INSTRUCTIONS FOR ENTRY REGISTRATION

Please check the top of the registration form to make sure you have the correct form for the classes the youth are entering. To assist in administration there are separate form for each of these divisions:

- Horse Entry Form
- Swine Entry Form
- Livestock, Sm. Animal & Dog Entry Form
- Cloverbud Static Exhibits Entry Form and Information
- Exhibit Building Entry Form
- Contests Entry Form (include all presentations)

It is very important to have all information completed for each club member and on the appropriate form. Be sure to always include the FAIR PREMIUM BOOK CLASS NUMBER and the number of animals or articles per class for each member.

4-H Fair class numbers are 9 digits long. These numbers must be accurate to help with preparation. Animal Exhibitors - please do not overestimate in an attempt to get more tack space or you may be penalized. List Showmanship Class # for each exhibitor!

1. Main club leaders will submit exhibit entry registrations for ALL members of their club.

2. Registrations are due to the Extension Office before or postmarked by JULY 1. If additional forms are needed, the registration form may be photo copied, plain paper may be used or call the 4-H Office for more forms.

3. Use the Douglas County Fair Premium Book for all 4-H Fair class and rules information. LIST EVERY CLASS EACH MEMBER OF YOUR CLUB WILL BE PARTICIPATING IN ON THE APPROPRIATE ENTRY FORM. Check the Fair Premium Book and this Fairletter closely for possible changes in requirements and guidelines. Additional Fair Premium Books are available at the 4-H Office.

4. All animal exhibitors are required to show in SHOWMANSHIP. Also be sure to indicate the breed of animal. List Showmanship Class # for each exhibitor!

5. LEADERS PLEASE NOTE: BEFORE entering a member in a contest that will be run on a schedule—i.e. Fashion Revue, table setting, home decorating contest, mini-meal, food preparation, presentations—PLEASE double check with their parent/guardian to be sure that member will be able to participate in the contest. (Schedules will be mailed out prior to Fair to the members and they will need to verify their scheduled time(s).

FAIR EXHIBITS ARE DUE AT FAIR MONDAY, AUGUST 2, 2010!

Exhibit Building Judging will run from 11 am – 6 pm

FOR HELP PHONE: 541-672-4461 or 1-800-883-7568
(or call the division Superintendent listed in the Fair Premium Book)
NOTE: BE SURE TO READ THE FAIR BOOK!
Premium books are available at local libraries, the Extension Office and the Fairgrounds.

2010 GENERAL 4-H COUNTY FAIR INFORMATION

Entry Bracelets:
Members- On Monday, August 2nd, 4-H members are eligible to purchase a fair entry bracelet for $8.00 after complete 4-H records are checked and a current health form is on file.
Leaders- Currently enrolled 4-H leaders are eligible to purchase a fair season pass for $8.00 on Monday, August 2nd. Leaders must have submitted enrollment forms with payment prior to May 15th.

Paying for Fair Entry Bracelets: A cashier from the fairgrounds will be available from 8 a.m. to 8 p.m. Monday, August 2nd in the Exhibit Building to collect bracelet fees. Clubs that want to pay for all their members/leaders bracelets must present a list to the cashier. Each club member or leader should inform the fairgrounds cashier that his/her bracelet has been paid for.

Member and leader bracelets will be available in the Exhibit Building on entry day at the Douglas County Fairgrounds. If members/leaders are unable to pick up their fair bracelet on Monday, they may do so at the Fairgrounds Business Office.

4-H Pre-Registration Forms:
Instructions are on the back of the white sheet. Refer to the Fair Premium Book for class number and name. Double check all information. Forms are due in the Extension Office or postmarked by July 1st.

Presentations: Any 4-H member may give a public speech, Impromptu Speech or illustrated talk on a subject of his/her choice. Sign up for presentations on the white pre-registration form enclosed with this letter. Be sure to indicate if the presentation will be indoor or outdoor and if it is a team or individual presentation.

