

**ADVISOR PRE-FAIR MEETING HIGHLIGHTS**  
**July 30, 2018**

Please share this information with other advisors, all 4-H families.

**REVIEW OF POLICIES AND PROCEDURES:**

Advisors are expected to be examples of good behavior, help others solve problems and know and understand project rules and guidelines. Most everything can be found in your project requirements under the appropriate section, also in newsletters, during clinics, and at informational meetings. If you have any questions, refer to these resources, ask committee members and staff. We must follow the written guidelines; rules are rarely changed in the middle of the season. If you have a particular problem that involves county guidelines, please ask a committee member to have the appropriate committee review the problem. Committees' review all project guidelines each fall, so if you have any questions, ideas, or concerns, be sure to let someone know so it can be discussed. Junior Fair rules are listed online on The Extension website at <http://scioto.osu.edu> and in the Fair Book. All rules will be interpreted as they appear in our Scioto County 4-H Project Guidelines.

**SHOW TIMES**

Please be sure to refer to the Fair Schedule for all show and sale times. Things changed a lot last year, and all those times are listed in the Fair Schedule.

**AUTOMATIC WATERERS FOR PIGS**

The Fair vets and fairboard have agreed to allow the automatic tube waterers for pigs at the fair this year. 4-H members must still watch to be sure that water is not leaking or spilling out of the waterers. Pens must be kept clean and dry.

**SWINE PRODUCTS**

The rule on swine has changed to allow market hog exhibitors to use cleaning and grooming supplies on the day of show.

**BARN SET-UP/BEING PROACTIVE**

As you will notice, the barn looks different this year. So as to try to be proactive and keep swine projects separated from the rest of the barn, all sheep have been moved to the south end of the barn. There will be separation between the pigs and the rest of the barn. Please be sure that you encourage families to wash their hands often with warm soapy water, and take advantage of the hand sanitizer stations that have been donated by SOMC. Please remind people that there should be no strollers in the barn – especially in the pig aisles. Also, people should not be eating in the barn. We are trying to be proactive and not spread germs at the fair.

**EVENT LOCATIONS**

Please remind families to check their specie message boards each day for updates and any changes to schedules, locations of events, etc. Sale bills will be posted for families to review Thursday evening or Friday morning. Encourage families to check the board a couple of times each day for updates.

**THANK YOU SIGNS**

This year members exhibiting livestock at the fair will be allowed to make their own Buyer Thank You signs. There will still be pre-printed thank you signs available, as well. If a 4-H'er chooses to make his own sign, that sign needs to be the same size as the pre-printed signs, which is 11x17 inches. Please do not make signs larger, as they will restrict air-flow in the barn and you may be asked to remove them.

**LIVESTOCK CHECK-IN & RELEASE TIMES:**

Please encourage 4-H'ers to use extreme caution and care while handling and hauling livestock at all times, especially in the summer heat. Animals should be hauled in an appropriate manner in the early morning or late evening to help prevent heat exhaustion. Clean, fresh water should be frequently offered to animals throughout the day.

All animals should be appropriately washed and groomed prior to coming to the fair. Clean animals reduce the possibility of disease transmission and make the handling processes much easier and pleasant for all. Ears and ear tags should be cleaned with a damp cloth prior to arrival so they can be easily read. Excessively dirty animals may be refused at check in until they are cleaned up.



**All animals not participating in the Junior Fair Sale must remain on exhibit at the Scioto County Fair until midnight on Friday. They may be removed between midnight on Friday to 6 a.m. (Saturday morning) with the appropriately signed release form.** Rabbit Release Forms must be obtained from P/R barn superintendent Tom Crabtree prior to release. Large animal Release Forms must be obtained from livestock complex superintendents Eugene Risner, Barry Gampp or Aaron Montgomery prior to release. Horse Release Forms must be obtained from Zach or Scott Dunham prior to release. **Signed Release Forms must be presented at the gate in order for these animals to be released.**

Animals not leaving within this time frame, must stay on exhibit until midnight Saturday of the Fair, and removed by 4 p.m. on Sunday. Any items or animals not claimed by 4 p.m. Sunday will be removed and disposed of accordingly.

