

Clark County Fair Superintendent

2023 Information Book



Clark County Fair 17402 N. E. Delfel Road, Ridgefield, WA 98642
Telephone 564.397-6180, Fax 564.397-6185

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Introduction and Key Responsibilities

Superintendents are very important and affect the success of the Fair not only within the Department to which they are assigned but throughout the Fair. Each Superintendent, under the direction of the Fair Manager/CEO, shall have full charge of the Department to which he or she may be assigned. This handbook provides a general overview of the responsibilities and processes for all Superintendents.

The following list outlines the key responsibilities of each Superintendent:

- Superintendents from the 4-H program are responsible for adhering to additional guidelines specific to the WSU Extension 4-H program. For a complete description of the duties and responsibilities of a Fair 4-H Superintendent, please contact the WSU Extension 4-H Office.
- Secure judges for individual departments.
- Turn in request(s) forms – judges, fans, maintenance, signs, sound, supplies, vinyl, volunteer passes.
 - Deadline for all Open Class request forms are as follows:
Judge Request: April 1
 - Fans, Maintenance, Signs, Sounds, Supplies, and Vinyl: May 15 (4-H requests are due to the 4-H Office May 1.)
 - Volunteer Pass Request: June 15
 - All 4-H request forms must be submitted to the WSU Extension 4-H Office.
- Secure volunteers to assist in the department. Confirm volunteers are on duty each day from 10 am. to 10 pm. (Sunday through Thursday) or 10 am to 11 pm (Friday and Saturdays) for every four-hour shift during Fair.
- Educate visitors about your department, answer questions and keep the entries secure.
- If sponsorships for additional activities and/or awards for your department are to be sought, that must be coordinated with the Marketing Department prior to contact. No exceptions.
- Prepare the assigned area for your department.
- Check-in of entries begins on Monday before Fair and check-out of entries on the last Sunday 10 pm to 11 pm of Fair and Monday morning 9 am to noon after Fair.
- Display all entries in the most creative manner possible.
- Keep accurate records of youth and adult exhibits, judging and awards. Turn information in to the Premium & Awards office when complete.
- Keep track of all Superintendent, Assistant and Volunteer hours on the Volunteer Years spreadsheet. Turn Volunteer form into the Fair office at the end of Fair.
- Keep notes for possible Exhibitor Guide changes and updates.

Departmental Contact Information



Sandi Burgstahler and Trisha Horenstein-Sipaia
Fair Superintendent Coordinators
17402 N. E. Delfel Road
Ridgefield, WA 98642
Phone: (564) 397-6180, Fax: (564) 397-6185
E-mail address: sandib@cceventcenter.org
trishah@cceventcenter.org



Missy McElprang - 4-H Regional Specialist
WSU Cooperative Extension Office
1919 N. E. 78th Street
Vancouver, WA 98665
Phone: (564) 397-5714, Fax: (564) 759-6524
E-mail address: missy.cummins@wsu.edu



Steve Lorenz
FFA Advisor
Phone: (360) 977-0168
E-mail address: steve.lorenz@vansd.org



Janice Anderson
Grange Advisor
Phone: (360) 835-8206
E-mail address: icountry3@frontier.com

Kari Hann
Grange Youth Advisor
E-mail address: knosbig@yahoo.com

CLARK COUNTY FAIR ASSOCIATION GENERAL INFORMATION

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

Telephone: (564) 397-6180
Fax: (564) 397-6185

Fair Manager/CEO: John R. Morrison, Jr.

Board of Directors Officers: Michael Jimenez, Chairman
Shelly Palmer, Vice-Chairman
Cathy Wannamaker, Secretary

Premium & Awards Chair: Missy McElprang

Superintendent Coordinators: Sandi Burgstahler
Trisha Horenstein-Sipaia

Fair Hours: First Friday: 8 am - 11 pm
Friday & Saturday: 10 am - 11 pm
Sunday – Thursday: 10 am - 10 pm

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 SUPERINTENDENT AND 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. The following information has been developed to help you and allow the Fair to run smoother. All Fair 4-H Superintendents need to contact the WSU Extension 4-H Office for the Fair 4-H Superintendent position description.

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 of each Fair year.
2. Prepare the area for exhibits. Check what space the Fair has set aside for your Department. Appointments may be made with Facilities staff up to two (2) weeks before Fair for set up. The Premium and Awards Office has many of the commonly needed supplies. If you need special items, submit an order prior to May 1. Due date for most other forms is May 15. 4-H Superintendents must check with the WSU 4-H Extension Office for deadlines and forms.
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 Request 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 the request form to the administration office prior to April 1. All judges must have a signed contract, W-9 form and completed Judge's Pay Sheet(s) on file before payment will be made. If entries are to be judged on the Thursday prior to Fair and you anticipate that judging will go beyond 11:00 pm, 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. **Follow Fair rules and regulations.** It is your responsibility to accept or reject exhibits. Keep your Fair rules available 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 or Fair Management. The Fair General Rules are available on the internet, www.clarkcofair.com, under Exhibitor Information.
2. **Complete Judge's Pay Sheet(s).** 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. The Judge's Pay Sheet must be signed by both the Superintendent and the Judge after judging. Turn in completed Judge's Pay Sheet(s) to the Premium & Awards office. Payment for your judge will not be made without a fully completed Judge's Pay Sheet(s).
3. **Receive exhibits.** You or the exhibitor need to fill out entry forms. 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 is on Education in Youth area. Make sure entry forms clearly designate if the exhibit was entered by a youth or adult exhibitor. The Fair is evaluated on the number of youth entries each year and it can affect our State funding.

