

Fair Superintendent Job Description

1. The Fair Superintendents, as managers of their department, have the authority to make decisions as needed. In case of questions, contact a Fair Board Member or Fair Office.
2. Read and be familiar with the guidelines and classes for your department found in the fair book. Fair Book is available online at www.hamiltoncountyfairgrounds.com and copies are available at the Fair Office.
3. On check-in day be present at least 30 minutes ahead of time to receive entries. Please refer to the fair book for your department's check-in day and time. Stop by the Fair Office to pick up a box of supplies which will include: placing record sheet, extra entry cards, stapler, staples, scissors, tape, pens, pencils, rubber bands, awards, ribbons and other helpful supplies.
4. As people bring entries, make sure there is an entry card filled out for every exhibit. Extra cards will be available at the fair office. Attach the cards to the exhibit so the name of the exhibitor is visible to those viewing the exhibit. Name will be covered for judging and opened for viewing afterwards. Please check to make sure exhibitors used the correct color of entry cards.
 - a. Green.....4-H, FFA & Cloverbuds
 - b. Buff.....Boy & Girl Scouts
 - c. Lavender.....Open Class Youth
 - d. White.....Open Class Adult
 - e. Yellow.....Open Class Senior 65+

If new cards are issued at your department, make sure you add the name and class to the placing record sheet.

5. Arrange entries by classes and age groups. Remember there are three age groups in the youth in 4-H (Jr. Int. Sr.) and four age groups in Open Class Youth (Pee-wee Jr. Int. St.). There is Open Class Adult and Open Class Adult Sr. (65+). An Adult 65 years of age and older may enter in Open Class Sr. but they may also opt to enter in Open Class Adult. It is up to the exhibitor. Please be respectful of their decision.
6. Prior to judging, meet the judge(s) and review the special awards to be designated.
7. Answer any general questions the judge may have regarding the exhibits they will be judging. Be cautious about sharing personal opinions or additional information. This is the judge's decision and not the superintendent(s).
8. Have judge fill out mileage expense form and give them a meal ticket that is good for the concession stands at the fairgrounds.
9. As the judge designates ribbon placing, notate on the entry card. Please also note the grand champion, reserve grand champion and Over All Department Champion on the entry cards and in the placing record sheet which will be turned back in to the office. Judge's comments may be written on the back of the entry card or on paper provided. (Some judges may prefer to write their own comments.)
 - a. All youth entries 4-H, FFA and Open Class should receive a ribbon placing unless disqualified. There is no limit to how many State Fair quality purples(above 1st place), blues(1st place), reds(second place) and whites(third place) that a judge may give to youth. (If the judge feels all youth deserve blue...they may give all blues or all whites.) (Cloverbuds only receive participation ribbons)

- b. Only one Grand Champion and one Reserve Grand Champion will be awarded to the top in each class in each age group. If the judge does not feel the exhibit deserves Grand or Reserve Champion...they do not have to award a Grand or Reserve Champion.
 - c. Open Class Adult and Open Class Adult Seniors only the top three exhibits in each class receive a ribbon. Blue-1st Place, Red-2nd Place and White-3rd Place. A State Fair purple, Grand or Reserve Ribbon may be substituted for the 1st & 2nd placings.
 - d. Remember to have the judge choose an Over All Grand and Reserve Champion for the entire department as there may be a Special Prize.
10. Remember to have the judge choose winners for the Special Prizes. Check the fair book for awarding as some are for Over All Department winner, winner in a specific class, Judge's Choice, winner in a certain age group, etc.
- a. Remember to notate the Special Prize winners on the Entry card and in the placings record sheet.
11. After judging is complete, place ribbons on exhibits, list special prize winners on display poster and list Over All Department Grand and Reserve Champions on display posters.
12. Arrange the exhibits as attractively as possible, grouped by class with names visible. Clean up area, put away unused chairs/tables, check on exhibits regularly throughout the fair.
13. On check-out day, please be present 30 minutes ahead of time to release entries. Please let exhibitors know they can pick up ribbons (if they received stickers), special prizes and premium money at the Fair Office.
- a. Exhibits that are not picked up by end of check out time, please set on tables in 4-H Building. Please be respectful of exhibits.
 - b. Please return tables, chairs, display racks, glass cabinets to the appropriate storage locations, sweep and clean area.

Thank You For Volunteering For this Community Event!