



**Leaders Guide to Entries**  
**All Dane County Fair Entries must be made**  
**ONLINE by**  
**Friday, June 9, 11:59 p.m.**  
**Late entries will NOT be accepted.**

**Dane County Fair**  
Hours: Monday – Friday,  
8 a.m. – 4:30 p.m.  
Phone: 608-224-0500  
email: fair@wdexpo.com

1. **Youth Project Enrollment Listing** (on the back of “Exhibitor Guide to Entries”, specific to each 4-H member)  
Youth may ONLY enter projects they are enrolled in through 4-H or have received documented training through another youth organization. Entries will be reviewed to ensure entries meet the project areas each youth is enrolled in. The Leader or the exhibitor will be notified of any corrections.
2. **Dane County Fair Online Entries**
  - a. All entries must be submitted online by Friday, June 9, 2017 at 11:59 p.m.
  - b. **Go to: DaneCountyFair.com, Youth Exhibitors, click Online Entries.**
  - c. A new account is created each year. If an exhibitor is a member of 4-H and FFA, the exhibitor may select both clubs. The exhibitor may login to their account until the online entry system closes on June 9.
  - d. Fair Entries for each exhibitor will be selected by highlighting the exhibitor and clicking Entries.
    - Animal entries will require a description – please enter the animal Tattoo, Breed Registration #, RFID# or other attached identification.
  - e. Exhibitor Gate Season Passes – must be ordered by the exhibitor accordingly.
  - f. Submit entries. Exhibitor will not be able to make changes to submitted entries.
  - g. A Confirmation Email will be issued to “exhibitor email” as listed in the account and to the Fair office.
  - h. Additional entries may be made by the exhibitor until the entry closing date by logging into their account.
  - i. *The Fair office will email a summary of club entries to the leader(s) for their approval. A return email by noon, Friday, June 16 is required to verify each youth and their entries are eligible to participate at Fair.*
3. **\*\* Dane County Fair Club Entry and Fee Summary Report for Leader \*\***
  - a. Following the close of entries, DCF will email an Entry and Fee Summary Report to the Club Leader.
  - b. Leader shall review exhibitors, project areas entered and fees due.
    - If there are discrepancies or ineligible members, the Leader must contact the Fair office by June 15, 4:00 p.m. to register a change in entries.
    - The Leader shall notify the member of the issue. The Fair will make necessary adjustments to entries and fees. An updated Entry and Fee Summary Report will be emailed.
  - c. **Club shall issue one (1) check for the club entry fees and passes around July 3 payable to Dane County Fair.** Fees will be due when entry tags are picked-up. (The Fair office will be closed July 4)
4. **Dane County Fair Entry Fees & Season Pass Orders -- Online only**
  - **Exhibitor entry fee** - \$5 each youth exhibitor, excludes Cloverbuds and Club entries
  - **Large animal fee** - \$1 per head: Dairy, Beef, Swine, Sheep, Goats, Horses and Donkey
  - **Small animal fee** - \$0.50 per head/entry: Poultry, Rabbit, Dog, Cat, Pocket Pet, Peacock/Peahen, Cavies, Caged Birds and Any Other Small Exotic Animal (pen of market entry is \$0.50).
  - **Season Passes** may be ordered in advance for a discounted price. Late pass requests will not be filled at the discount price after June 9. **Only club members** with entries at the Dane County Fair qualify for the \$5.00 Exhibitor Season Pass price. Youth Season Pass (\$6) is available to youth whom do not have project entries. Adult Season Passes at the discount rate of \$15 may also be ordered until June 9.
  - *Each exhibitor will receive an email summary when entries have been submitted. The summary will list the exhibitor, entries (department, class, lot, description) and fees due including entry fees and passes ordered.*
  - *All entry fees and season pass orders are due from each club at time of Fair Entry tag pick-up around July 3. All entry fees are non-refundable.*
5. **Premium Books**  
Premium Books are ONLY available online. Please go to [www.danecountyfair.com](http://www.danecountyfair.com), Youth Exhibitors, Click on 2017 Premium Book. A .pdf file will open. Additionally, each Department is individually available.
6. **\*Youth Animal Exhibitor Code of Practice --** Required from all animal exhibitors  
The Code of Practice must be read and signed by **each animal exhibitor, parent/guardian, and club leader**. This form must be submitted with fees due around July 3. Club Entry Tags will not be distributed until a signed copy of this agreement is received for each animal exhibitor.
7. **Club Banner** should be delivered to the Fair Office by July 7. See the Youth Exhibitors webpage for Banner specifications.

