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| **Washington State 4-H Fair**  WSU Puyallup ❖ 2606 W. Pioneer ❖ Puyallup, WA 98371  Off Season (Oct 1 – Aug 15): 253-445-4630; Fax 253-445-4587  Fair Time (Aug 16-Sept 30): 253-770-5410; Fax: 253-770-5412  Email: st4hfair@wsu.edu  Website: <http://extension.wsu.edu/4h/fairs/state-4-h-fair/> | WASH4H |

To: County 4-H Agents/Program Assistants

Volunteer County Coordinators

State 4-H Fair Board and Staff

From: Tom Gwin, Manager

Washington State 4-H Fair

Date: June 30, 2016

Subject: 2016 Washington State 4-H Fair

The 2016 Washington State 4-H Fair will be held September 2-25, in Puyallup, in conjunction with the Washington State Fair. Our host fair, the Washington State Fair, has expanded their dates to open on Labor Day Weekend, thus the increase in the number of days will affect us. While we add another week, the fair will be completely closed on Tuesdays. We have worked out our schedule to operate within this framework.

Please review this information and the referenced materials. Share the information with those individuals involved with preparations for State 4-H Fair participation. We know this information will be helpful.

The State 4-H Fair fairgrounds office will open on August 15; phone 253-770-5410. The fairgrounds fax will be available on August 15: 253-770-5412. You can continue to use the WSU Puyallup phone number; it will be programmed to forward your call. Please do not leave messages at WSU Puyallup after August 15.

I will be covering changes and new programs in this letter. Other information is available in the 2016 State 4-H Fair Exhibitor Guide. This letter is to assist you in preparing your members for the fair.

**2016 STATE 4-H FAIR EXHIBITOR GUIDE**

The State 4-H Fair Premium Book is now known as the “Exhibitor Guide”. This year’s version is available online at <http://extension.wsu.edu/4h/fairs/state-4-h-fair/> . This is a different website than in previous years. There are several sections to the exhibitor guide.......introduction, schedules, contests/activities, still life, livestock/small animals, and equine. Please print out the entire book or just what is needed for your participants. We will not have extra copies of the exhibitor guide available during the fair.

**WHAT’S NEW IN 2016…..**

Look through the exhibitor guide to find our new events this year: 4-H Shooting Sports (Archery) Activities, 4-H Talent Showcase, and the STEM Hands-On Activities. Most of these new activities do not have a pre-qualification requirement.

**2016 EXHIBITOR LETTERS**

All exhibitor letters may be found on the State 4-H Fair website. Please note the sheep letter is separate from the other livestock species. All participants should also receive 1.10m as it gives information on passes, parking, camping, etc.

**ANIMAL ALLOCATIONS**

Final animal allocations have been sent via 4-H Talk and are also on the website: <http://extension.wsu.edu/4h/fairs/state-4-h-fair/> . Please note that exhibitors may show more than one species of animals, provided the species have different show times. Equine exhibitors may now show in multiple equine sections as well. It is up to county personnel to determine if exhibitors will be allowed in more than one equine section. Fair personnel will not hold classes to accommodate this as we are already on a tight show schedule.

**ANIMAL ALTERNATES**

Equine-Cat-Llama-Dogs-Goats: Submit animal entry cards (CO945) for alternate equine, llama, cat, and dog exhibitors, clearly marking them and sequencing the as “Alt#1, Alt#2”, etc. Make sure the exhibitor phone number is included on CO945. Alternate exhibitors will be contacted directly as space is available. It is very likely that alternates will be called.

Livestock-Rabbit/Cavy: Exhibitors should list, on CO945, all animals qualified at the county level that the 4-H exhibitor plans to bring to the State 4-H Fair. If possible, we will allow the exhibitor to bring all of their qualified animals. If necessary, we will reduce the total number of animals per exhibitor, rather than to eliminate exhibitors – if the number of animals is too large for our space/pens available. We will make contact with the affected exhibitors in that event; make sure the exhibitor telephone number is included on each CO945.

**ANIMAL ENTRY FORMS AND ROUND UP FORM**

Animal Entry Forms (CO945) should be ordered from WSU Publications. The form has been slightly revised this year, however, please use your old supply until you need to reorder. The entry form should be completed at the county level, for each animal exhibitor, in classes 400-999. Completed animal entry forms should be bundled in the “Round Up” forms for each species. We hope the round up forms will help prevent “lost” entry forms and also serve as a certification that the enclose entry forms are eligible to participate in the State 4-H Fair. Completed animal entry forms and round up forms are due by August 28 to the State 4-H Fair Office. The forms must be mailed; however, you can fax the round up forms to meet the deadline and then put the original round up forms and entry forms in the mail. **NOTE: PLEASE DO NOT FAX EXHIBITOR INFORMATION FORMS**. PUT THEM IN THE MAIL AS LONG AS THEY WILL ARRIVE AT THE FAIR BEFORE THE EXHIBITOR.

Each exhibitor should list all animal classes and lots (herdsmanship, fitting/showing, type, performance) on entry forms for each species. If the exhibitor is showing two different species of animals or are in multiple equine sections, then the exhibitor will have multiple entry cards. Dog obedience and dog agility should be on the same entry form.

