regional Specialist to submit the request.***

**A signed letter of intent and W-9 are required before judge's packet is sent to the judge.**

If your department involves judging Thursday before Fair that goes until 11 pm, you must coordinate with the Premiums and Awards office before the Monday before Fair to ensure adequate building access and security.

### **At the Fair:**

All exhibitors must adhere to the following rules:

- a) Clark County Fair General Rules (available online at

- [www.clarkcofair.com](http://www.clarkcofair.com) under Exhibitor Information)
- b) 4-H Fair General Rules
  - c) Washington State Extension 4-H Youth Development Program Policy (available online at <http://4h.wsu.edu> or at the WSU Clark County Extension 4-H Office)
  - d) Any project-specific or county 4-H rules

**Direct the calling of classes.** Animal Superintendents direct the call of classes for showing, in accordance with the printed schedule to the degree that is possible.

**Fill out judges' time sheets completely.** The number of exhibits, 4-H exhibitors, date, time in, time out, and hours worked must be included. ***The superintendent and the judge must sign the judge time sheets before being turned into the 4-H Office on the fairgrounds.***

**Receive exhibits.** Animal exhibits and 4-H Activity entries will have entry forms. Submit entry forms to the WSU Clark County Extension by the last business day of June.

**Schedule activities.** Superintendents of 4-H Activities are responsible for scheduling exhibitors for their activities and communicating the scheduled dates and times to the members.

**Still Exhibit entry forms.** Entry forms (including Educational Displays) are filled out by the exhibitor at the fairgrounds on entry day using standard Fair entry forms. ***Only names and 4-H level are used on exhibit tags; ages, addresses or other contact information should not appear anywhere on these tags.***

**Manage entries.** Entries in respective departments are managed within the space allocated. Exhibitors may not hold or occupy stables or stalls until their stock has arrived on the grounds, been entered on the books of the department, and passed the required animal health inspections.

The Superintendent accepts or rejects exhibits. Exhibits must meet department requirements. Members must be enrolled in the required 4-H project(s).

Make corrections, as necessary if an animal or article is entered in a division or class in which it does not belong; judges may also do so.

***Exhibits or exhibitors for the first half of Fair must be in place by 8 am on the opening day of Fair, or at 8 am on Wednesday for those in the second half of Fair. Late entries are accepted at the discretion of the Superintendent.***

**Plan a space for judging.** Request tables and chairs using the Decorator Request Form.

**Acquaint the judge.** It is the responsibility of the superintendent to familiarize the judge with the 4-H expectations of judging, including the Danish system of judging used in 4-H.

**Arrange entries.** Display entries in a way convenient for judging and display them after judging is complete.

**Enter awards on the entry forms. Record and double check winning and point totals on each entry form; incomplete forms will be returned to you.** Return completed entry forms to the WSU Clark County Extension 4-H Office on the Fairgrounds.

**Manage Ribbons.** Pick up ribbons from the WSU Clark County Extension 4-H Office on the Fairgrounds. Return unused ribbons to the same location as soon as the judging is completed.

**Fill out a Press Release Form** (included in this packet) with the names of 4-H members receiving blue ribbons and return to the WSU Clark County Extension 4-H Office immediately following the judging.

**Plan security for exhibits.**

- ✓ Secure entry tags and ribbons to each exhibit. Exhibitor access to display cases or space where exhibits are shown is prohibited.
- ✓ Coordinate someone to watch over exhibits in the evening when contests and herdsmanship duties have been concluded but the Fair is still open. ***(Someone must also be available at the close of Fair (10 -11 pm) and Monday morning following Fair for exhibitor pick-up 9 am to noon.)***
- ✓ Superintendents in the 4-H Still Exhibit area should inform 4-H exhibitors' parents that they are required to sign up for a two-hour block of stewardship to help cover security needs

**Report accidents and hazards.** If you witness an accident, you must complete the Fair Incident Report with name, phone number, addresses of the accident victim and witnesses, as well as description of the incident. Take the information to the Administration Office or the Premiums and Awards Office. If the incident involves a 4-H member, you must notify a 4-H staff person as soon as possible and submit a completed Washington State 4-H Incident Report Form, available at and returnable to the WSU Clark County Extension 4-H Office on the fairgrounds. Fair Management and 4-H Staff should also be notified of hazards.

**Facilitate Participation at State Fair by Qualified 4-H members.**

Notify 4-H members in their project areas who qualify for State Fair (posters eligible for State Fair should have a blue ribbon sticker placed on the back of the poster).

