



CLUB/CHAPTER LEADER ENTRY INFORMATION

Dane County Fair: July 15 – 18, 2021: 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 Deadline: must be submitted online by Thursday, June 3, 2021, 11:59 p.m.**
3. Club Leaders will receive an email summary of club exhibitors, entries, and fees due after the June 3 deadline from the DCF Entry Department. Leaders **must reply to the email with approval, questions or issues before Noon, Friday, June 11.**
4. **Leaders responsibilities:**
 - a. Distribute Web Links: Information Resource Guide, Guide to Entries and any other information to members.
 - b. Entries Summary by Member Review: Verify member's eligibility to exhibit in projects. DCF Entry staff will email the summary after June 3.
 - c. Verify member's participation with their animals. Your acceptance/verification of the Entries Summary will certify your recognition of the member's Youth Code of Practice acknowledgement by online entry by the youth member and parent/guardian.
 - d. Reply by email or phone is required to the Fair office by Noon, Friday June 11 to confirm the information above is accurate on the Entries Summary
5. **Payments** may be paid online with entries by credit card including applicable processing fees. An option to pay by check is available. All checks must be payable to Dane County Fair, mailed to: PO Box 287, Oregon, WI 53575. **All payments must be received by June 9, 2021.** All fees are non-refundable.
6. **Entry Tags & Material Pick-up:** The youth organization leader or a representative of the organization may pick up club entry tags, passes, shirts and other Fair entry information on **June 23 & 24, 3 – 7 p.m. at Alliant Energy Center – Arena Building.**
****Club entry tags and passes will not be distributed without all fees being received.**

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

Office is closed July 5.