## Specific Department Information Forms Online

### 8. Department 1 – Dairy

- a. **AgSource Miss Q Contest:** Exhibitors entering a dairy cow are encouraged to enter the AgSource Miss Q Contest. Miss Q is an entry with Project entries. Also complete the online form and submit it with entries.
- b. **Dairy Stalling Request form:** shall be completed by each dairy club leader indicating the number and size of dairy entries that will be at Fair. Additionally, clubs/chapters wishing to stall next-to or tail-to-tail with each other may also submit their request while both clubs must recognize the other club in their request. Dairy Stalling information must be submitted by July 13 by the Dairy Club Leader. Dairy Exhibitors must house their animal entries with the club they submit entries with.

### 9. Department 6 - Horse & Pony Exhibitors

- a. **Horse & Pony Guidelines:** These guidelines provide instructions on exhibiting your horse and pony project. One set of printed guidelines is included per horse family. Guidelines are also available online.
- b. **Horse Declaration & Exhibitor Behavior Policy:** Declarations were due March 1, 2017. If a declaration was not submitted, Horse entry for Fair is not permitted.
- c. **Horse & Pony Information & Stabling Form:** Exhibitors must note the Class and Lot # that each horse is to be exhibited in. Complete the online form and submit by June 9<sup>th</sup>.
- d. **Horse & Pony Volunteer Registration:** Exhibitors showing a horse at the Fair are required to volunteer hours in the areas listed. Register for your Volunteer time online, danecountyfair.com, Youth Exhibitors.

### 10. Department 9 – Dogs

- a. **Exhibitor & Dog Information Form:** All dog exhibitors must complete a Dog & Exhibitor Information Form online.
- b. **Dog Volunteer Registration:** Exhibitors showing a dog at the fair, are required (or a family member) to volunteer in the areas listed. Register for your Volunteer time online, danecountyfair.com Youth Exhibitors.

### 11. Department 16 – Natural Sciences/Shooting Sports

- a. **Shooting Sports Registration for Times:** All shooting sports participants must register online for their preferred shooting times in this year's competition. Registration is due by June 9<sup>th</sup>. Shooting Sport time registration must correspond with Department/Class/Lot entries.
  - **Stoughton Conservation Club .22 building will be under renovations during the July Fair Shoot. The .22 shooting events are scheduled:**
    - .22 Rifle shoot is scheduled on May 13 and
    - .22 Pistol shoot is schedules on May 20
  - Registration is open through Dane County Fair – Youth Exhibitors (Sign-up Genius Link)
  - .22 participants **MUST** complete the Wildlife Ecology Knowledge Challenge July 14 or 15.
- b. **Class I. Wildlife Ecology Knowledge Challenge is required** to be entered and completed to receive ribbons, awards and premiums for all Department 16 Shooting Sports participants entered in Classes A-H.

## Other Important Information

1. **Admission Passes** are required to enter the gates beginning Wednesday, July 19, 2017.
2. **Pavilion 1 and 2 animal housing will be available for tack and bedding Tuesday, July 18 beginning at 8 a.m.**
3. **Cavies** will be housed in the Small Animal Housing of Pavilion 2. **Cavy check-in will be Tuesday** and judging will take place on Wednesday; All cavies will be required to stay the duration of the Fair. Up to five entries are allowed per exhibitor.

## Club Project Entry

1. **Animal Clean Barn & Group Entry:** Each Club/Chapter may submit entry for animal clean barn, Dairy/Beef Club Herd/Group, and/or Dept. 32 Booths Class/Lots. Create a New Account in the online entry. Division = Club, First Name= Club/Chapter, Last Name = club name, complete all necessary fields with appropriate contact information.
2. **Learning Lane:** Consider participating and entering (32-A-3) an animal education project for the Dane County Fair Learning Lane. Displays are not judged, so a prior year's animal veterinary science project may be shared. This is a great way to promote the agricultural story to attendees. Displays may also become a part of the Dane County Farm Bureau scavenger hunt on Saturday.