

EXHIBITOR "HOW TO" PAGE

*Have you always wanted to enter an item into the annual fair?
Here is a step-by-step guide to assist you in doing just that.*

STEP 1: Obtain an Exhibitor Handbook

The handbook is located on our website (www.sisqfair.com), at the fair office and at various other businesses in Siskiyou County (contact the fair office 842-2767 for exact locations). The handbook is usually available starting mid May of each year.

STEP 2: Review the Exhibitor Handbook

Read through the state and local rules. All major changes will be noted with a **NEW!!** notation in front of the rule. There is a table of contents that breaks down the handbook so it is easier to determine between Junior (19 and under) and Senior (20 and over), unless the class is not offered in the Junior section), to locate the department and classes that are available to be entered.

STEP 3: Obtain an Entry Form

The entry form is available on our website (www.sisqfair.com) or inside of each Exhibitor Handbook. You may make as many copies of these as needed. A separate entry form is required for each department (i.e. Home Arts, Floriculture, Arts & Crafts, Livestock, Horse Show, etc.)

STEP 4: Complete the Entry Form

The entry form needs to be completed in full. Please mark the section Junior or Senior that you are entering and enter all personal information such as name, address, date of birth, etc. Enter the Division and Class numbers for the item(s) that you wish to enter (these are located in the Exhibitor Handbook). Fill in a description of the item (i.e. class is painting, description would be mountain) and if an entry fee/drug fee is applicable. Be sure to sign the form stating that you have read, understand and agree to abide by the rules and release liability from the fair regarding the item entered. Make a copy of the entry form for your records, to keep costs down the fair will not provide you with a copy.

STEP 5: Turn in the Entry Form to the Fair Office

Entry forms are due in the fair office no later than 5:00 PM or post marked per the following schedule:

Thursday, July 3 rd	Feature Booths
Friday, July 11 th	Arts & Crafts, Home Arts, Horse Shows, Livestock (including Rabbits & Poultry), Vocational-Education Department
Friday, July 18 th	Ag-Hort, Mailboxes, Floriculture

Entry forms may be hand delivered, mailed or dropped through the slot in the front door of the office. Entry forms received after the deadline cannot be accepted.

STEP 6: Deliver the Exhibit Entered

You bring your item to the fairgrounds on the dates and times specified in the Exhibitor Handbook; there will be signage to determine which building to go to. For still exhibits you will be given a claim tag upon delivery. The item will then stay on the grounds until the fair is officially over (Sunday at 8:00 PM).

STEP 7: Visit the Fair

Come to the fair and view your item being displayed. See if you received a ribbon and tell all your friends! See the department section on the specific time of judging.

STEP 8: Pick up your Item and Awards (if applicable)

Between 8:00 PM and 9:00 PM on the Sunday of the fair and the following Monday from 8:00 AM to 6:00 PM, you are able to pick up your item that was entered. For still exhibits, be sure to bring your claim tag to turn in. You will go to the department that your item was displayed to pick it up. If you received a ribbon on your item be sure to check with the department supervisor or building clerks about award checks.

***Should you have any questions at all please don't hesitate to contact our office
at 842-2767 or by email info@sisqfair.com.***

We look forward to seeing you and your item at the fair!!