**Hogs – Check & Weigh-In: Sunday 7 a.m. - 10 a.m. Only.** The fair vet will be taking animals temperatures as they are being unloaded Sunday morning. If an animal has a fever the trailer will be asked to move to a location designated by the senior fair board. Those animals will then be examined by the vet again once they have had time to cool down.

It is very important that we haul as many animals per trailer to minimize unloading time. Vehicles should enter North end of Fairgrounds – near the horse barns - and exit South end behind the barns. You cannot go around the barn and come up the midway from the south. You must enter again from the North end. *After the animals are unloaded all vehicles must be immediately removed.* Light/Heavy hogs must stay and can show in the appropriate class. They will be sent on for resale or local slaughter. Exhibitors must complete a light/heavy form and return it Sunday.

**Rabbit & Poultry** - Check-In on Sunday, 9 a.m. - noon and 5 - 8 p.m. All 4-H youth exhibiting poultry at the Scioto County Junior Fair must have birds on site in order to reserve their pens. Pens will not be held if there are no animals in them. Market rabbits must be penned by 5:30 p.m. and will be weighed at 6 p.m., Sunday. Pens will be assigned on a first-come, first-served basis. If members want to be penned together, they should arrive together.

**Beef** - Beef cattle may arrive anytime on Sunday, however, they must be penned by 7:30 a.m. on Monday. Steer weigh-in is at 8 a.m. Monday. All breeding projects will be checked in on Monday.

**Horses** - All Horses must be stalled by Monday at noon. Horses may leave the fairgrounds after midnight on Friday and before 6 a.m. Saturday. Those not leaving within this time frame must stay on exhibit until midnight Saturday of the Fair. Horse Release Forms must be obtained from Zach Dunham, Horse Superintendent, prior to release. Signed Release Forms must be presented at the gate in order for these animals to be released.

**Goats** - Check-In Sunday, 7 a.m. - 5:30 p.m.; Market Weigh-In immediately following sheep weigh-in, which begins at 6 p.m. Sunday. All breeding projects will be checked in on Sunday.

**Lamb** - Check-In Sunday 7 a.m. - 5:30 p.m.; Market Weigh-In at 6 p.m. Sunday. All breeding projects will be checked in on Sunday.

All others (unless otherwise indicated) - Can be Checked-In on Sunday or Monday, as long as they are penned by 12:00 noon Monday.

Please remind folks to allow for traffic and construction around the fairgrounds in order to arrive on time!

**VEHICLE & TRAILER PARKING:**

Senior Fair Board officials have requested that livestock and horse trailers not be left on the fairgrounds. **Please limit parking time inside the fairground gates (especially around the 4-H and livestock buildings on Saturday and Sunday).** Trucks and cars should be inside grounds for unloading purposes only. **After unloading your vehicle, please see that it is parked outside the gates.** Unattended vehicles will be asked to be move or possibly be towed. Following these guidelines will help keep traffic flowing smoothly and allow access as needed. **Feed, hay, straw and other supplies may be brought in daily through the main gate before 8 a.m. No vehicles are allowed to be left inside the gates during the fair.**

**STALLS & PENS:**

If you need to update pen numbers see the appropriate committee member ASAP. **Assignments cannot be changed unless authorized by the educator/committee in charge.**

Rabbits and Poultry will be penned as they arrive, so if you want to be penned together, arrive together. See Tom or Tommy Crabtree if you have any questions in the Rabbit Poultry Barn.

4-H'ers should wash animals and clean stalls in the early morning, during posted hours and/or during times of little activity. **Please be sure to remind everyone not to tie animals to the fence, in the south end of the livestock complex or in other unsuitable or unsafe areas.**

All animals should be walked outside the back of the buildings to reduce manure where visitors and potential buyers walk and help keep the barn clean. Animals should never be on the midway or outside their designated areas. All exhibitors should be encouraged to work together to clean up aisles, bleachers and around weigh-in and show areas prior to and after project events.

Manure should be disposed of by placing it in the dumpsters provided. **Please do not let 4-H'ers pile up manure in the roadway or against the fence!** Older members may need to help younger members get the manure into dumpsters. Everyone should work together to dump the manure as far back in the dumpster as possible, so as not to block the front.