Animal Superintendents should post lists of qualifying members in public barn locations, and arrange for a project State Fair Coordinator. The Coordinator will meet with eligible 4-H members to help them fill out member and animal State Fair entry forms and turn into 4-H Office for

review by the State Fair Animal Coordinator before being mailed to the State Fair. Still Exhibit Superintendent should notify 4-H members of their eligibility when they pick up their exhibits at the end of County Fair, provide them with State Fair member and exhibit entry forms, and instruct them to give completed forms and exhibits to the State Fair Still Exhibit Superintendent. Superintendents may pick up State Fair forms (member and animal exhibit entry forms; parking, dormitory, hotel information; rules) at the 4-H Office at Fair as part of their ribbon packets; these forms are also available online via a link on the State 4-H website (<http://4h.wsu.edu>).

### **After the Fair**

**Check out exhibits after Fair.** Still Exhibits are released Monday morning 9 a.m. to noon. Exhibits not claimed by Monday noon should be gathered together at that time in Exhibition Hall A. Animal Superintendents will follow specific directions from the Fair's Livestock Barn Superintendent (or, in the case of the Horse Department, the Fair's Horse Arena Manager) regarding the release of tack, equipment, and exhibits. The actual timeline may vary somewhat each year based on activities and events on the grounds each year.

### **Changes for the Next Year's Fair**

Needs and ideas related to Fair facilities and processes that are under the authority of the Fair Manager should be discussed in the post-Fair critique meetings hosted by the Fair Manager and Fair Board. Changes specifically related to the 4-H project areas should be brought to the attention of the project leadership and your project's 4-H Executive Board liaison. Any changes require the review of the 4-H Executive Board and approval of the 4-H faculty person.

**Submit any changes using the Premium Book  
Modification and Justification Form by  
September 1.**

1919 NE 78<sup>th</sup> Street, Vancouver, WA 98665  
phone 360-397-6060 – fax (360) 759-6524

*Extension programs and employment are available to all without discrimination. Evidence of noncompliance may be reported through your local Extension office. If you require special accommodation, call WSU/Clark County Extension at 360-397-6060 two weeks before the event.*



## Departmental Contact Information



Sue Schurman  
Open Class Superintendent Coordinator  
17402 N. E. Delfel Road  
Ridgefield, WA 98642  
(360) 397-6180, (360) 608-9485 cell, Fax (360) 397-6185  
E-mail address: [schurmas@pacifier.com](mailto:schurmas@pacifier.com)



Marcia Wannamaker – 4-H Assistant  
WSU Cooperative Extension Office  
1919 N. E. 78<sup>th</sup> Street  
Vancouver, WA 98665  
360-397-6060 ext. 5730, Fax (360) 759-6524  
E-mail address: [marcia.wannamaker@clark.wa.gov](mailto:marcia.wannamaker@clark.wa.gov)



# **\*\*IMPORTANT\*\***

It is vital that the Clark County Fair receives these counts as soon as possible. This information affects the amount of funding we receive from the State Fair Fund. Please return this completed form to the **Premium and Awards** office by the **second day** of your show.

**Thank you for your cooperation and assistance.**

Department \_\_\_\_\_ Submitted by \_\_\_\_\_

TOTAL # YOUTH EXHIBITORS \_\_\_\_\_ TOTAL # YOUTH EXHIBITS \_\_\_\_\_

TOTAL # YOUTH EXHIBITS \_\_\_\_\_ TOTAL # YOUTH DEMOS. \_\_\_\_\_

TOTAL # ADULT EXHIBITORS \_\_\_\_\_ TOTAL # ADULT EXHIBITS \_\_\_\_\_

TOTAL # ADULT EXHIBITS \_\_\_\_\_ TOTAL # ADULT DEMOS. \_\_\_\_\_

\* Please note – An animal, demo, exhibitor may be entered multiple times and each entry should be included in the total exhibit count.

**An exhibit is counted on how many times it is shown. An Exhibitor is one individual, regardless of the number of entries or exhibits displayed in a department.**

**2017**

***THANK YOU  
SUPERINTENDENTS  
LUNCHEON***

**MONDAY, AUGUST 7, 2017  
Noon - 2 pm**

**and**

**THURSDAY, AUGUST 10, 2017  
Noon - 2 pm**

**Superintendents may bring ONE guest.  
Luncheon will be held behind the NW corner of the  
Exhibition Hall.**



# Passport To Fun!



The **Passport to Fun** is a type scavenger hunt that encourages the exploration of the Fair's exhibits. Children are engaged in hands-on activities that challenge their imaginations & teaches them about the various areas of the Fair.