4. **Plan 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. **Acquire 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. **Arrange 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 after judging in a way that both the name and the ribbon show. A department looks better when you use the same system throughout.
7. **Plan security for exhibits.** Securely fasten entry tags and ribbons to entries. Use scotch tape, pins, rubber bands, nails or whatever is necessary. Superintendents and assistants should plan together and divide responsibilities. Someone needs to watch exhibits, meet the public and answer questions after judging is completed. Plan for an attendant to be present during times the exhibit is open, until the close of the Fair daily. Please maintain good housekeeping procedures and safety procedures.
8. **Release exhibits.** Superintendents should be available for release of exhibits. Still Exhibits are released the last Sunday of Fair from 10 pm to 11 pm. Remaining entries can be picked up the Monday after Fair from 9 am 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 release them. If claim tag(s) are lost, item(s) can be picked up with current ID.
9. **Report 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 the incident. Remember to include the who, what, where, when, how, and why on your incident report. Take information to the Administration Office or the Premium and Awards office as soon as practical after the incident.
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 in to the Premium and Awards office. If you will be adding Divisions or Classes for next year, you will need to complete a Premium and Awards Request form which is available in the Fair Administration office or WSU 4-H Extension Office.

AFTER THE FAIR

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

**To be completed by individuals desiring to be New
Superintendents or Assistants**

(Please print or type the following information)

I would like to volunteer for: Open Class _____ FFA _____ Grange Youth _____
**Contact the WSU Extension 4-H Office 564-397-5730 if you are interested in becoming a Fair 4-H Superintendent*

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

Area of Interest: _____

Name: _____

Address: _____
City State Zip code

Phone number: _____ Cell phone: _____ Message: _____

E-mail address: _____

Emergency Contact within Vancouver/Portland area:

Name: _____ Phone number: _____

Address: _____
City State Zip code

Relationship: _____

Doctor's name: _____ Phone number: _____

Address: _____
City State Zip code

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: Fairgrounds Site Management Group (FSMG)

Attention: Premium and Awards

17402 N. E. Delfel Road, Ridgefield, WA

Fax: (564) 397-6185

Email: ccfair@clarkcofair.com

PLEASE PRINT LEGIBLY
Please return to the Administration Office

Volunteer Pass Form
Volunteers must work a four (4) hour period
List time frame for volunteers

LAST NAME	FIRST NAME	ADDRESS	PHONE	Fri	Sat	Sun	Mon	Tues	Wed	Thur	Fri	Sat	Sun	Parking Passes Needed
SAMPLE	Doe, John	2900 Guess Street, Vancouver	360.000-0000	2-6							7-11			
			Total for each day											
									Total Season Parking					
Signature of Superintendent		Department							Total Daily Parking					
									Total Daily Admission					
Phone Number		Date												

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 prior to the first day of the Fair at the published Advance Sale prices. Passes are available to purchase on Tuesday, from 9 am to 7 pm Wednesday, from 9 am to 7 pm and Thursday, from 9 am to 9 pm.

Exhibitor Passes can be purchased during the entire length of the Fair at the Purple Gate (horses and llamas only), and Yellow Gate (livestock only).

Superintendents Responsibilities

In order for the Fair Staff to know how many Exhibitor passes an exhibitor is eligible to receive, the Superintendent should fill out the first three (3) columns of the Pass Request form and return it to Premium and Awards by the Friday prior to the Fair. This is imperative so that the staff issuing tickets can accommodate the Exhibitors when they pick up their passes during the 3 days of pre-sale the week of the Fair (Tuesday, from 9 am to 7 pm Wednesday, from 9 am to 7 pm and Thursday prior to the Fair from 9 am to 9 pm). This applies for all Open Class Livestock exhibits whether they exhibit the first half of Fair or the second half of Fair.

OPEN CLASS LIVESTOCK EXHIBITOR PASS REQUEST FORM

[illegible]

Date: _____

Date: _____

CLARK COUNTY FAIR JUDGES POLICIES

Thank you for selecting your judge early. Please fill out the attached 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 (564) 397-6185.

Delaying your selection may result in a difficult 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.

The Fair provides the following:

- Meal/drink tickets - based on service *
- Mileage reimbursement - with limitations (see below)
- Hotel Accommodations – when pre-approved
- Box Lunch *

Passes:

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

*** Meals:**

If you are judging on Tuesday, or Wednesday, prior to the Fair there will be box lunches available as food booths do not open until Thursday. Those judging on Thursday or during the Fair will receive two (2) tickets per day of service valued at \$5.00 each to use for a meal and/or drink. You must complete the information requested on each ticket.

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, the Fair will reimburse for mileage at the current IRS 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. The Fair does not provide reimbursement for rental cars or ride services such as Uber or Lyft.

Accommodation:

Hotel accommodations will be made for judges that are approved to stay overnight. The Fair will pay for approved room night(s) only. Any incidental charges will be the judge's responsibility to pay.

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
JUDGES REQUEST FORM**

Please submit the judge's form to the Administration office no later than April 1, of the current Fair year.

Please 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 564-397-6180 or Fax 564-397-6185
Email: ccfair@clarkcofair.com

****IMPORTANT****

State Fair Fund Report Information

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!

We can't do this without you.

Department: _____ Submitted by: _____

TOTAL NUMBER OF YOUTH EXHIBITORS: _____

TOTAL NUMBER OF YOUTH EXHIBITS: _____

TOTAL NUMBER OF YOUTH DEMONSTRATORS: _____

TOTAL NUMBER OF YOUTH DEMOS: _____

TOTAL NUMBER OF ADULT EXHIBITORS: _____

TOTAL NUMBER OF ADULT EXHIBITS: _____

TOTAL NUMBER OF ADULT DEMONSTRATORS: _____

TOTAL NUMBER OF 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.

VOLUNTEER YEARS

Please have volunteers sign during Fair.