Educational Displays: These classes are open to all 4-H members and are especially appropriate for those projects which have no project exhibits and for locally developed projects. Enter class numbers onto the Pre-registration form to compete in this category. For complete information, see Fair Premium Book.

Leader Badges: 4-H leader badges will be available for enrolled 4-H leaders to pickup at the Exhibit Building on entry day at Fair. Leaders are asked to return them after Fair.

Dormitory/Campers: Any 4-H'er planning to stay in the dormitory must pre-register using the Dormitory Registration Form. Families planning to stay in campers must complete the enclosed "Camper Space Registration" form. Forms must be returned to Extension Office before or postmarked by July 1st. Distance from Fairgrounds is a consideration for these spaces, as long as form is received by July 1st. Carefully review all guidelines with your members and their parents. Only six 4-H/FFA members are allowed per camper/trailer unit. A adult chaperone (over 21 yrs old) is required in each unit. Please use the form provided.

Participation & Behavior Guidelines:
Outline your expectations for 4-H members' conduct at Fair. Stress the need for cooperation among everyone, not just in your club or project area. The Fair should be a fun learning experience, not a week of polarization. You may refer to the Code of Conduct on the back of 4-H Registration form for topic review. All 4-H Clubs must have an adult supervisor on the grounds to assist their group throughout Fair. Any exhibit or exhibitor not following 4-H and Fair policies and guidelines may be released from fair as well as loss of premiums.

Meal Tickets: 4-H Kitchen meal tickets are sold to 4-H & FFA family members at a reduced rate of $3.25 for breakfast and $4.25 for lunch and dinner by pre-ordering on the enclosed form, or all day Monday until 5 pm in the 4-H Kitchen. After 5 pm they may be purchased at the Exhibit Building until 8 pm. Encourage families to purchase meal tickets and volunteer time in the kitchen!

Code of Practice/Ethics: A reminder to all youth, leaders and parents to review the Douglas County Code of Practice/Ethics along with all other guidelines printed in the Fair Premium Book.

County Fair Premiums: 4-H/FFA Lamb Show and County Fair premiums will be available to pick-up during the 2010 County Fair. Premiums may be collected by the 4-H/FFA members. No checks will be issued, no premiums will be mailed. Premiums will be distributed at the Fairgrounds Business Office except on Sunday, August 10th where they will be available at the Exhibit Building from 8 a.m. – 12 p.m.
Lamb Show Premium Pick-up – Wednesday, July 7th at 9 a.m. at the Douglas County Fairgrounds, business office. Any premiums not picked up by Friday, August 13th at 5 p.m. will be forfeited.

County Fair Premium Pick-up – Saturday, August 7th from 3 p.m. – 5 p.m., Sunday, August 9th from 8 a.m. – 12 p.m., and August 9th - 13th from 8 a.m. – 5 p.m.

VOLUNTEER HELP NEEDED!

1) 4-H Kitchen  This is the only Leaders Association fund-raising event for the entire year. Leaders are responsible for recruiting help! Shifts are 4 hours. Leaders, Parents, Friends & Youth (16 years and older) are needed for each shift. Proceeds from the kitchen support 4-H directly. The Kitchen Committee will work to accommodate anyone's schedule. We need each and every body to help! Please call or return the club's kitchen help form as soon as possible!

2) Registration - Entry Day  Tables are manned by volunteer help on August 2nd; more help means faster processing of entries. Contact the Extension Office with your offer to help out. Everyone is willing to help you learn how to do a job. Jobs are fun and simple -you are needed! (See form to be completed for your club & returned to the 4-H office.)

3) Awards/Recognition - Exhibit Building Awards will be given on Thursday, August 5th, at 7:00 pm prior to 4-H Fashion Revue. All other Fair Awards will be given on Saturday, August 7th at 3:30 in the Beef Ring. Look for the announcement. Help setting up is needed.