**When:** During the Clark County Fair, August 4 – 13, 2017.

**How The Program Works:** Children take their passports and explore the Fair by completing an activity provided by participating departments – each activity completed earns them a stamp. Once they complete their passport (10 stamps), they return it to the American Red Cross Booth or the Lost Children's booth, and enter for the chance to win the Grand Prize.

**To Participate:** Assign someone in your department to be in charge of your department's activity. Activity categories include: Hands On, Guessing Game, and Facts & Information.

Please fill out the information below and return to the Premium & Awards department.

Passport to Fun supplies will be delivered to your department early Friday morning before the Fair opens.

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## **PASSPORT TO FUN Superintendent Sign up Form**

Superintendent \_\_\_\_\_ Department \_\_\_\_\_

Activity:    Hands On    Guessing Game    Facts & Information

Do you need a stamp and ink pad?    Yes    No

Superintendent Signature \_\_\_\_\_

Date: \_\_\_\_\_

# Daily Agricultural & Educational Display Awards

Each day of the Fair two displays will receive special recognition based on the following criteria:

## **AGRICULTURE & EDUCATION AWARD**

- Display must be related to agriculture education
- Educational material should teach the public about some aspect of agriculture (material can be written, oral, or visual)
- Special consideration is given to displays that involve the public in hands-on experiences
- The award may be won only once during the Fair.

## **EDUCATIONAL DAILY AWARD**

- Does not have to be related to agriculture education
- Educational material should teach the public about some aspect of display (material can be written, oral, or visual)
- Special consideration is given to displays that involve the public in hands-on experiences
- The award may be won only once during the Fair.

The award can be presented to individuals, groups, barns, businesses or organizations.

A special **THEME** award may be given during the first half (on Friday only) and the second half (on Wednesday only) of the Fair.

### **Award for Agriculture & Education:**

- (1) Colorful rosette ribbon
- (2) Identification Banner for the day
- (3) Sandwich Board at door of building for the day, indicating that "Ag/Ed Award inside"

### **Award for other Educational Display:**

- (1) Colorful rosette ribbon
- (2) Identification Banner for the day.
- (3) Sandwich Board at door of building for the day, indication that "Today's Best Educational Award inside"

### **Award for Best Theme** (presented on the first Friday and Wednesday)

- (1) Colorful rosette ribbon

## **JUDGING:**

1. Judges will be from the Fair Board and the Junior Fair Board.
2. There will be three (3) to four (4) judges, including the Junior Fair Board judge, each day to inspect all applicable displays. They will select the best display/displays of that day in their opinion.
3. The award/awards will be presented immediately after the winner/winners for the day has been selected.
4. Judging should be completed by 1:00 p.m. each day.

***Thank you for your time and expertise judging these coveted awards.***







CLARK COUNTY FAIR ASSOCIATION
4-H SUPERINTENDENTS' JUDGES FORM

SUBJECT: INFORMATION FORM FOR 2017 CLARK COUNTY FAIR JUDGES

Please submit the judges for your department no later than April 1, 2017

Each request for a judge must be submitted on this completed form and sent to the Administration office.

Feel free to copy this form and use one form for each Judge.

DEPARTMENT NAME: \_\_\_\_\_

SUPERINTENDENT'S NAME: \_\_\_\_\_

ADDRESS OF SUPERINTENDENT: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

DAY PHONE: \_\_\_\_\_ HOME PHONE: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

ASSISTANT SUPERINTENDENT: \_\_\_\_\_

DAY PHONE: \_\_\_\_\_ HOME PHONE: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

MY JUDGE'S NAME IS: \_\_\_\_\_

ADDRESS OF JUDGE: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

JUDGING DATE (S): \_\_\_\_\_ START TIME \_\_\_\_\_ TO \_\_\_\_\_

JUDGING DATE (S): \_\_\_\_\_ START TIME \_\_\_\_\_ TO \_\_\_\_\_

JUDGING DATE (S): \_\_\_\_\_ START TIME \_\_\_\_\_ TO \_\_\_\_\_

JUDGING DATE (S): \_\_\_\_\_ START TIME \_\_\_\_\_ TO \_\_\_\_\_

ACCOMMODATIONS: YES \_\_\_\_\_ NO \_\_\_\_\_

IF YES WHEN ARE ACCOMMODATIONS NEEDED: check-in date \_\_\_\_\_ check-out date \_\_\_\_\_

