

2017
Handbook
For
Open Class
Superintendents
and
Assistant Superintendents



Open Class 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 OPEN CLASS SUPERINTENDENT AND/OR OPEN CLASS 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 3, 2017.
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 Awards Office has most common supplies needed. If you need special items, put an order in prior to May 2nd. Review ALL forms in enclosed due date is May 15th.
3. All requests must be submitted by the Superintendent of the department. Saturday prior to Fair has been reserved with Facilities as final set up day for exhibits. Please bring your own tools.
4. It is the Superintendent's responsibility to make arrangements for obtaining judges. When judges are selected, please complete the judge's form. Any judge requiring overnight accommodations must be pre-approved by the Fair Manager if the cost of those accommodations is to be paid by the Fair. Return to the administration office prior to **April 1, 2017**. All judges **must** have a signed contract and W-9 form on file before payment can be made. If entries are to be judged on the Thursday prior to Fair and you anticipate that judging will go beyond 11:00 p.m., you must coordinate with the Premium and Awards office prior to the Monday before Fair to ensure adequate building access and security. 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 year's State funds. Be sure both you the Superintendent and the Judge sign the Judges Time Sheet(s) after judging. Completed form(s) are turned in at the Premium & Awards office.
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. All exhibits must be identified as youth or adult. Make sure entry forms clearly designate this. We are evaluated on our number of youth entries each year and it can affect our State funding.

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.** Display all entries in the most creative manner possible 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 public 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. Please maintain good housekeeping procedures and safety procedures.
8. **Release of exhibits.** Superintendents should be available for release of 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, August 14, 2017 from 9 a.m. to 12:00 p.m. (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 release them. If claim tag(s) are lost item(s) can be picked up with current I.D.
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.

Superintendent and Assistant

(Please print or type the following information)

I would like to volunteer for: _____ Open Class _____ 4-H _____ FFA department

As a _____ Superintendent _____ Assistant Superintendent

(New Superintendent or Assistant Superintendents must be at least 18 years old).

Area of Interest: _____

Name _____

Address _____

Phone _____ City _____ State _____ Zip _____
Cell _____ Message _____

E-mail address _____

Emergency Contact within Vancouver/Portland area:

Name _____ Phone _____

Address _____
City _____ State _____ Zip _____

Relationship _____

Doctor Name _____ Phone _____

Address _____
City _____ State _____ Zip _____

Hospital Preference _____

Medical Conditions, allergies, etc.: _____

Have you ever been tried on a felony or misdemeanor charge? _____

Convicted? _____

List what, when, and where? _____

Signature: _____ Date: _____

Current Superintendent signature: _____ Date: _____

Fair Representative signature: _____ Date: _____

Return to: Clark County Fair
17402 N. E. Delfel Road, Ridgefield, WA 98642
(360) 397-6180 . Fax (360) 397-6185

****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.

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



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



Policy and Procedures for Open Class Livestock Exhibitor Passes (Admission into the Fair)

Open Class livestock exhibitors are entitled to a certain number of Admission (Exhibitor) passes based on the number of entries and/or stall fees they have paid for. The number of Exhibitor passes for Livestock Exhibitors is based on the schedule in the General Rules. These passes are included with the price of their entries. Any additional passes the Livestock Exhibitor needs can be purchased at the published Advance Sale prices.

Superintendents Responsibilities

In order for the Fair Staff to know how many Exhibitor passes an exhibitor is eligible to receive, all entry forms and fees are to be sent to Fairgrounds Site Management Group (FSMG), 17402 NE Delfel Road, Ridgefield, WA 98642. Entries must be in the Clark County Event Center at the Fairgrounds Office by Friday, July 14, 2017. This is imperative so that the staff issuing tickets can accommodate the Exhibitors when they pick up their passes during the 3 days of presale (Tuesday, from 9 a.m. to 7 p.m. Wednesday, from 9 a.m. to 7 p.m. and Thursday prior to the Fair from 9 a.m. to 9 p.m.). This applies for all Open Class Livestock exhibits whether they exhibit the first half of Fair or the second half of Fair.



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.

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.