4) Citizenship Awards: Any leader, member, superintendent or 4-H Extension Staff may nominate a 4-H member for these awards. Only 4-H members are eligible to win citizenship awards, and nominations should be based on incidents and service at the Fair ONLY. There will be five awards presented. Forms to nominate Citizenship winners will be available in the 4-H Office in the Exhibits Building. Return the completed forms to the office by 9:30 am Saturday, August 7th!

Delivery/Parking Passes: There are NO FREE parking permits. Parking in public lots costs $4.00 per vehicle and will be assessed each time you park your car. Families are encouraged to use the free bus shuttle service.

Delivery/Parking passes are available for $25 per pass. This pass is both a delivery pass & parking pass for fair week. They allow vehicle entry onto the grounds until 9:00 a.m. each day. Delivery passes are transferable between families. Delivery/Parking pass must be purchased from the Douglas County Fair Office July 19- 23 from 8am-5pm.

RECORD BOOK REMINDER

Helpful Hint: Don't wait until the week before Fair to begin work on records. Start today! Record Book Guidelines are available at the Extension Office to help members learn the correct way to complete and assemble their record books.

4-H records must be assembled in a clean, flat cover. The records must include the following sections and be in the order as listed.

1) 4-H Project Book Cover
2) Identification Page
3) 4-H Permanent Record, 4-H033R
4) 4-H Project Records for each project entered at Fair
5) 4-H Project Supplemental pages (e.g. Production, Feed & Growth, etc.)
6) 4-H Notes, 4-H039R

All 4-H records will be checked and returned to 4-H'ers at the Record Book Table in the Exhibit Building. Incomplete record book will have until 8:00 p.m. on (Monday) Entry Day to be finished. Incomplete records after that time will disqualify the 4-H member from Fair competition. Missing record book pages will be available for purchase on entry day.

FAIR TICKETS FOR PARENTS, FRIENDS AND NON 4-H'ERS

Remember, only currently enrolled 4-H leaders and members receive wrist bands for Fair! Parents, relatives and friends do not. The Fairgrounds has season and discount tickets available for purchase by the public prior to fair. Advanced tickets can be purchased until – July 23rd available online at:

<table>
<thead>
<tr>
<th>Daily Admission</th>
<th>Advanced Tickets (purchased until July 23rd)</th>
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<tbody>
<tr>
<td>Adult (13 &amp; over)</td>
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<td>$9.00</td>
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<td>Child (6-12)</td>
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Exhibit Building Information

Exhibit Building Judging

Judging of static exhibits in the Exhibit Building will take place on fair entry day Monday, August 2nd, from 11 am to 6 pm. This includes judging of Clothing, Crocheting, Knitting, Expressive Arts, Foods, Home Environment, Plant Science, Engineering, Technology, Natural Science, Project Display exhibits, Home Economics and Decorating Contest. Fair Bracelet pick-up and Record Book Check will begin at 8 am and static exhibits may be left at the building for judging. Participation in Interview Judging is strongly encouraged for those entering exhibits.

Exhibit Explanation Card

The state 4-H office has standardized exhibit explanation cards, required for most static exhibits. The cards are available from the 4-H office after July 1st or online at http://oregon.4h.oregonstate.edu/fair-exhibit-and-contest-materials and will be available at the fairgrounds on entry day, August 2nd. Remember, you must have Adobe Acrobat Reader to view and print the materials. It can be downloaded free from: http://www.adobe.com. Exhibits which require a completed card include:

- Recipe for Foods Exhibit
- 4-H Art Exhibit
- Knitting and Crocheting
- Clothing Exhibit
- Fiber Art Exhibit
- Home Environment Exhibit
- Educational Display Exhibit
- *Child Development
- *Ceramics
- *Leather Craft
- *Photography
- *Food Preservation
- *Gardening
- *Computer project

*Cards and tags will be available from the Extension Office after July 1st.*

Exhibitor Dress Code

Exhibitors must follow dress code when competing in Home Economic or Presentation contests. Exhibitors will dress neat and clean with hair combed (long hair tied back when participating in cooking contests), shirts tucked in; dress walking shorts are acceptable if clean and neat.