**PREMIUM FORMS & EXHIBIT PREMIUMS:**

Premiums will be paid to kids only during posted times at fair and are paid by the Senior Fair Board. **All premiums will be paid at one time following the conclusion of the member's judging for all projects.** 4-H'ers must have an appropriate exhibit in order to receive a premium and should take their fair pass with them at the time of collection. **Premiums cannot be paid after the fair or to advisors. The 4-H members must pick up their own premiums.** A member's premiums will not be available until all of their projects have been judged. According to Senior Fair guidelines for exhibition, members will only be paid a placing premium if there are at least three participants in the class. Premiums will be paid per project number (not the number of animals within that number i.e. Beef Breeding #114, is one project but you can take more than one animal within that project). Therefore, you will only get paid one exhibition premium per project. Exhibitors can collect up to four appropriate exhibition premiums listed on their premium sheet and any award premiums they are eligible for. If you have any questions, please see Kristen in the Extension Office. **Do not wait until the last minute to get your premiums! Premiums will not be paid after the fair or after the premium booth closes Saturday.**

The Premium Booth is located inside the School Building and will be open the following hours during the fair:

- Tues. 1 p.m. - 8 p.m.
- Wed. 1 p.m. - 8 p.m.
- Thur. 1 p.m. - 8 p.m.
- Fri. 1 p.m. - 8 p.m.
- Sat. 10 a.m. - 7 p.m.

**\*\*Remember – no premiums will be given out after the premium booth closes Saturday at 7 p.m. and 4-H members must collect their own premiums by showing their fair pass. Additionally, the organizational advisor must collect the club booth premium during those listed hours as well. All will be required to show their pass to collect their premiums.**

**FAIR PASSES:**

**Passes are assigned utilizing the child's premium forms and the advisor formula (2 advisors per first 5 members and 1 advisor per next 5 and so forth) listed in the project requirements according to Senior Fair guidelines. Volunteer passes were issued in alphabetical order, unless other arrangements were made.** Please contact Kristen with any questions or changes for advisor passes.

The Senior Fair Board will issue pass cards to eligible volunteers and 4-H'ers. These passes will be punched each day when you come through the gates. If you decide to leave the grounds you must get your hand stamped to return. The card will not gain re-admittance onto the grounds once it has been punched. Each card will have the member or advisor's name on it.

Passes cannot be replaced by the 4-H Office if lost, washed, etc. because we return any unused passes to the Senior Fair Office. Therefore, all such questions should be referred to the Senior Fair Office. Passes may be laminated. Advisors, please

be sure that your members do not abuse their passes and try to share them. We are very fortunate to still receive passes at no charge and we don't want to abuse this privilege.

4-H'ers can ride rides with a hand stamp purchased from ride booth. Week and day passes will be available for sale from the main ticket booth and from the Senior Fair Office. **Scioto County Agricultural Society Passes could be purchased through July 31 only. The pass entitles the (21 years and older) bearer to admission into the Scioto County Fair, a free daily ride stamp and the opportunity to vote in the Ag Society election in October. See Andy Riehl for more information on passes.**

Every effort is made to provide you with the necessary materials and information in a timely manner. However, due to the amount of time it takes to process your information, if you have yet to turn in your premium sheets, or there were some problems with processing your cards, your passes will not be available until Sunday of the Fair between 1 p.m. - 5 p.m. at the Junior Fair office.

#### **STALL, LIVESTOCK, EXHIBITOR CARDS, ETC:**

These cards will be available for pick-up at the Junior Fair Office, just let the appropriate person know how many and what kind of cards you need. Try to be as accurate as possible, because we only print so many due to the cost of production.

Exhibitor back numbers will be available for clubs to pick up prior to each show. Since show bills refer to each exhibitor by an assigned number, it is extremely important that each exhibitor get the right number. The assigned exhibitor's name will be written on the back of each number.

Please encourage 4-H'ers to complete and hang their livestock Thank You Cards up ASAP. All Thank You's must be no larger than 11 x 17 inches. Poultry and Rabbit members who sold animals last year should see Tom Crabtree for guidance in displaying their signs.