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.**

HAZARD REPORT FORM

BUILDING/DEPARTMENT: _____

Contact Person: _____ Phone Number: _____

Hazardous repair needed:

Return to: Fairgrounds Site Management Group
Attention: Sue Schurman
17402 N. E. Delfel Road
Ridgefield, WA 98642

Office use
Copy to: John, Jerry, Sue

INCIDENT REPORT

NAME OF INJURED

INJURY DATE

TIME

MALE FEMALE

DATE REPORTED

AGE

CIRCLE ONE: EMPLOYEE VISITOR

NAME OF PERSON REPORTING INCIDENT

NAMES AND CONTACT INFO. OF WITNESSES:

WHERE INCIDENT OCCURRED:

NATURE OF INJURY OR PROPERTY DAMAGE:

HOW INCIDENT OCCURRED:

TYPE OF TREATMENT GIVEN FOR INJURY

TREATMENT GIVEN BY:

COMMENTS:

Please turn form in to the Administration Office.

IMPORTANT NOTICE

Thank you for selecting your judge early, please fill out the attached Superintendents Judges Request form and return it to Clark County Fair Office, Attention: Cindy Strong, 17402 N. E. Delfel Road, Ridgefield, WA 98642 or fax it to the Fair office at (360) 397-6185.

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(s) one pay-sheet per area of judging is required; before your Judge checks out with the Premium and Awards Office to finish their timesheet/paperwork for judging.

**CLARK COUNTY FAIR ASSOCIATION
SUPERINTENDENTS JUDGES FORM**

SUBJECT: INFORMATION FORM FOR 2017 CLARK COUNTY FAIR JUDGES

Please submit the judge's form 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 _____

ACCOMMODATIONS check in day/date: _____ check out day/date: _____

PLEASE CIRCLE TYPE OF ACCOMMODATIONS: RV CAMPING HOTEL/MOTEL

JUDGE QUALIFICATIONS: _____

Thank you for your prompt response.

CLARK COUNTY FAIR
17402 N. E. Delfel Road
Ridgefield, WA 98642
Phone 360-397-6180 or Fax 360-397-6185

**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.

(For office use only)

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 15, 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					
<u>Pegboard</u>					
S-hooks - how many _____					
Rod pins - how many _____					
<u>Piping & Draping</u>					
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

Please return form to: Clark County Fair Association
 17402 N. E. Delfel Road
 Ridgefield, WA 98642
 or Fax (360) 397-6185

FAIR 2017
MAINTENANCE NEEDS
Due May 15, 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 and date needed (such as fork lift, high lift, large fans etc):

Maintenance needs: (pressure washing, painting)

Repair work requested: (damages, minor repairs)

Need maintenance/repair work completed by what date: _____

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

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>
EXAMPLE:	<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: _____

Superintendents for Open Class and FFA – In order to guarantee availability of supplies, this form must be submitted by **May 15, 2017**.

Note: Superintendents will not be reimbursed for supplies purchased without prior approval.

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

Copy to: John, Jerry, Sue

Date: _____

FAIR 2017
SIGN REQUEST FORM
Due May 15, 2017

BUILDING/DEPARTMENT: _____ DATE OF REQUEST: _____

SUPERINTENDENT: _____ PHONE NUMBER: _____

BRIEF DESCRIPTION OF SIGN (size, color, material, where it will be placed, etc.):

DRAWING OF WHAT YOU WANT THE SIGN TO LOOK LIKE:

Please realize that there are many sign requests each year. Please advise the staff when you need your sign.

Return to: Clark County Fair
17402 N. E. Delfel Road
Ridgefield, WA 98642

Copy to: John, Jerry, Sue

Date: _____

FAIR 2017
SOUND EQUIPMENT NEEDS

Due May 15, 2017

Superintendent Name: _____ Phone Number: _____

Department: _____ Date needed: _____

Time needed: _____ Time you will be done: _____

Where/location: _____

What do you need: _____

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.

Return to: Clark County Fair
17402 N. E. Delfel Road
Ridgefield, WA 98642

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"

VOLUNTEER YEARS

Please have volunteers sign during Fair.

NAME	ADDRESS	PHONE	2017	# OF PRIOR YEARS

Return to: Cindy Strong, Clark County Event Center 17402 N. E. Delfel Road, Ridgefield, WA 98642 or Fax: (360) 397-6185



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