Label Your Entries

All exhibits entered at County Fair must be labeled with Name of Exhibitor, County and Class Number. Clothing and knitting exhibits should have label sewn or ironed on the garment.
GENERAL ANIMAL SCIENCE INFORMATION

★ Vet Checks:
• **SWINE Entry** All swine must arrive at the fairgrounds and be vet checked by 3:00 p.m. on Monday, August 2nd. Anyone who cannot arrive by 3:00 p.m. should make prior arrangements with Andy Owens, Swine Superintendent (541-832-2182). All Market animals will be weighed in by club beginning at 4:30 p.m. The swine superintendent will contact leaders with the club order prior to fair.
• **Swine Photos** will be taken Tuesday morning from 8:30 a.m. until completed. 4-H members need to be available at their pen for weigh-in photos. (Remember, no photo – no sale! These photo’s are required as part of your participation in the market auction program.)

★ Other Swine Information:
    a) There must be a sheet of plywood no larger than 44 inches by 94 inches under bedding in each hog pen furnished by exhibitor. Pens are also to be wired to prevent them from coming apart.
    b) **Water dumping along Food Row is prohibited by the Health Department.** Water from the swine barn will be dumped in swine wash area or the dump area outside the horse barn.
    c) No extension cords or unnecessary electrical cords should be used to hang lights or other decorations.

★ Livestock Unloading Points:
Swine ..........................................Livestock Pavilion, South End (Vet Check/Haul-in 7 a.m.- 3 p.m., Weigh-in starts at 4:30 p.m.)
Goats & Sheep ...............................River Arena, West End (8:00 a.m. – 12:00 Noon & 3:00 p.m. – 7:00 p.m.)
Beef, Dairy & Horse ..........................Lower Arena, North End of Umpqua Park (8:00 a.m. – 12:00 Noon & 3:00 p.m. – 7:00 p.m.)

Remember that all animals entering the Fairgrounds must be checked by a veterinarian at time of entry and before they are penned or stalled. Health inspections are 8 a.m. – noon and 3-7 pm on Monday, August 2nd, for all animals except swine & dogs. Any animals penned or stalled prior to the inspection will be sent home automatically. Sheep may not be unloaded prior to vet check or they will be sent home. Please reinforce this policy with your club members. Vaccination certificates for horses, dogs and llamas are required by division superintendents on entry day.

★ Rabbits, Cavies & Poultry:
Enter the Fairgrounds through the Portland Street entrance at the back of the Fairgrounds on Monday, August 2nd from 8 am-noon and 3 - 7 p.m. The Small Animal Superintendent will call clubs with a suggested entry time. Small animals are exhibited all week. They will be released Sunday, August 8th at 7:00 am. Poultry will be dipped prior to being placed in barn. Poultry will be blood tested for Pullorum (see Fair Premium Book).

★ Stall & Pen Assignments will be posted by Saturday, July 31st. Bedding guidelines - see Fair Premium Book!!!

★ NO ANIMALS ON THE FAIRGROUNDS PRIOR TO 6 AM ON ENTRY DAY!

★ Decorations:
Due to Fire Marshall regulations, decorations must not block the view through the barns or stall area. (Horse Clubs should refer to Horse Barn Rules for more info.)

★ Dog care members:
Register for county Fair on Monday, August 2nd from 11 a.m. – 6 p.m. at the Exhibit Building. Do not bring your dog to the fairgrounds on Monday. Dog entry passes will be given to exhibitors at registration with directions of where and what time dogs can enter the fairgrounds.

