

2016 Dane County Fair

Youth Project Check-In Procedures

Please be sure to check the Grounds Map and Exhibition Hall Map to confirm your project check-in location. Projects are in the same locations as last year. These maps can be found on the Youth Exhibitor's Page of the Dane County Fair Website under Animal Housing and Project Display Locations.

EXHIBITION HALL

- Projects that are judged and on display during fair week, must be in place prior to 8:00 p.m. on Tuesday. Take into consideration the vehicle traffic, road construction, location of exhibits on grounds, individual conference judging lines and the number of projects that need to be checked-in.
- If the time is nearing 8:00 p.m. and you have items that need to be checked-in, please notify the specific Department Chairperson/Superintendent that you are in the building. Also, exhibitors with several projects should enlist the help of family and friends to assist with the check-in.
- **Projects brought in after 8:00 p.m. on Tuesday will be put on display ONLY.**
- Exhibition Hall Projects – Check-in hours are 1:00 – 8:00 p.m. Exhibits on display in the Exhibition Hall will not be accepted prior to 1:00 p.m.
- Please check the premium book for specific check-in times and locations for the Pre-Fair events.

ARENA BUILDING & NEW HOLLAND PAVILIONS

Pavilion 1 – Pre-function

The Pre Function, lower level of the east end of Pavilion 1, will house project areas:

Department 14 – Plant & Soil Sciences

Department 15 – Flower & House Plants

Department 16 – Natural Sciences

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Animal Housing

Please reference the table below for when tack and bedding can be moved into animal housing areas.

Tack & Bedding Move-In Schedule

Arena Building - Swine	Monday, July 18, beginning at noon
Pavilion 1 – Horse	Monday, July 18, beginning at noon
Pavilion 2 – Dairy, Beef, Dairy Goats, Sheep	Monday, July 18, beginning at noon

Pavilion 2- Poultry & Rabbits Tuesday, July 19, beginning at Noon.

- All animal housing buildings will remain open beginning Monday through the duration of the Fair. Security services begin on Tuesday.
- Reception of the following animals will begin on Tuesday, July 19th at 12:00 (noon): Dairy, Beef, Sheep and Horses. Swine may begin arriving at 9:00 a.m. per the Premium Book.
Large animals that are required to go through vet check-in will not be allowed in the Pavilions prior to check-in.

Livestock Check-in locations

Pavilion Check-In -- Door numbers

Horse Pavilion 1 – Door 28, north side
Dairy Pavilion 2 – Door 22, north side
Beef Pavilion 2 – Door 22, north side
Sheep Pavilion 2 – Door 19/20, north side
Swine Arena Building, Enter the grounds at Olin Avenue, Enter at Gate 3, proceed East to the Arena Building.

- Reception of the following animals will begin on Tuesday, July 16th at 1:00 p.m.:
Dairy Goats, Poultry, Rabbits, and Other Exotics.

Animal Check-in locations

Pavilion Check-In -- Door numbers

Dairy Goats Pavilion 2 – Door 20, north side
Rabbits Pavilion 2 - Door 13, south side
Poultry Pavilion 2 - Door 14, south side
Other Exotics Pavilion 2 – Door 20, north side

Trailer parking is available in the Upper West or North Parking Lots. Overnight and Extended Trailer Parking will be at the Upper West Parking Lot or on Willow Island.

- **Cavies will be checked-in on the day of the show (Wednesday) beginning at 9:00 a.m. in Pavilion 2, center aisle, adjacent to doors 13/14, judging will begin at 10:00 a.m.**

Please check the premium book for check-in times and locations for pre-Fair events.

Youth Exhibit Check-Out Procedures

All Exhibits will be released at 7:30 p.m., Sunday, July 24th.

Any project/animal that is removed early will forfeit all premiums and will be barred from exhibiting for at least one year.

Sunday Evening Timeline:

- 6:30 p.m. – Exhibition Hall and Pavilion 1 Pre-function doors are closed and locked. Projects are prepared for release.
- 7:30 – 8:30 p.m. – Doors are re-opened.
 - Exhibition Hall -- Please enter through North Lobby doors only. Exit through East/West Corridor Doors, obtain a hand stamp to return to the Fair grounds.
 - Pavilion 1 Pre-Function – Please enter through the main lobby doors. Exit through the most southern door into Pavilion 1 or outside.

To Check-Out:

1. Enter through designated Lobby doors.
2. Pick-up your exhibits.
3. Proceed to the West hallway (in the Exhibition Hall) or West doors (in the Pavilion Pre-function) for check-out. The exhibitor or designated representative must show claim checks for each project before leaving the building. If someone other than the exhibitor will be picking-up the exhibits; he/she must have claim checks for the exhibitor's projects that are being picked-up. Make arrangements with that person to have the claim check(s).

This is the policy! Please don't ask for exceptions. Remember your example is making an impression on your children and others.

4. If no claim check is presented, exhibitors will need to talk to Dane County Fair/Extension staff at the table designated for checking-out with other forms of identification. A photo ID will be required.
5. In the event of a missing exhibit, the exhibitor will be requested to fill out a missing exhibit report.
6. Once exhibits are released, please exit through the West lobby doors.
7. The Fair assumes no responsibility for exhibits remaining after 8:30 p.m. Any remaining exhibits will be discarded.
8. **If you had a project selected to go to the 2016 State Fair, notify the check-out people. They will take your project and ensure that it gets to State Fair. Please be sure it is properly labeled, as neither the Dane County Fair, Dane County 4-H or State Fair assumes any responsibility for projects that are not identified or returned properly.**

ANIMAL ENTRY RELEASE

Animals can not be removed from assigned housing areas until formal release at 7:30 p.m.

- 5:00 p.m. – Only sale trucks and trailers allowed in, sale animals are released.
- 6:30 p.m. – Animal displays may start to be taken down.
- 6:30 p.m. – Exhibitors in Pavilions are allowed to walk tack and supplies out of Gates 2, 3 and the West Fairgrounds Drive vehicle gate.
 - **NO animals are allowed to leave until 7:30 p.m.**
- 7:30 p.m. – Trailer parking is prohibited in the South Lot (behind the Exhibition Hall). All trailers must be parked in the upper west parking lot or the north parking lot. Walking animals out to trailers on Willow Island or Olin Avenue is prohibited. Small animals may be walked or carried to the Rusk Parking Lot, northwestern most corner.

NOTE

Admission is charged to enter the fairgrounds on Sunday, Exhibit Release Day. Between 7-8 p.m., one parent/guardian and one youth exhibitor may receive free entry to the Fair at any gate by showing the exhibitor's claim ticket. Please notify anyone assisting with project pick-up.