NAME	ADDRESS	PHONE	2022	# OF PRIOR YEARS

Return to: Cindy Strong, Clark County Event Center 17402 N. E. Delfel Road, Ridgefield, WA 98642 or Fax: (564) 397-6185

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 pm each day.

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

Clark County Fair

Passport to Fun

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

When: Daily during the Clark County Fair

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 by May 15 of the current Fair year.

Passport to Fun supplies available for pickup at the Premium & Awards office or 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: _____

Clark County Fair ♦ 17402 NE Delfel Rd., Ridgefield, WA 98642 Phone (564) 397-6180
♦ Fax (564) 397-6185 ♦ E-mail: ccfair@clarkcofair.com

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 attendees.



Open Class____ 4-H____ FFA____ Grange Youth____

Department: _____

Date: _____ Time: _____

Supt: _____

Phone Number: _____

PRESS RELEASE – PLEASE PRINT

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

Please comment 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 (564) 397-6185

Hazard Report Form

BUILDING/DEPARTMENT: _____

Contact Person: _____ Phone Number: _____

Hazardous repair needed:

[illegible]

Return to: Clark County Fair Administration
Attention: Cindy Strong
17402 N. E. Delfel Road
Ridgefield, WA 98642
Fax (564) 397-6185

Office Use:

Copy to: John, Jason, Sandi

Date:

Accident/Injury Incident Report

Please turn form in to the Clark County Fair Administration Office

NAME OF INJURED (IF ANY): _____

CONTACT PHONE NUMBER: _____

INJURY DATE: _____ TIME: _____

DATE REPORTED: _____ AGE: _____

☐ MALE

☐ FEMALE

☐ EMPLOYEE

☐ VISITOR

PERSON REPORTING INCIDENT: _____

CONTACT PHONE NUMBER: _____

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: _____

Clark County Fair
Decorating Request/Needs
Due May 15

Superintendent Name: _____ **Phone #:** _____

Location/Department: _____

Tables	<u>Quantity</u>			<u>Delivery Date</u>	<u>Pickup Date</u>
	4 Ft.	6 Ft.	8 Ft..		
	<div style="border: 1px solid black; width: 100px; height: 30px;"></div>	<div style="border: 1px solid black; width: 100px; height: 30px;"></div>	<div style="border: 1px solid black; width: 100px; height: 30px;"></div>	_____	_____
Chairs: how many	_____			_____	_____
Carpeted Doors: how many	_____			_____	_____
Lattice 4X8: how many	_____			_____	_____
Pegboard - 4x8: how many	_____			_____	_____
S-Hooks: how many	_____			_____	_____
Piping & Draping: height 3' or 8'	_____			_____	_____
length:	_____			_____	_____

Draw and attach a chart of your area for the table, chair(s) and draping location.

All items subject to availability

Please return form to: Clark County Fair Association, 17402 N. E. Delfel Road, Ridgefield, WA 98642
or Fax (564) 397-6185
Email: ccfair@clarkcofair.com

Fan(s) Request Form

Due May 15

The Superintendent and/or Assistant Superintendent will need to be present for delivery of fans as they will be signed for upon receiving them.

Superintendent Name: _____ Phone number: _____

Dept./Building: _____

Delivery date: _____ Pick up date: _____

Number of Fans requested: _____

Return completed form to: Clark County Fair Association

◆ 17402 N. E. Delfel Road ◆ Ridgefield, WA 98665 ◆ Fax (564) 397-6185

Email: cccfair@clarkcofair.com

Copy to: John, Jason, Sandi

Date:

Maintenance Needs

Due May 15

Building/Department: _____

Contact Person: _____

Daytime 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, 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 (564) 397-6185 ♦ Email: ccfair@clarkcofair.com

Copy to: John, Jason, Sandi

Date: _____

Sign Request Form

Due May 15

Building/Department: _____ Date of request: _____

Superintendent: _____ Phone number: _____

Brief description of sign (size, color, material, where it will be placed, etc.):

Sign needed by: _____

DRAWING OF WHAT YOU WANT THE SIGN TO LOOK LIKE

Please realize that there are many sign requests each year. We will try to fill as many as possible within the budget.

Return to: Clark County Fair ♦ 17402 N. E. Delfel Road ♦ Ridgefield, WA 98642
Fax: 564.397-6185 ♦ Email: ccfair@clarkcofair.com

Copy to: John, Jason, Sandi, Tawnia

Date: _____

SOUND EQUIPMENT NEEDS

Due May 15

Superintendent Name: _____ Phone Number: _____

Department/Location: _____

Date _____ Start Time: _____ End Time: _____

Date _____ Start Time: _____ End Time: _____

Date _____ Start Time: _____ End Time: _____

Where/location: _____

What do you need: _____

Attach a chart of your area for sound location.

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

Return completed form to: Clark County Fair
17402 N. E. Delfel Road ♦ Ridgefield, WA 98642 ♦ Fax (360) 397-6185
Email: ccfair@clarkcofair.com

Office use

Copy to: John, Jason, Sandi

Date: _____

SUPERINTENDENT SUPPLY NEEDS

Due May 1

Orders received after May 1 are not guaranteed to have availability of all items requested