Please Note: 4-H dog members must confine their dogs to the show area their dogs to the show area when on the grounds (see the Dog Care section in the Fair Premium Book). Dogs being shown in the 4-H division may stay in the 4-H/FFA camper area during Friday night (August 6th) with Dog Superintendent approval (see Dog Overnight Request in fair letter).

★ Oregon State Fair:
This is an opportunity for those wanting to exhibit beyond the county level. Please read the state fair section of the Fair Premium Book to see if any youth in your club qualify and/or would be interested. All exhibitors are responsible for appropriate deadlines.

★ Equipment:
Club members should put their names on their equipment and have a place to keep their equipment. Individual tack boxes or a club box is fine. Thirty inches long by 18 inches wide and 15 inches deep is as large as can be handled and stored easily. Two boxes this size or smaller are better than one larger box. A shallow tray with compartments is good. Records and papers can be secured to the underside of the lid.

★ Delivery Information:
Contact Douglas County Farmer’s Co-Op or your local feed store for information regarding deliveries during Fair Week. Each person is responsible for their own arrangements.
General Animal Science Information (Continued)

**DRESS CODE:** 4-H members are visual representatives of the 4-H program. Therefore, appropriate dress is required for members and leaders when on duty in livestock barns. Appropriate dress for duty in barns would be jeans (preferred) and closed-toed shoes for safety. Horse members see “Horse Barn Rules”.

**HORSE**
Long sleeves, boots, belts (if there are belt loops) are required in all classes. Boots are required whenever member is mounted in the arena, in the horse barn, and all areas where horses are present. The ASTM F1163 approved headgear with SEI certification and labeling is required to be worn and properly fastened when mounted on an equine or in a cart, buggy or wagon being pulled by one or more horses.

**LIVESTOCK**
Dress Code will be enforced for conformation, showmanship classes and the auction. Exhibitor should be neat and clean with hair combed and shirts tucked in: no shorts, no tank tops, no gum, no open toed shoes, no hats! FFA members are to wear official dress. Small animal exhibitors are to wear long sleeved shirts. 4-H Club T-shirts are acceptable, however, T-shirts with other writing or logos **WILL NOT** be permitted. Members not following dress code will be asked to change clothes prior to entering the show ring and/or auction ring. Be on the safe side--bring an extra set of dress clothes for showing and the auction.

Exhibitors who sell market animals are encouraged to bring a change of clothes specifically to be worn at the Show/Auction. Violation of the dress code may cause forfeiture of Fair premiums.

**GROOMING CHUTES/STANDS:**
Please check grooming chutes and stands for safety. They should be in sturdy condition, free from sharp edges, etc. Placement of the chutes and stands at the Fairgrounds is to be done so that foot traffic and spectators are not inconvenienced or put in an unsafe situation. Space for beef and dairy chutes will be limited to that area east of the beef/dairy show ring. Chutes are to be set-up to provide safe access for animals and owner. At this time it is suggested that club members share chutes. **REMEMBER:** Animals are **NOT** to be left unattended in the grooming chutes or stands. ID cards should be placed on equipment (cards available at the 4-H Fair Office).

**TRANSFER OF OWNERSHIP**
An E-Slip for a member's steer must be presented at Fair to the Brand Inspector. The E-Slip is to be completed on the date the member takes possession of the steer (on or before March 1st). It is to be completed by the person from whom the steer is purchased. One copy of the E-Slip was to be sent to the Department of Agriculture in Salem within 72 hours of ownership change.

E-Slips are obtained from a Brand Inspector for a small fee. This covers the Brand Inspection and Beef Check-Off fee. Each time the animal changes ownership $1.50 is collected for the Federal Beef Check–Off Program. (4-H members have $1.50 deducted from their sale check at the County Fair). For more information contact the local Brand Inspector.

**Animal Science Records:**
4-H’ers cannot exhibit or show in any fair class or sell Market Animals at the Auction unless they submit a complete set of 4-H records by 8 pm Monday, August 2nd, registration and entry day. See Record Book Reminder under General 4-H County Fair Information for record assembly directions.

