

# 2021 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**

- Check-in times will be scheduled when completing entries in FairEntry (April 21-June 3). Times will be available in 30-minute increments on the following days: *\*These departments may also check-in non-delicate items prior to Tuesday.*
  - Friday, July 9 – 3:00 p.m.-6:00 p.m.
  - Sat., July 10 & Sun., July 11 – 9:00 a.m.-12:00 p.m. & 1:00 p.m.-4:00 p.m.
  - Monday, July 12 – 9:00 a.m.-12:00 p.m., 1:00 p.m.-4:00 p.m., & 5:00 p.m.-7:00 p.m.
  - Tuesday, July 13 – 8:00 a.m.-11:00 a.m. (Plant & Soil Science\* and Flowers & House Plants\* ONLY)  
8:00 a.m.-1:00 p.m. (Foods & Nutrition/Cake Decorating\* ONLY)
- The week prior to Fair, each Exhibitor entered in an Individual Conference Judging Class will receive an email with a link to sign up for their virtual judging timeslot. Judging will start at the following times:
  - **Tuesday, July 13 – Individual Conference Judging (all virtual)**
    - 9:00 a.m. – Cultural Arts and Photography
    - 10:00 a.m. – Natural Science
    - 11:00 a.m. – Home Furnishings and Family & Child Development
    - 1:00 p.m. – Animal & Veterinary Science, Plant & Soil Science, Flowers & House Plants, Cloverbuds, Woodworking, Electricity, Mechanical Projects, Clothing, Kitting & Crocheting, Communications, Youth Leadership & Self Determined, and Health, Social, Political Sciences
    - 3:00 p.m. – Foods & Nutrition
    - 4:00 p.m. – Exploring and Foods & Nutrition/Cake Decorating
    - 6:00 p.m. – Computers
- **In-person judging** will include the following departments. Social distancing, masks/face coverings, and other health protocols set at the time of the Fair will be honored. Information will be communicated directly with those Exhibitors prior to judging:
  - **Tuesday, July 13**
    - 6:00 p.m. – Pocket Pets (animals go home with exhibitor post judging)
  - **Thursday, July 15**
    - 9:00 a.m. – Model Horse
    - 1:00 p.m. – Communication Arts Festival
    - 3:00 p.m. – Clothing Revue
- **Danish judging** will be judged on the following days:
  - **Tuesday, July 13**
    - 9:00 a.m. – Photography
    - 1:00 p.m. – Plant & Soil Science, Flowers & House Plants, and Mechanical Projects
    - 3:00 p.m. – Foods & Nutrition
  - **Friday, July 16**
    - 10:00 a.m. – Booths
- At your scheduled check-in time, exhibitors and parent/guardian(s) will arrive at Alliant Energy Center and enter through the Exhibition Hall Dock to the appropriate Hall. Follow the signage and one-way route to the check-in area(s). **Social distancing and masks/face coverings will be required.**
- After check-in, proceed to the next station to verify/sign-up for your Individual Conference Judging appointment if needed.
- Projects that are judged and on display during Fair week, must be in checked-in at the scheduled time prior to 1:00 p.m. on Tuesday. Please honor the time you selected to check-in projects when you processed your entries. Take into consideration the vehicle traffic and road construction on your route in, the location of exhibits on grounds, socially distanced lines, and the number of projects that need to be checked in.
- Projects are only allowed during the appropriate check-in times and will not be accepted if you miss your scheduled check-in time. If you have a conflict with your chosen check-in time, contact the Fair Entries Department at 608-469-2428 or [fair@wdexpo.com](mailto:fair@wdexpo.com) in advance to select a new time. Also, exhibitors with several projects should enlist the help of family and friends to assist with the check-in.
- Office hours are available only during check-in times noted above by phone (608-469-2428) to answer any questions.
- Exhibition Hall Projects – Check-in hours are Friday, July 9 through Tuesday, July 13. Exhibits on display in the Exhibition Hall will not be accepted prior to 3:00 p.m. on Friday, July 9.
- Please check the premium book for specific Department information.