Superintendent: _____

Phone: _____

Department _____

Date _____

<u>ITEM NEEDED</u>	<u>QUANTITY</u>	<u>ITEM NEEDED</u>	<u>QUANTITY</u>
EXAMPLE:	<u>size/how many</u>	Scratch pads	_____
Binder Clips	_____	Sharpie (black or red)	_____
Construction paper	_____	Straight pins	_____
Envelopes (letter size)	_____	T-Pins	_____
Envelopes (6X9 clasp)	_____	Tape, Duct	_____
Glue (stick)	_____	Tape, Scotch	_____
Glue (white, bottle)	_____	Tape, Strapping	_____
Napkins	_____	Three-ring binders*	_____
Notepads (6 X 9)	_____	All Purpose Cleaner	_____
Notepads (8 1/2 X 11)	_____	Bleach	_____
Paper Clips (large/small)	_____	Glass Cleaner	_____
Plates - 6" (Paper or Foam)	_____	Hand Sanitizer	_____
Plates - 10" (Paper or Foam)	_____	Paper Towels	_____
Pencils (#2)	_____	Plastic Wrap	_____
Pens (black or red)	_____	Staple Gun*	_____
Poster board (22X28-white)	_____	Stapler*	_____
Poster board (22X28-color)	_____		_____
Push Pins (colored)	_____	Ribbon Stickers: 1st	_____
Rubber bands (lg. or sm.)	_____	Ribbon Stickers: 2nd	_____
Safety pins (lg. or sm.)	_____	Ribbon Stickers: 3rd	_____
Scissors *	_____	Ribbon Stickers: 4th	_____

Passport to Fun - type of stamp _____ Ink Pad - color _____

Miscellaneous: Describe in detail: _____

I acknowledge items will signed for when picked up. Starred items will be charged for if not returned.

Signature: _____ Date: _____

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 (564) 397-6185

Email: cccfair@clarkcofair.com

Copy to: John, Jason, Sandi

Date: _____

Vinyl Request Form

Due: May 15

Department: _____

Your Name: _____ **Phone number:** _____

Vinyl Color(s): _____

See attached form for color selection

How many rolls/feet: _____

(rolls are 54" only; 36" rolls are no longer available to order.)

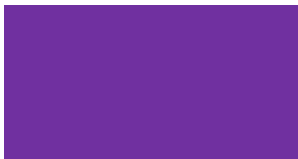
Date needed: _____

Return to: Clark County Fair ♦ 17402 N. E. Delfel Road ♦ Ridgefield, WA 98642 ♦ Fax 564.397-6185
Email: ccfair@clarkcofair.com

Copy to: John, Jason, Sandi

Date: _____

Vinyl Colors



Purple 54"



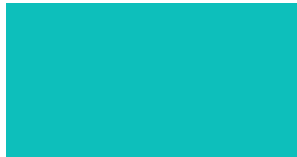
Sky Blue 54"



Green 54"



Dark Green 54"



Teal 54"



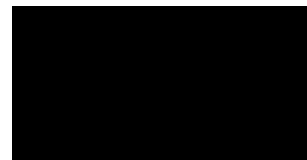
Burgundy 54"



Brown 54"



Red 54"



Black 54"



Blue 54"



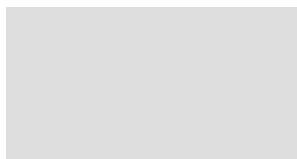
White 54"



Orange 54"



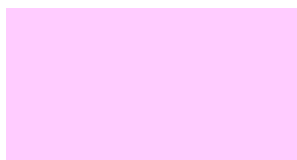
Hot Pink 54"



Silver 54"



Yellow 54"