PLEASE CIRCLE TYPE OF ACCOMMODATIONS: RV CAMPING HOTEL/MOTEL

JUDGE QUALIFICATIONS: \_\_\_\_\_

REQUEST REVIEWED BY WSU EXTENSION 4-H FACULTY: \_\_\_\_\_ DATE: \_\_\_\_\_

4-H Superintendents return form to:
WSU Clark County Extension
Attention: 4-H Assistant
1919 NE 78th Street
Vancouver, WA 98665
(360) 397-6060 Ext. 5730



Extension programs and employment are available to all without discrimination. Evidence of noncompliance may be reported through your local Extension office. If you require special accommodation, call WSU/Clark County Extension at 360-397-6060 two weeks prior to the event.



## **IMPORTANT NOTICE**

Thank you for selecting your judge early, please fill out the attached Superintendents Judges Request form and return it to WA State University Extension, 4-H Assistant/Program Support 1919 N. E. 78<sup>th</sup> Street, Vancouver, WA 98665 or fax it to the 4-H Office at (360) 759-6524

In delaying your selection you may have a harder time finding a judge that meets your qualifications. There is a considerable time frame in getting a completed contract finalized, so please respond as soon as possible.

All judges requiring overnight accommodations must be pre-approved by the Fair Manager if the cost of the accommodations is to be paid by the Fair.

### **Travel and Mileage:**

Travel expense (airfare or mileage) may be reimbursed up to \$400.00. Amounts over \$400 must be pre-approved by the Fair Manager.

If traveling within the area, we will reimburse for mileage at the current I.R.S. rate if the cumulative travel exceeds 100 miles (based on MapQuest shortest route).

If traveling from outside the area, we will reimburse for mileage or reasonable airfare up to maximum of \$400.00.

***Upon arrival at the Fairgrounds Judges are to check in at the Premium and Awards office. Superintendents please sign your Judges timesheet before your Judge checks out with the Premium and Awards Office to finish their timesheet/paperwork for judging.***

**CLARK COUNTY FAIR  
2017 JUDGES POLICIES  
Exhibit "A"**

FSMG provides the following:

- Meal/drink ticket - based on service
- Mileage reimbursement - with limitations
- Hotel Accommodation – when pre-approved
- Airfare – when pre-approved
- \* Box Lunch

**Passes:**

Admission and parking passes will be provided for each day of judging unless you are already credentialed.

**Meals:**

Each judge will receive a box lunch (if judging here prior to the Fair when food concessions are not available) or four (4) tickets per day of service valued at \$2.50 each to use for a meal ticket and/or drink. You must complete the information requested on each ticket.

\* Box lunches are provided for judges that are working here at the Fairgrounds when no food vendors are available for them to redeem their meal tickets.

**Travel and Mileage:**

Travel expense (airfare or mileage) may be reimbursed up to \$400.00. Amounts over \$400 must be pre-approved by the Fair Manager.

If traveling within the area, we will reimburse for mileage at the current I.R.S. rate if the cumulative travel exceeds 100 miles (based on MapQuest shortest route).

If traveling from outside the area, we will reimburse for mileage or reasonable airfare up to maximum of \$400.00.

**Accommodation:**

Hotel accommodations will be made for Judges that are required to stay overnight. Please provide the Administration office with necessary dates no later than April 1, 2017 so accommodations can be evaluated and arranged. FSMG will pay for approved room nights only. Any accruing charges, such as movie rentals, food, room services, telephone, fax, Internet, additional night's stay, loss or stolen hotel items, etc., will be the judge's responsibility to pay.

### JUDGE'S PAY SHEET

17402 NE Delfel Road, Ridgefield, WA. 98642  
Phone (360)397-6180 Fax (360)397-6185

JUDGING FEES \_\_\_\_\_

MILEAGE FEE \_\_\_\_\_

TOTAL \_\_\_\_\_

#### PLEASE NOTE:

Judge's sheet must be submitted each day of judging, one sheet per day.  
All paperwork needs to be complete in order for payment.  
Incomplete paperwork may result in delay of payment.  
Superintendent and Judge must both sign before submitting.