#### **DUNF FORMS:**

**Advisors should request enough DUNF forms for each 4-H'er exhibiting a market or lactating animal.** Forms must be accurately completed on the day of fair entry and handed in at the appropriate specie weigh-in or check-in. **Animals without properly completed forms will be ineligible for exhibition, show or sale.** Advisors please check these forms for completeness prior to them being handed in.

#### **OVERNIGHT PASSES:**

**Overnight Pass applications will be available from Kristen tonight, please let her know how many you will need. Applications will also be available on Sunday (1 p.m. - 5 p.m.) and Monday - Friday of the Fair (9:30 a.m. - 4 p.m.) at the Administration building.** Applications must be returned and passes picked up by advisors or parents during these hours as well. **No applications will be given out or passes distributed other than at these times.** Adults staying must also have passes. Anyone on the grounds at night without a pass will be sent home. Applications must be signed by a parent/guardian and the club advisor. Each youth must have a supervising adult listed on the application (one who is also staying the night and being responsible for them) in order for it to be valid. Improper behavior, possession of alcohol/drugs, not being in assigned areas, destruction of property, etc. are all grounds for being sent home and/or possible criminal charges. Future overnight privileges may also be revoked. Local law enforcement officials will appropriately address any concerns or problems associated with overnight stay with adults or youth.

#### **BARNS:**

Keep in mind that there will be no personal fans in the barns unless they are authorized by the Senior Fair or 4-H Committees. Note that fans are for the animals and to increase air flow. **If people, tack, chairs, etc. are in front of them they don't do much good!** Those people not adhering to these rules will be asked to move.

Also please don't bring extra items such as refrigerators, etc. because they draw too much on the fragile electric system and can increase the event of overloads. ***Also note that due to the fire codes smoking is not allowed in the buildings.***

Tack should be limited as much as possible. As usual, most barn space is at a premium due to the large number of exhibits. **Please limit one tack box per family, per specie area, and be sure to share within clubs and families as much as possible. No big items – tables, chairs, swings, etc.** Please do not use the white fair board benches in your own tack area. There will be a designated tack area for each club's tack. **Please be conscientious of others and their space needs, not just your own.** Tack areas may only be assigned by designated individuals so please do not move them.

Try to limit straw, hay, feed stockpiles and encourage 4-H'ers to keep the barn aisles clean and free of debris. Please remind 4-Hers to keep trash picked up and stalls clean. Unattended and unkempt stalls will be tagged. If not cleaned up within designated time, the exhibit may be removed from fairgrounds. You may try to have members work together to help each other out if they cannot be there all the time. **Grooming chutes and other large pieces of equipment may only be brought in the day of the show, and taken home that evening.** All areas should be cleaned up after their use.

#### **THANK YOU CARDS:**

Thank you cards will be available in the Junior Fair Office for advisors and members to pick up, fill out and address. Addressed envelopes may then be turned in at the office to be stamped and mailed, courtesy of the 4-H Committee. Only addressed cards will be mailed. Please do not take more Thank You cards than needed. The 4-H Committee will provide stamps free for any thank you cards turned in at the office. All members are encouraged to take this opportunity to thank livestock buyers and trophy sponsors. Many buyers/sponsors will only come back next year if your 4-Hers thank them this year. Special thanks to Greg Blume (Copy Rite Printing and Trophies Unlimited) who donated the paper and printing.

#### **RING TIMES:**

Ring times will be posted in those barns that have limited ring usage.

#### **ENDOWMENT:**

4-H advisors, parents, members and area supporters may contribute to the Scioto County 4-H Endowment at any time. Forms are available on-line at <http://scioto.osu.edu> or in the Extension office. Market project members may elect to have an Endowment donation automatically made from their sale check by completing a donation form and handing it to the auctioneer at the sale. Endowment monies are utilized locally by 4-H members, clubs and committees to provide additional educational opportunities and strengthen our area 4-H program.

