

# 2019 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.

**Note that ALL Exhibitor Traffic MUST enter through Rusk Avenue or Olin Avenue Gates.**

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 Wednesday. Take into consideration the vehicle traffic and road construction on your route in, the location of exhibits on grounds, individual conference judging lines and the number of projects that need to be checked-in. At times project check-in lines can be long.
- If the time is nearing 8:00 p.m. and you have items that need to be checked-in or individual conference judged, 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 Wednesday will be put on display ONLY.**
- Exhibition Hall Projects – Check-in hours are Wednesday, July 17, 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 Department check-in and judging times and locations.

## 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 10 – Animal & Vet Sciences projects only. (Pocket Pets are in Exhibition Hall. Cavies in Pavilion 2, East end.)
- Department 14 – Plant & Soil Sciences
- Department 16 – Natural Sciences

Projects that are judged and on display during fair week, must be in place prior to 8:00 p.m. on Wednesday. The same guidelines for the Exhibition Hall will be followed in the Pre-function project space.

### 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	Tuesday, July 16, beginning at 5 p.m.
Pavilion 1 – Horse	Tuesday, July 16, beginning at 5 p.m.
Pavilion 2 – Dairy, Beef, Dairy Goats, Sheep	Tuesday, July 16, beginning at 5 p.m.
Pavilion 2 – Poultry – Cage Setup <b>ONLY</b>	Tuesday, July 16, 7:00 p.m.–Poultry Cage Setup directed by Superintendents
Pavilion 2 – Rabbits – Cage Setup <b>ONLY</b>	Tuesday July 16, 6:30 p.m. – Rabbit Cage Setup directed by Superintendents
Pavilion 2 – Poultry & Rabbits – Tack Move-in	Wednesday, July 17, beginning at Noon

- All animal housing buildings will remain open beginning Tuesday through the duration of the Fair. Security services begin on Wednesday.
- Reception of the following animals will begin on Wednesday, July 17 at 12:00 (noon): Dairy, Beef, and Horses. Sheep and 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.\*\*\*

### Animal Check-in Times and locations on Wednesday, July 17

<u>Animal Species</u>	<u>Check-in Time</u>	<u>Pavilion Check-In -- Door numbers</u>
Horse	noon – 8 p.m.	Pavilion 1 – Door 28, north side
Dairy	noon – 8 p.m.	Pavilion 2 – Door 22, north side
Beef	noon – 7 p.m.	Pavilion 2 – Door 22, north side
Sheep	9 a.m. – 7 p.m.	Pavilion 2 – Door 19/20, north side
Swine	9 a.m. – 7 p.m.	Arena Building, Enter the grounds at Olin Avenue, proceed East past the Coliseum to the Arena Building; do not enter Gate 3.
Dairy Goats	1 p.m. – 8 p.m.	Pavilion 2 – Door 20, north side
Rabbits	1 p.m. – 8 p.m.	Pavilion 2 - Door 13, south side
Cavies/Guinea Pigs	1 p.m. – 8 p.m.	Pavilion 2 – Door 13, south side–Must check in WEDNESDAY
Poultry	1 p.m. – 8 p.m.	Pavilion 2 - Door 14, south side
Other Exotics	1 p.m. – 8 p.m.	Pavilion 2 – Door 20, north side

**All extended-stay Trailer parking is available at Willow Island.**

*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 21.**  
**Any project/animal that is removed early will forfeit all premiums and will be barred from exhibiting for at least one year.** (Fair Rule 31. h.)

## *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 in the Exhibition Hall.
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 2019 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 may 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. – Trucks and Trailers may start lining up in Northwest corner of the North Lot towards Pavilion 2.
- 6:30 p.m. – Animal displays may start to be taken down.
- 6:30 p.m. – Exhibitors in Pavilions can walk tack and supplies out of Gates 2, 3 and the West Fairgrounds Drive vehicle gate.
  - **NO animals may 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 on Willow Island or the designated staging area in 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.**