Name of Judge \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Date: \_\_\_\_\_

**DEPARTMENT JUDGED** (Example-Art, Beef, Clothing, etc.) \_\_\_\_\_

**Number of 4-H Exhibitors:** \_\_\_\_\_

**Number of 4-H Exhibits:** \_\_\_\_\_

Time in: \_\_\_\_\_ Time out: \_\_\_\_\_

Hours worked: \_\_\_\_\_

**Number of FFA Exhibitors:** \_\_\_\_\_

**Number of FFA Exhibits:** \_\_\_\_\_

Time in: \_\_\_\_\_ Time out: \_\_\_\_\_

Hours worked: \_\_\_\_\_

**Number of Adult Open Class Exhibitors:** \_\_\_\_\_

**Number of Open Class Exhibits:** \_\_\_\_\_

Time in: \_\_\_\_\_ Time out: \_\_\_\_\_

Hours worked: \_\_\_\_\_

**Number of Youth Open Class Exhibitors:** \_\_\_\_\_

**Number of Open Class Exhibits:** \_\_\_\_\_

Time in: \_\_\_\_\_ Time out: \_\_\_\_\_

Hours worked: \_\_\_\_\_

Mileage: \_\_\_\_\_ (100 miles or more – round trip)

#### Remarks:

Judge: \_\_\_\_\_

Superintendent: \_\_\_\_\_

\_\_\_\_\_  
Superintendent Signature

\_\_\_\_\_  
Judge Signature

**FAIR 2017**  
**Decorating Request/Needs**

**Due May 1, 2017**

Superintendent Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Location/Department: \_\_\_\_\_

**PRE FAIR set up request:**

		Quantity		Delivery Date	Pickup Date
		6 FT	8 FT		
Tables					
Chairs					
Carpeted Doors					
Lattice					
<b><u>Pegboard</u></b>					
S-hooks - how many _____					
Rod pins - how many _____					
<b><u>Piping &amp; Draping</u></b>					
height 4' or 8' _____					
length _____					

**DURING FAIR**

Tables: How many?		6 FT	8 FT	Delivery Date	Pickup Date
Chairs: How many?					

**Draw and attach a chart of your area for the table, chair and draping locations.**

**Subject to Availability**

4-H Superintendents return form to:  
WSU Clark County Extension  
Attention: 4-H Assistant  
1919 NE 78<sup>th</sup> Street  
Vancouver, WA 98665  
(360) 397-6060 Ext. 5730

Extension programs and employment are available to all without discrimination. Evidence of noncompliance may be reported through your local Extension office. If you require special accommodation, call WSU/Clark County Extension at 360-397-6060 two weeks prior to the event.



Copy To: John, Jerry, Sue, Bryan

**Fair 2017**  
**MAINTENANCE NEEDS**  
Due May 1, 2017

Building/Department: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**Note:** We can no longer loan, nor provide, certain tools and materials including but not limited to: hand tools, power tools, ladders, extension cords, etc.

Special equipment needs (such as fork lift, high lift, large fans, etc): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Maintenance needs: (pressure washing, painting) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Repair work requested: (damages, minor repairs) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**4-H Superintendent Return to:**  
WSU Clark County Extension  
Attention: 4-H Assistant  
1919 N. E. 78<sup>th</sup> Street  
Vancouver, WA 98665  
360-397-6060 x 5730, Fax 360-759-6524



Extension programs and employment are available to all without discrimination. Evidence of noncompliance may be reported through your local Extension office. If you require special accommodation, call WSU/Clark County Extension at 360-397-6060 two weeks prior to the event.

Office use  
Copy to: John, Jerry, Sue  
Date:

# FAIR 2017 SUPERINTENDENT SUPPLY NEEDS

SUPERINTENDENT \_\_\_\_\_ PHONE \_\_\_\_\_

DEPARTMENT \_\_\_\_\_ DATE \_\_\_\_\_



<u>ITEM NEEDED</u>	<u>QUANTITY</u>	<u>ITEM NEEDED</u>	<u>QUANTITY</u>
<b>EXAMPLE:</b>	<u>size/how many of each</u>	Safety pins (large or small)	_____
Binder Clips	_____	Scissors *	_____
Construction paper	_____	Scratch pads	_____
Envelopes- (legal)	_____	Sharpie (black or red)	_____
Envelopes (6x9 Clasp)	_____	Straight pins (indicate size)	_____
Glue – (stick)	_____	T-Pins	_____
Glue – (white, bottle)	_____	Tape, Duct (3/4")	_____
Napkins	_____	Tape, Scotch	_____
Notepads (6 x 9)	_____	Tape, Strapping	_____
Notepads (8½ x 11)	_____	Three-ring binders *	_____
Paper clips (large/small)	_____	All Purpose Cleaner	_____
Plates-6" (Paper or Foam)	_____	Bleach	_____
Plates-10" (Paper or Foam)	_____	Cleaner Glass	_____
Pencils (#2)	_____	Hand Sanitizer	_____
Pens (black or red)	_____	Paper Towels	_____
Poster board (22x28-white)	_____	Plastic wrap	_____
Poster board (22x28-color)	_____	Staple Gun *	_____
Push Pins (color)	_____	Stapler	_____
Rubber bands (large or small)	_____	Other	_____