#### **WEIGH-INS:**

Animals will be weighed by aisles unless otherwise organized. Please see the fair schedule for the details and times of each event. **If an animal weighs heavy or light it will be permitted one weigh back. This weigh back must be done immediately, the animal cannot return to the stall. The second weight is the official weight.** Due to time constraints, only animals weighing light or heavy will be re-weighed. In all cases, the weigh master's call is official and final. **The Scioto County Auditor certifies all scales utilized by the Junior Fair Weighing Officials who are certified by the State of Ohio.**

**All barrows exhibited at the fair, regardless of sale eligibility are terminal; therefore, they must be trucked to the stockyards or sent to local slaughter to comply with county rules.** The owner must indicate where the light/heavy hog will be sent on the light/heavy form they receive at weigh-in on Sunday at check-in. Light and heavy weight hogs will be sold at the stockyards for market price, or may be sent to local slaughter with the animals from the sale. Please note that light and heavy weight hogs can be drastically discounted in price at the stockyards because their carcass is either too small or fat for the packing facilities. Owners of light and heavy weight hogs will receive a check for the market value of their hog directly from the stockyards. If the owner chooses to have the hog sent to local slaughter, the owners of light/heavy hogs must contact the facility to make arrangements for processing and are responsible for all processing fees. The Market & Breeding Animal Committee and Senior Fair Board will make arrangements for trucking of the light and heavy weight hogs to the stockyards or to local slaughter. All champion, Best Scioto County, Rate-Of Gain, etc. animals must sell in the Junior Fair Sale.

#### **LIVESTOCK SALE:**

All past buyers will be mailed flyers and letters that will admit them to the sales. If you need sale flyers, or have new buyer information, please write it down and give it to the Extension Office. **For new buyers, we must have a name, address, phone and contact person so we can pre-register them and add them to our mailing list.**

**Please note that the sale start time has changed to 11 a.m. Also, no 4-H members are permitted in the pre-sale Buyers meeting.** All animals will sell Saturday of the fair, there is not Thursday Small Animal Sale this year. Champion animals will sell with their respective species.

Animals will be sold using the premium bid process. 4-H'ers will receive the market price of their animal plus the premium bid. See the sale flyers for details and ask questions if you do not understand anything. There have been many changes this year.

Many hours of volunteer work have gone into making the livestock sale better for both our buyers and our 4-H'ers. Your help and support will be greatly appreciated. If you or others would like to help, please see the Extension Office Buyers must bid in whole dollar amounts and no "add ons" will be allowed after the gavel has fallen.

Buyer payment is due at time of sale. If a buyer is sending the animal on for slaughter they will have to pay the market value of the animal in addition to the premium they "bid" to the 4-H member. The buyer must indicate on their processing form where the animal is to be sent, and who is responsible for the processing. Processing fees are in addition to the market value and premium bid. No changes may be made to the animal's destination after it has been sold.

Sale and exhibition costs including buyer recognition, buyer banquet, sale promotion and advertisement will be paid through a \$10.00 commission deducted from each 4-H'ers Jr. Fair Sale check (large animal, poultry and rabbit).

A sale management commission will be deducted from rabbit member's checks to pay for sale management. A 4.5% commission will be deducted from all participants to pay for sale management. Beef, sheep and swine projects sold will also have specific check-off fees deducted from their sale check. The sale management will distribute all checks at 45 days, or as soon as the buyer pays.

### **CLUB BOOTHS:**

Booth assignments are in your club packet. Booths were assigned on a first-come, first-served basis, and we were not able to accommodate all requests for electricity. Because of Fire Marshal rules, we cannot string electrical cords across the aisle ways. If you are unhappy with your booth location, you may switch with another club as long as both clubs are in agreement.

Please DO NOT turn in booth reservation forms for the following year during this year's fair. We will not accept any reservations until after the first of the year.

The 4-H building will be open on Saturday from 10 a.m. – 5 p.m. and Sunday from 9 a.m. to 5 p.m. for booth setup. The building will be unsupervised during this time, so leave valuable items at your own risk. Also, there will be no parking in front of or behind the 4-H building. Do not block the road, just unload your car and move it immediately. Please do not abuse this opportunity, or Saturday set-up could be revoked.

#### **Set up times:**

Saturday, August 4 from 10 a.m. – 5 p.m.

Sunday, August 5 from 9 a.m. – 5 p.m.

Monday, August 6 from 9 a.m. – noon

All non-livestock project exhibits must be signed in at the 4-H building to be eligible for exhibitor and award premiums.

**Sign-in times** will be the same as last year:

Sunday, August 5 from noon – 5 p.m.

