



## CLUB/CHAPTER LEADER ENTRY INFORMATION

**Dane County Fair: July 16 – 19, 2020: the future is  
BRIGHT!**

### Leaders:

1. Club Entries: (i.e. Animal Club Herd or Clean Barn, the entire Booths Department & Learning Lane): Create a FairEntry Account for the club. If you created an account last year, please use the existing account's email address and password.
2. Entries and additional project forms **must be submitted online by Thursday, June 4, 2020, 11:59 p.m.**
3. Club Leaders will receive an email summary of club exhibitors, entries, and fees due after the June 4 deadline from the DCF Entry Department. Leaders **must reply to the email with approval or questions before Noon, Friday, June 12.**
4. Leaders responsibilities:
  - a. Distribute: Information Resource Guide, Guide to Entries, Code of Practice and any other printed information to members.
  - b. Verify member's eligibility to exhibit in projects entered as listed in the summary email distributed by the Fair office after June 4. A return email or phone call reply is required to the Fair office by Noon, Friday June 12.
  - c. Collect and confirm all signatures (Member, Parent/Guardian and Leader) on the Youth Code of Practice forms for all animal exhibitors.
5. All club Fair Entry Forms and Fees **must** be turned in to the Fair Office by the youth organization leader or a representative of the organization around July 1 when picking up entry tags. **Club entry tags and passes will not be distributed without all required forms and fees.**
6. **Your Club Packet for the Fair Office should contain and be delivered around July 1:**
  - Youth Animal Exhibitor Code of Practice for each animal exhibitor, signed by all parties. Please alphabetize by exhibitor last name.
  - Payment of Fees and Passes by one club check, payable to: Dane County Fair
  - Deliver to:

**Dane County Fair Entry Office, 3310 Latham Drive, Madison, WI 53713**  
**Phone: 608-469-2428      Hours: Monday – Friday, 8 a.m. – 4:30 p.m.**  
**Email: fair@wdexpo.com**