Passport to Fun – type of stamp

Ink Pad – color

MISCELLANEOUS: DESCRIBE IN DETAIL:

**\*Note: Items will signed for when picked up and the starred items will be charged for if not returned.**

**Please list when you need your supplies.      Date: \_\_\_\_\_**

4-H Superintendents - - In order to guarantee availability, this form must be submitted by **May 1, 2017**  
Superintendents will not be reimbursed for supplies purchased without prior approval.

4-H Superintendents return form to:  
**WSU Clark County Extension**  
**Attention: 4-H Assistant**  
**1919 NE 78<sup>th</sup> Street**  
**Vancouver, WA 98665**  
**(360) 397-6060 Ext. 5730**



Extension programs and employment are available to all without discrimination. Evidence of noncompliance may be reported through your local Extension office. If you require special accommodation, call WSU/Clark County Extension at 360-397-6060 two weeks prior to the event.

**FAIR 2017**  
**SOUND EQUIPMENT NEEDS**

**Due May 1, 2017**

Superintendent Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Department: \_\_\_\_\_ Date needed: \_\_\_\_\_

Time needed: \_\_\_\_\_ Time you will be done: \_\_\_\_\_

Where/location: \_\_\_\_\_

What do you need: \_\_\_\_\_

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**Attach a chart of your area for sound location.**

**If no one is available to pick up your sound equipment you are responsible to return it to the Premium & Awards Office.**

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**Office use**

Copy to: John, Jerry, Sue

Date: \_\_\_\_\_

**Fair 2017**  
**Vinyl Request Form**  
**Due: May 15, 2017**

**Department:** \_\_\_\_\_

**Your Name:** \_\_\_\_\_ **Phone number:** \_\_\_\_\_

**Vinyl Color(s):** \_\_\_\_\_  
See attached form for color selection

**How many rolls:** \_\_\_\_\_  
(rolls are 54")

**Date need:** \_\_\_\_\_

**Return to:** Clark County Fair ♦ 17402 N. E. Delfel Road ♦ Ridgefield, WA 98642 ♦ Fax 360.397-6185

**Copy to:** John, Jerry, Sue

**Date:** \_\_\_\_\_



## Vinyl Colors



Purple 54"



Sky Blue 54"



4-H Green 54"



Green 54"



Teal 54"



Burgundy 54"



Brown 54"



Red 54"



Black 54"



Blue 54"



White 54"



Orange 54"







# LET US TELL YOUR STORY!

## Getting the Word out to the Media

YOU play a big part in helping us tell the most interesting stories of the Clark County Fair each year.

The Media wants to hear new, unique and unusual stories. Stories about people, anecdotes on animals, crazy exhibits, touching moments and interesting local angles.

### **We can't alert the media of your story unless you take the time to tell us!**

It is very important that the Fair have designated spokespeople who coordinate our efforts with the media. The Marketing Director and PR Assistant work closely with the press on a daily basis and will pass along your information to the appropriate contacts.

We are asked every day during the event and in the weeks leading up to the Fair to share new and unusual information with the press. Please help us in this effort by sharing your story! Please note that we can not guarantee the media will cover a story we pass along to them.

Community awareness items such as requests for donated cell phones, eye glasses, books, etc. are also important items to make sure the Marketing Department is aware of so we can work to get coverage and engage our fair goers.

THANK YOU!



OPEN CLASS     4-H     FFA

DEPARTMENT: \_\_\_\_\_

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

SUPT: \_\_\_\_\_

PHONE NU: \_\_\_\_\_

## PRESS RELEASE

— PLEASE PRINT

<u>DIVISION</u>	<u>AWARD</u>	<u>NAME</u>	<u>CITY</u>
_____	_____	_____	_____
_____	_____	_____	_____
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_____	_____	_____	_____
_____	_____	_____	_____

Please check here if you feel the OFFICE should take special note!

Comments: \_\_\_\_\_

(Use back of page if necessary)

Return to: Clark County Fair  
17402 N. E. Delfel Road  
Ridgefield, WA 98642  
Fax (360) 397-6185