Monday, August 6 from 9 a.m. – noon

The 4-H building will close promptly at noon on Monday for judging. Booths must be torn down on Sunday between noon and 4 p.m. Any items left behind will be discarded. Booths **MUST** remain in place until Sunday at noon, when booths may be taken down.

Due to some issues of vandalism, clubs are encouraged to put barriers across the front of the booths. You may use chicken wire, a section of fencing, etc. Also, we have a sign-up sheet for clubs to volunteer to work a shift in the 4-H building. The shifts are a few hours and if you all take turns there should be more than enough clubs to fill the shifts.

### **COMMUNITY SERVICE AWARDS**

All clubs who have completed community service projects are once again eligible to receive a small banner to hang in their club booth or in their area of the barns.

In order to receive a banner, a club advisor must complete a Community Service Award form and submit it in the 4-H Building during project check in time, noon to 5 p.m., Sunday or 9 a.m. to noon Monday. Club Community Service Awards are sponsored by the Scioto County 4-H Committee with funds from the Scioto County 4-H Endowment.

**CLOVERBUD INTERVIEWS:**

Your Cloverbud interview schedule is in your club packet. If you have not yet signed up for a time, please see Jo to schedule an interview for your Cloverbuds. Interviews are held in the local band pavilion (where the old rabbit and poultry barn was located), on Monday and Friday only. Please bring your entire group together so we can take a group photo.

**TABLESCAPES CONTEST**

The Tablescapes table setting contest sponsored by the 4-H Committee is open to all 4-H members. Members must provide their own card table and two table settings, along with a printed menu. The contest will be held Monday, in the 4-H Building. Monetary awards will go to first through fifth place winners in Junior, Intermediate and Senior categories. Awards will be announced at 8 p.m. in the 4-H building. Tables may be removed following the awards announcement. Full contest rules are available from the Extension Office and questions may be directed to Jo. Adults may help the 4-Hers carry their supplies to the exhibit area and then must leave the area while the 4-Her sets the table. **The child must set the table on their own, with no assistance.** Displays may remain up until Thursday afternoon, or can be removed immediately after the awards ceremony.

**PROJECT BOOK AWARDS**

All 4-H members who turn in a COMPLETED 4-H project and record book during their species' weigh-in will have their names entered into a drawing for a \$50 award from the Scioto County 4-H Committee. Members with breeding animals must also turn their books in during that specie's market weigh-in in order to be considered for the drawing. Incomplete or previous years' books will not be eligible for this award. The awards will be given during that specie show during the fair.

**FAIR BEAUTIFICATION:**

All Fair Beautification entries must be signed in during project sign-in times in the 4-H building. Find a desirable location for your entry and turn in your entry form during the following times:

Sunday, August 7 from noon – 5 p.m. and Monday, August 8, from 9 a.m. – noon

Be very specific on your form about the location of your display, and remember that your club name must be clearly visible on your entry. Beautification locations must be OK'd with Jo. Your club's Beautification will be judged in the category that you mark on the form, so please be sure you mark the proper category. The club should care for the entry during the fair and make sure it's removed by 2 p.m., Sunday, or it may be discarded.

**CAREER 4-H AWARDS**

We will be ordering the plaques for our 13/14-year 4-H members later this week. Please contact the office with any club members you have who are eligible for this award and wish to be recognized at the Showman of Showmen Contest Friday evening of the fair. Awards will only be ordered for those members whose names we receive from their club advisors, and then they will be double checked within our database. We will need those names by 4:30 p.m. this Wednesday.

**QUESTIONS?**

If you have any questions, concerning these or other matters, please contact the Extension Office at 354-7879, visit our Web site at <http://scioto.osu.edu> . You may also contact us via email. The Extension office will be closed after 10 a.m. on Friday, August 3<sup>rd</sup>, to move to the Fairgrounds. Office hours will be maintained in the Court House during the a.m. hours each day. Extension office hours will be maintained at the Fairgrounds (in the Junior Fair Building) from approximately 9 a.m. – 5 p.m. each day Monday – Saturday. Hours will be limited as posted on Sunday prior to the Fair opening. The Extension Office, Fairgrounds Office, phone number is 740-259-3323.

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