

Responsibilities of Fair Superintendents

Fair Aid Information:

- Fairs are given state aid to pay premiums.
- Each judging sheet is audited at the office of the Wisconsin Department of Agriculture. Mistakes that are made on judging sheets are subtracted from the total aid to be paid to this fair. Therefore, your job is extremely important.

Responsibilities of Fair Superintendents:

Exhibit Check-In

- Before the fair, check over your display area and assist with preparing the area for public display.
- Assist in putting up cards used to locate the display areas for each class.
- **On Entry Day**, be available to assist exhibitors in checking in their exhibits with the barcode scanner and placing their entries in the designated area.
- **Prior to Judging**, check exhibits carefully to verify that they have been placed in the proper area according to Department, Class & Lot. This reduces confusion and chance of missed exhibits at time of judging.

Judging

- **On the day of Judging**, make plans to check in at the Fair Office well before judging is scheduled to begin so any last minute details can be explained to you, and so we may answer any questions you may have.
- Review the barcode judge's sheets to identify checked in items versus no show items.
- Check entry tags to be sure they correspond with the entries on the judge's sheet.
- Make sure you have available ribbons, pencils, pens, writing pads and any awards that will be given on the day of judging. The Fair Secretary will assist you.
- Make sure you have available a Danish Judging sheet. Be familiar with both the Regular and Danish Judging system.
- With the help of your assistants for the department, bring the articles in each class to the judging table. In the case of animal classes, announce the class to be judged next, allowing the exhibitor time to have his/her animal ready when their class begins.
- Inform the judge of the number of entries in each class and the correct number of placing's under the Danish System.
- **DO NOT** discuss entries with the judge, but answer questions that the judge asks about each class. **The superintendent is not the judge.**
- Assist with placing ribbons, writing the judge's comments, and recording the placing's on the Judge's Sheets.

- Assist your helpers in using the barcode scanner to record the results for each exhibit.
- Be sure the judge is comfortable. There is water available for the judges in the Fair Office.
- Never change the judge's sheet or the results in the software program without the judge being present. If errors or changes are made on the judging sheets, have the judge initial the change.
- When all the classes and lots are judged, be sure to see that the judge selects all the awards for your department. Refer to the Awards Sheets and Criteria for Award Selection sheet for more information specific to your department. Be sure to mark the judge's award decisions and selections on the appropriate Awards sheet and attach the merit ribbons and/or State Fair selection tags to the exhibits.
- Once the judging is completed, escort the judge to the Fair Office to sign the affidavit and to be paid for the day's judging. This affidavit is important because State Aid will not be paid on judging sheets not accompanied by a signed affidavit.
- Check the judging sheets in with the Fair Secretary. Make note of any unusual entries or situations that may need the Fair Secretary's attention.

Exhibit Display

- **After judging**, see that all entries are neatly arranged in the appropriate display area.
- Make sure you can see all the exhibits and they are safe.
- Place delicate exhibits far from reach of small or curious Fairgoers.
- Treat all the exhibits with respect. Remember these are youth's hard work exhibited.

Complete Superintendent's Survey

- Make note of and put in writing any suggestions or ideas for improving the placing of entries, the judging procedure, the recording of placing's and release of entries (anything that will make the process more efficient) on the Superintendent's Survey. Give this to the Extension Staff in the Fair Office.

Exhibit Release

- Supervise the release of entries.
- Be sure that exhibits are released to their proper owner/exhibitor.
- No entries should be released before 4 p.m. on Sunday without the consent of the Fair Secretary or the 4-H Agent.

Thank you for supporting our Buffalo County Fair!