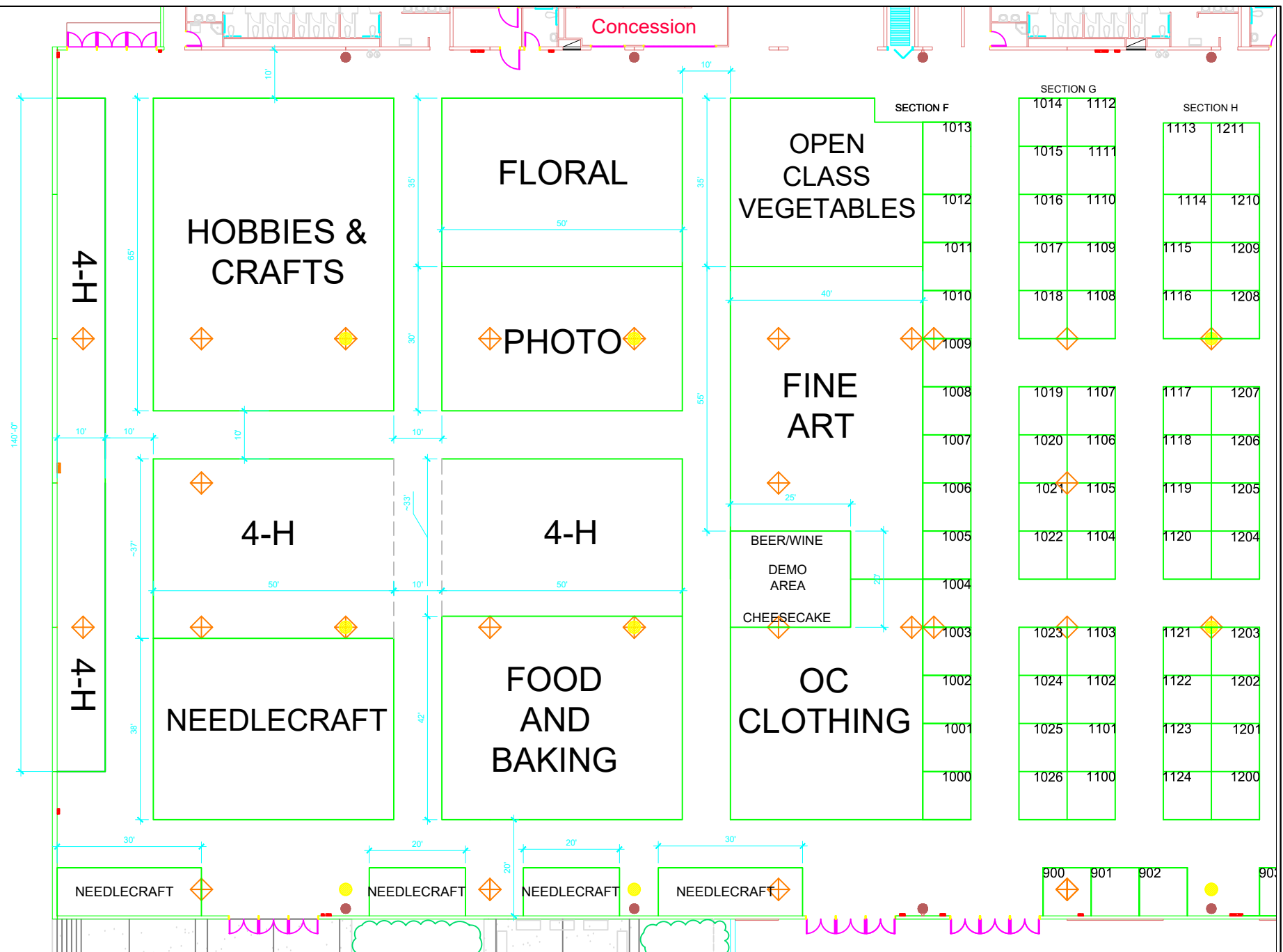


Light Pink 54"

Legend

<div style="display: flex; align-items: center; margin-bottom: 10px;"><div style="width: 40px; height: 40px; background-color: black; color: white; display: flex; align-items: center; justify-content: center; margin-right: 10px; font-size: 24px;">?</div><div>Information</div></div> <div style="display: flex; align-items: center; margin-bottom: 10px;"><div style="width: 40px; height: 40px; background-color: black; color: white; display: flex; align-items: center; justify-content: center; margin-right: 10px; font-size: 24px;">\$</div><div>ATM Locations</div></div> <div style="display: flex; align-items: center;"><div style="width: 40px; height: 40px; background-color: red; color: white; display: flex; align-items: center; justify-content: center; margin-right: 10px; font-size: 24px; border-radius: 50%;">S</div><div>Designated Smoking Locations - 3</div></div>	<div style="display: flex; align-items: center; margin-bottom: 10px;"><div style="width: 40px; height: 40px; background-color: black; color: white; display: flex; align-items: center; justify-content: center; margin-right: 10px; font-size: 24px;">♂ ♀</div><div>Restrooms</div></div> <div style="display: flex; align-items: center; margin-bottom: 10px;"><div style="width: 40px; height: 40px; background-color: black; color: white; display: flex; align-items: center; justify-content: center; margin-right: 10px; font-size: 24px;">+</div><div>First Aid</div></div> <div style="display: flex; align-items: center;"><div style="width: 40px; height: 40px; background-color: black; color: white; display: flex; align-items: center; justify-content: center; margin-right: 10px; font-size: 24px;">🔥</div><div>Fire Station</div></div>
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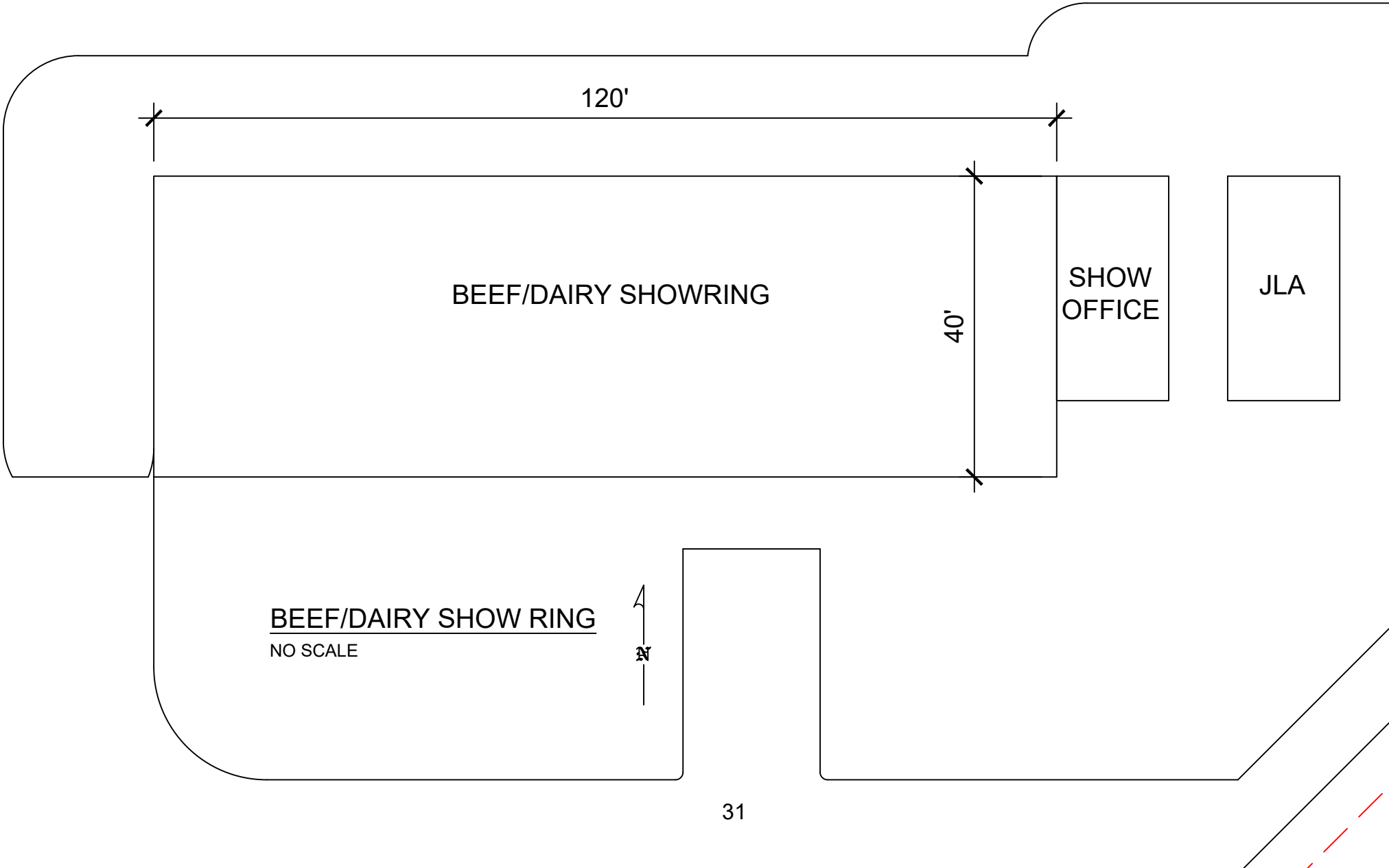