## ARENA BUILDING & NEW HOLLAND PAVILIONS

### 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 13, beginning at 5 p.m.                                      |
| Pavilion 1 – Horse                            | Tuesday, July 13, beginning at 5 p.m.                                      |
| Pavilion 2 – Dairy, Beef, Dairy Goats, Sheep  | Tuesday, July 13, beginning at 5 p.m.                                      |
| Pavilion 2 – Poultry – Cage Setup ONLY        | Tuesday, July 13, 7:00 p.m.–Poultry Cage Setup directed by Superintendents |
| Pavilion 2 – Rabbits – Cage Setup ONLY        | Tuesday July 13, 6:30 p.m. – Rabbit Cage Setup directed by Superintendents |
| Pavilion 2 – Poultry & Rabbits – Tack Move-in | Wednesday, July 15, 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 14 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 14

| <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 6:00 p.m., Sunday, July 18**  
**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.)

## **PROJECT ENTRY RELEASE**

### ***Sunday Evening Timeline:***

- 5:00 p.m. – Exhibition Hall doors are closed and locked. Projects are prepared for release.
- 6:00 p.m. – 9:00 p.m. – North Doors are re-opened **ONLY** for those exhibitors within this pre-scheduled check-out time.
  - Exhibition Hall -- Please enter through North Lobby doors only. Exit through East/West Corridor doors, obtain a wristband to return to the Fair grounds.

### ***Monday Timeline:***

- 9:00 a.m. – 12:00 p.m. – Exhibition Hall open **ONLY** for those exhibitors within this scheduled check-out time.
- 1:00 p.m. – 4:00 p.m. – Exhibition Hall open **ONLY** for those exhibitors within this scheduled check-out time.
- 5:00 p.m. – 8:00 p.m. – Exhibition Hall open **ONLY** for those exhibitors within this scheduled check-out time.
  - Exhibition Hall -- Please enter through North Lobby doors only. Exit through East/West Corridor doors.

## **To Check-Out:**

1. **Social distancing and masks/face coverings will be required.**
2. Check-out times are scheduled when completing entries in FairEntry (April 21-June 3). Times will be available in 30-minute increments on the days noted above.
3. Enter through designated North Lobby doors at your scheduled check-out time.
4. Pick-up your exhibits as you walk through the one-way route through the Exhibition Hall.
5. Proceed through the Exhibit Hall to the check-out area. The exhibitor or designated representative must show claim tickets for each project before leaving the building. If someone other than the exhibitor will be picking-up the exhibits; he/she must have claim tickets for the exhibitor's projects that are being picked-up. Make arrangements with that person to have the claim ticket(s).  
***This is the policy! Please don't ask for exceptions. Remember your example is making an impression on your children and others.***
6. If no claim ticket 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.
7. In the event of a missing exhibit, the exhibitor will be requested to fill out a missing exhibit report.
8. Once exhibits are released, please exit through the West lobby doors in the Exhibition Hall.
9. All Large projects **MUST** be picked up during one of the scheduled check-out times
10. The Fair assumes no responsibility for exhibits remaining after 8:00 p.m. on Monday, July 19. Any remaining exhibits will be discarded. If you have a conflict with your chosen check-out time, contact the Fair Entries Department at 608-469-2428 or [fair@wdexpo.com](mailto:fair@wdexpo.com) in advance to select a new time.
11. Office hours are available only during check-out times noted above by phone (608-469-2428) to answer any questions.

## **ANIMAL ENTRY RELEASE**

Animals may not be removed from assigned housing areas until formal release at 6:00 p.m.

- 4:00 p.m. – Only sale trucks and trailers allowed in, sale animals are released.
- 5:00 p.m. – Trucks and Trailers may start lining up in Northwest corner of the North Lot towards Pavilion 2.
- 5:00 p.m. – Animal displays may start to be taken down.
- 5:00 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 6:00 p.m.**
- 6:00 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 6-9 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.**