**Production Records** are required for exhibitors of animals in production classes. One copy of these records must be included in the 4-H’ers record book. A second copy of these records must be turned in to the division superintendent on entry day, August 2nd.

**Feed & Growth Records** are required for market animals. One copy of these records must be included in the 4-H’ers record book. A second copy of the Feed & Growth Records must be turned in to the overall livestock superintendent, Dixie Williams, by the Exhibitors meeting, 8 a.m. Wednesday, August 4th.

**Parking on Entry Day:**
Please refrain from leaving trucks and trailers unattended on the Fairgrounds entry day. Do not park your vehicle where it will block others or leave the vehicle in the Lower Arena. Remove livestock hauling vehicles by 8 pm Monday, August 2nd.
General Animal Science Information (Continued)

**Beef Awards Consideration Form:**
Several beef awards require the proof of the dam and sire's breeds. Please indicate this information on the Fair pre-registration form (animal breed column). Also be sure to enter date of birth on Production Animals.

To be eligible for specific Breed Awards, please pick up the Cattle Breed Award Form from the 4-H Office or Beef Superintendent and return it by Wednesday at 10 am as indicated on the form.

**Livestock Judging Contest:**
Eight adult group leaders are needed for the Judging Contest on Friday, August 6th. Please contact the 4-H office if your club has volunteers!

**Unruly Animals:**
The 4-H superintendent has the authority to disqualify any animal that is unruly or is not controllable by the 4-H member.

**This rule will be strictly enforced.** The process used at County Fair is as follows:
- The superintendent will talk with the 4-H member and leader regarding any potential problems.
- The animal may be transported to the barn at the discretion of the superintendent(s).
- If a concern exists, the division superintendent(s), overall livestock superintendent, 4-H Program Assistant and 4-H agent will discuss collectively.
- Animal will be monitored throughout the fair by the superintendent and the superintendent may send the animal home at any time.
- If an animal is deemed unruly, it will be released. Exhibit release forms must be signed by overall livestock superintendent, 4-H Program Assistant or 4-H agent.

**Horses:**
Refer to Fair Premium Book Vet Guidelines. All horses must have a current vaccination certificate for Vet check on Monday.

**Sawdust and Bedding Guidelines:**
Please refer to the Fair Premium Book. "Sawdust bedding will be provided by the Fairgrounds for all barns. Sawdust is to be used moderately. The amount used will be monitored and regulated by superintendents. Straw will be provided by exhibitors. Any deviation from these guidelines may result in loss of premiums and/or disqualification from the Fair."

**Animal Care and Fitting Guidelines:**
Many of you have asked or will ask what guidelines will be followed regarding fitting and care of animals during fair. While at the fair, 4-H exhibitors are expected to care for, groom and exhibit their own animals except for normal care given during barn duty when members may coordinate and cooperate to ensure proper husbandry.

However, because of the educational nature of the fair, it is appropriate for parents, leaders and/or other persons to give verbal assistance in the preparation of livestock for show. Additionally, 4-H members in good standing in Douglas County may assist each other. Any exceptions must be approved in advance by the barn or division superintendent, Extension Agent or 4-H fair rules. Of course, safety is of primary concern and common sense actions/interventions by adults are allowed, when appropriate.

**Animal Release Policy:**
Animals released by fair/fair management will not be allowed to return to the Fairgrounds. Veterinarian release requests must be made on site and with the knowledge of the fair management. Animal Release Forms are available from the 4-H Office. Those 4-H animals released will not be eligible for the present years State Fair competition. This policy is subject to exception only by the overall fair management team.

**Barn Hours:**
To ensure that 4-H youth have proper supervision, 4-H youth are not to be in any of the animal barns after camper/dorm curfew (10 p.m. Monday – Thursday and 11 p.m. Friday-Saturday) or in the animal barns prior to 5 a.m. each morning.