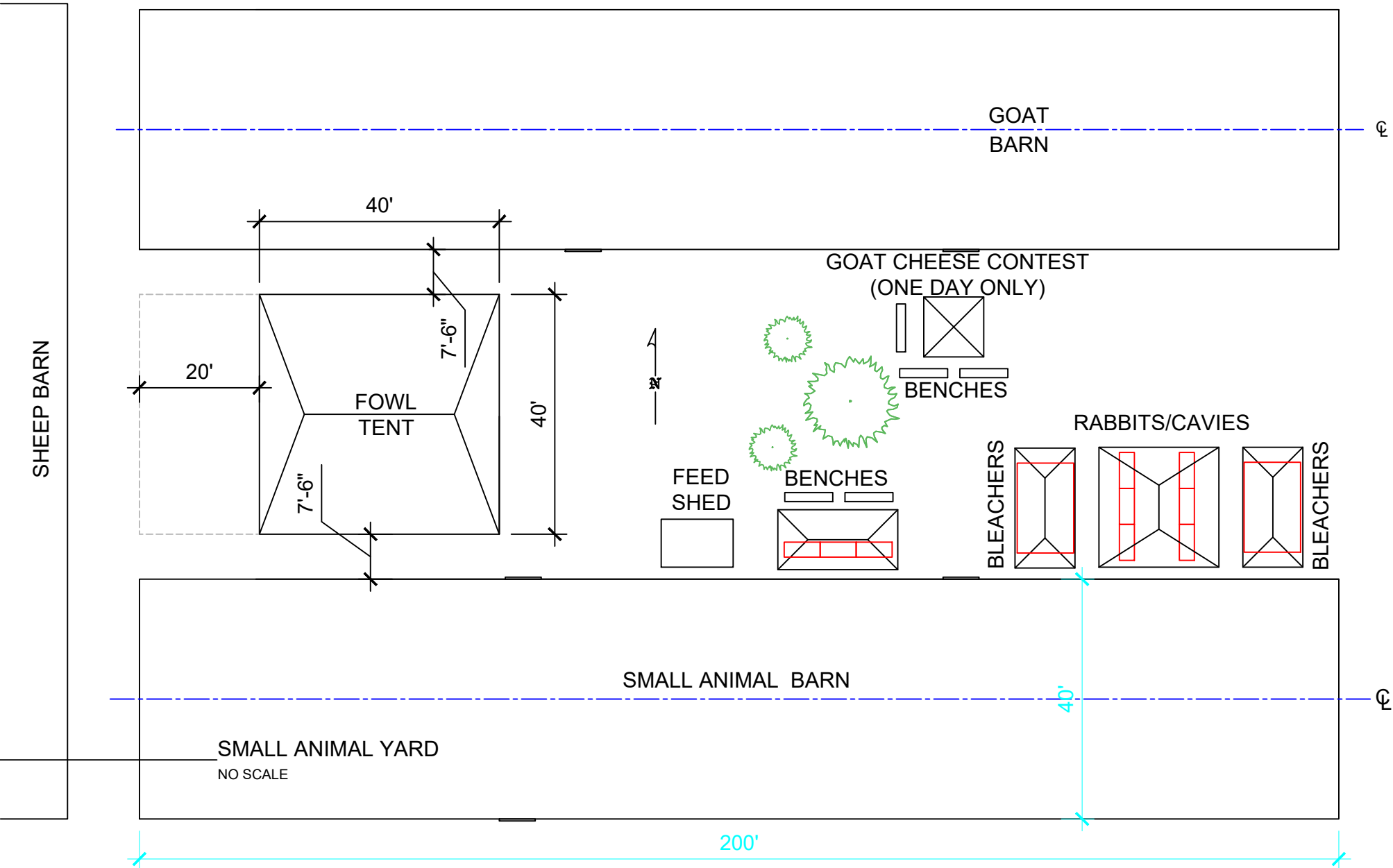
CLARK COUNTY FAIR

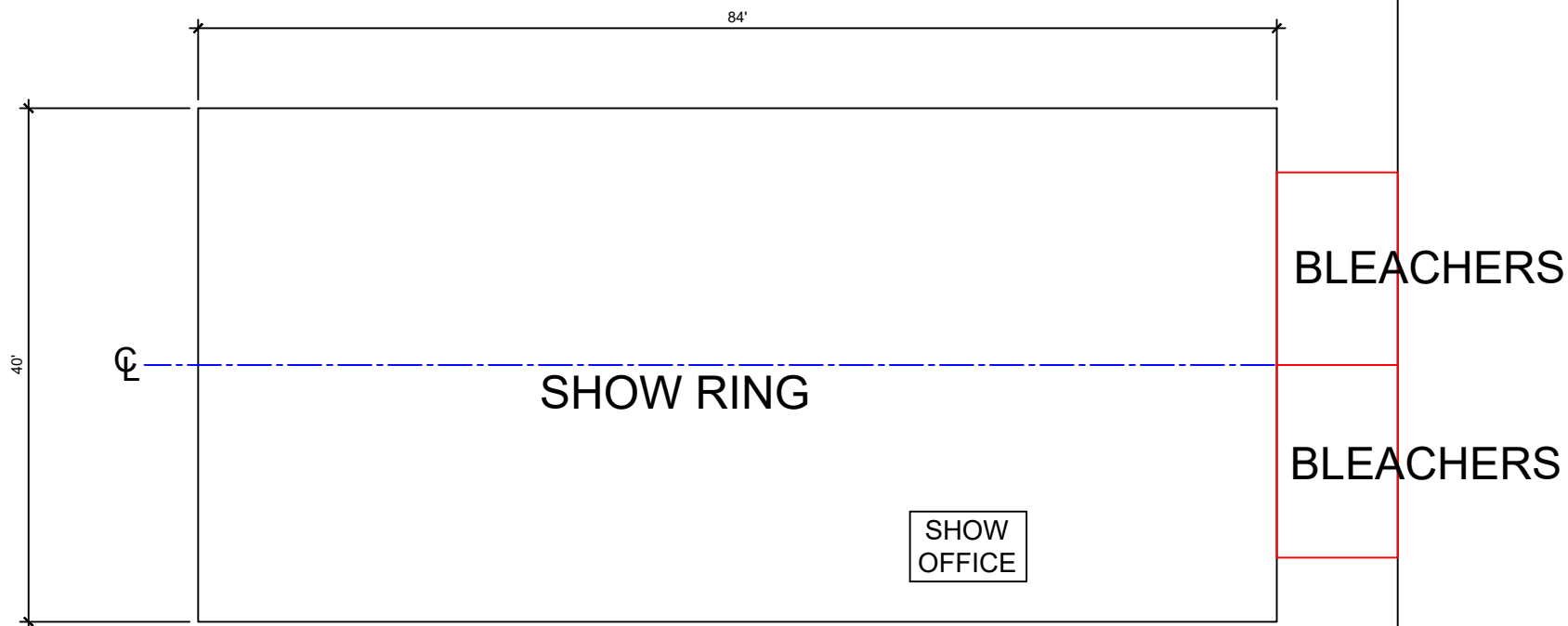
EXHIBIT HALL A

LOBBY

"E" BARN SOUTH



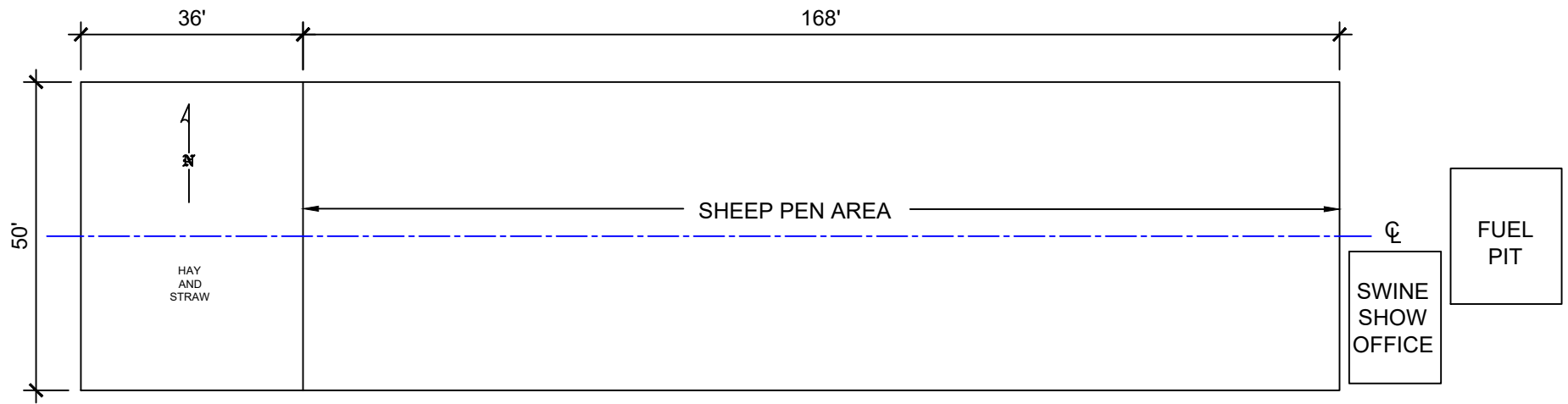




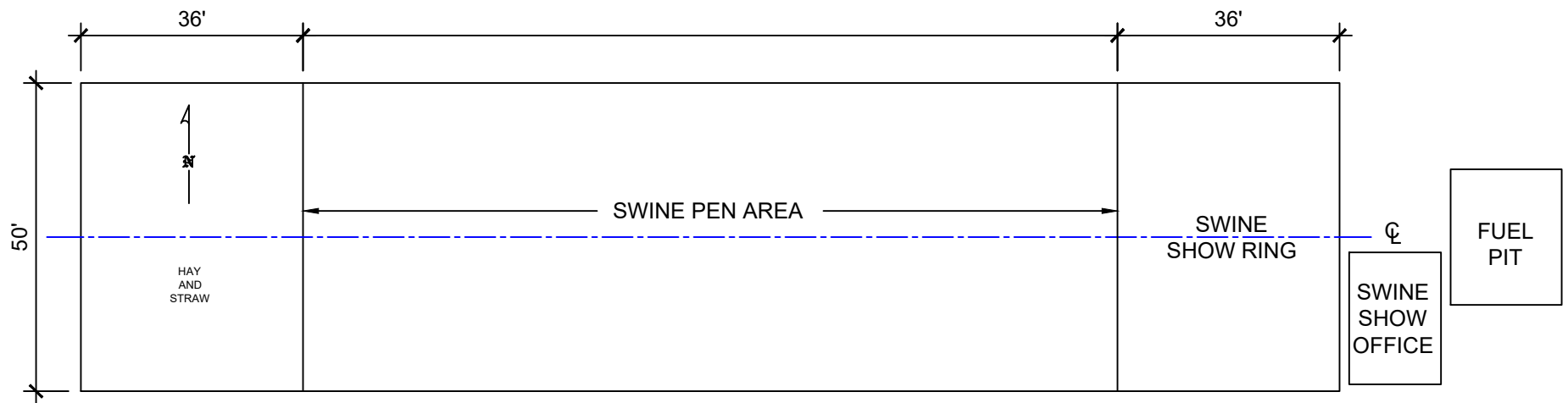
GOAT SHOW RING
NO SCALE

GOAT
BARN

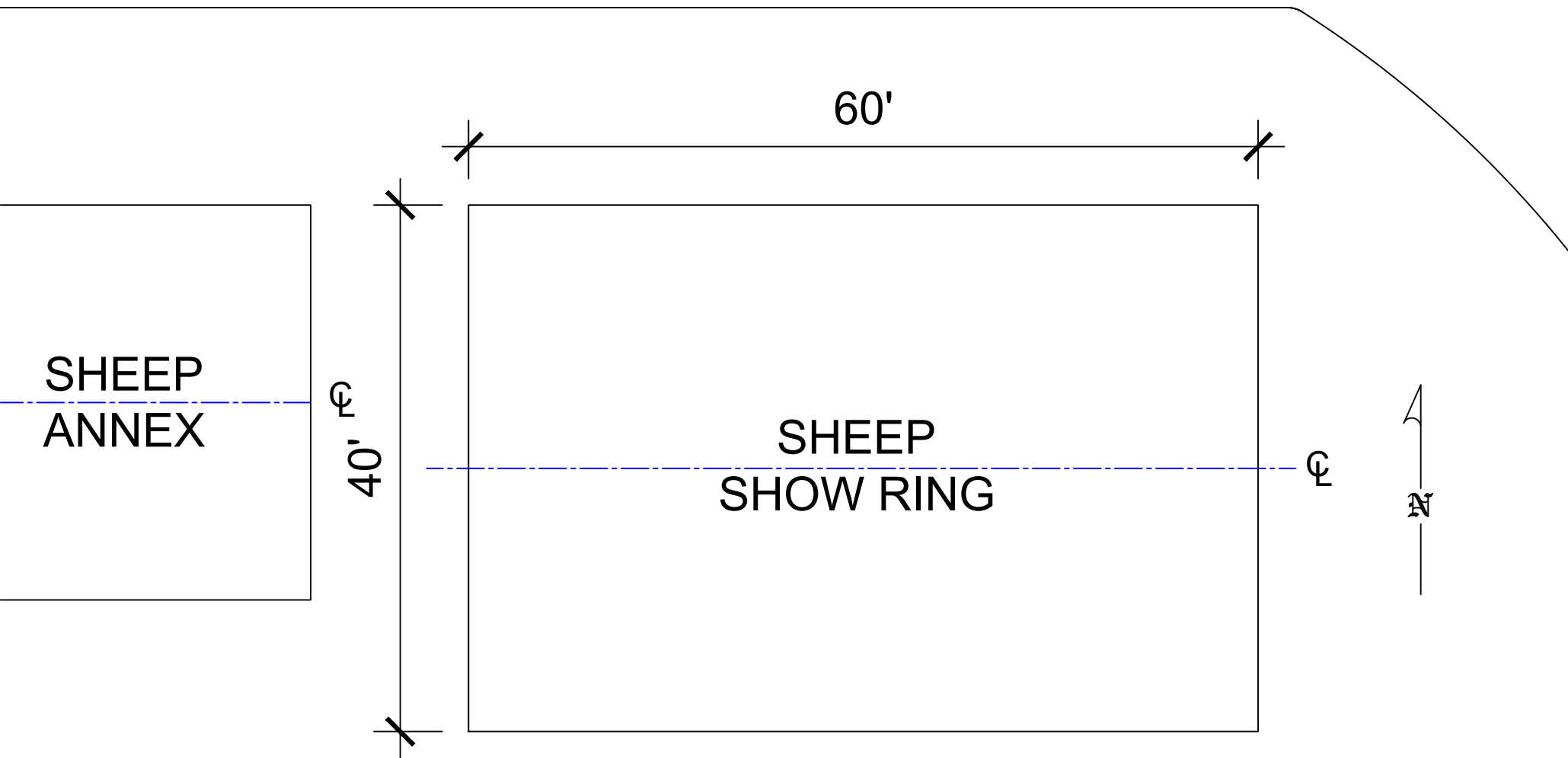
⌀



LIVESTOCK SOUTH
FIRST HALF (SHEEP)
 NO SCALE



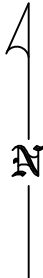
LIVESTOCK SOUTH
SECOND HALF (SWINE)
 NO SCALE



SHEEP
ANNEX

SHEEP
SHOW RING

℄



SHEEP SHOW RING

NO SCALE

***THANK YOU
SUPERINTENDENTS
LUNCHEON***

MONDAY, AUGUST 7, 2023

Noon - 2 pm

and

THURSDAY, AUGUST 10, 2023

Noon - 2 pm

**Superintendents may bring one guest.
Luncheon will be held in the Hospitality Area at the
NW corner of the Exhibition Hall.**