Substitute animals will not be allowed at the State 4-H Fair if they were not qualified by the exhibitor at the county qualifying event. **In addition, participants may only enter classes at the State 4-H Fair if they have qualified in the same class at the county level. This is not a new ruling, but one we are having to enforce more often. It is the responsibility of County Extension Staff and volunteer county coordinators to oversee their entries and make sure members are only entering classes in which they have qualified at your county qualifying show**. Any exhibitor with an unqualified animal will be immediately removed from the show and sent home.

In the area on the entry form where the animal must be identified, the following information is needed by our superintendents to set up their show classes:

* **Rabbits/Cavies** should be listed with ear tattoo, as well as breed/variety and birth date.
* **Obedience Dogs** should be listed with their breed and given name, as well as obedience class title.
* **Agility Dogs** should be listed with breed and given name, as well as agility class and jump height.
* **Cats** should be identified by their class title, given name, and birth date.
* **Horses** should not be identified by breed, sex, name, age, tattoo or grand; the class titles should be listed instead. We need the height of all horses in the harness driving classes.
* **Llamas** should be listed by birth date and sex; in addition, the class titles should be listed.
* **Livestock** should be identified by birth date, breed, and class name. If animals are branded, tattooed, or tagged, that information can be included also.

We only accept animal entry forms for the County Extension Offices. We will only allow class changes to correct an obvious error. The round up forms certify that you have reviewed the entry forms and the exhibitors are eligible for participation in their registered classes at the State 4-H Fair.

**CAT SHOW SCHEDULE**

With the expansion of the fair, it became necessary to add an additional day to the cat show. Cats will be on their traditional weekend, but will not go home until Monday evening. This change should assist in easing their packed schedule.

**COMMODITY PRESENTATIONS**

We have a major change in the commodity presentation program this year. The participant may choose any commodity grown in Washington state. All commodities will be in the same class, broken down into intermediates and seniors. There is no limit as to the number of entries from each county. All blue ribbon winners are invited to participate. The participant may choose the day and time (between 11 am and 6 pm) for their presentation. Please list participants in this program on List #3 of WS4HF 1.06m.

**COUNTY ACTIVITY REPORTS**

The following items are to be mailed, emailed, or faxed to the State 4-H Fair by August 24 or as soon thereafter as possible:

* WS4HF 1.06m – State 4-H Fair Public Presentation/Public Speaking Report
* WS4HF 1.07m – State 4-H Fair Activity Report
* WS4HF 1.09m – Kitchen Activity Report

If your county fair ends later than August 24, please complete the forms and send to us as soon as you can. We really need everything prior to Labor Day so we can work on the fair over that weekend. Your assistance in completing these forms will allow us to call alternates to participate in the fair.

**COUNTY COORDINATORS**

We do have a job description available for State 4-H Fair County Coordinators. If you have a coordinator, please email their name and contact info (address, telephone, email) to us at [tagwin@wsu.edu](mailto:tagwin@wsu.edu) at your convenience. It is important that we continue to communicate with the coordinators as well as WSU Extension personnel. The job description is available on the State 4-H Fair website.

**CREDIT/DEBIT CARDS**

We are able to accept credit and debit cards at the WA State 4-H Fair. It will mostly be available for dormitory fees, but can also be used for purchase of 4-H novelties in the 4-H Office.

**CREATIVE CONSUMERS/$10 CHALLENGE**

The $10 Challenge is a part of the Creative Consumers of Fashion Class. Participants may enter either the regular CCF class or the $10 Challenge class. A description of the class is in the Exhibitor Guide.

**CREATIVE KIDS PROJECTS**

We have selected five areas for all 4-H members to participate. The “Creative Kids Projects” are intended to expose 4-H members to other projects and to spur creativity. This year’s projects are: Baling Twine Creations (creative art project), Poetry – “Autumn” (writing project), “America the Beautiful” Photos (photography project), Recycled Metal Cans (recycling project), and Bar Cookies (culinary project). 4-H members (juniors-intermediates-seniors) may enter any or all areas. Cash prizes will be awarded for first through third places in each age division. There is no pre-qualification at the county level….bring items directly to state. All entries must be entered on August 29-30 as judging will take place on August 31.

**DOG ACTIVITY SCHEDULE**

The dog obedience schedule has been adjusted with the change in fair days. We will have eight days of obedience shows. Dog agility will be on one day. All agility dogs will arrive on Saturday, Sept 17, 9-10 a.m. Fit/show class on that day will begin at 11 a.m. This will allow all dogs to complete fit/show class prior to the beginning of the agility classes that afternoon.

The dog judging contest will be on Sunday, September 18, with registration at 8 a.m. The judging contest will begin at 8:30 a.m. and be completed by 12 p.m. We will have an obedience dog show following the judging contest. TheDog Bowl (a fun activity) will be held that afternoon in the Paulhamus Meeting Room.

**DORMITORIES**

Temporary residency in a State 4-H Fair dormitory is often essential if a 4-H member is to participate at the State 4-H Fair. Dormitories will open on Thursday, September 1 and close on Sunday, September 25. Please keep in mind that the dormitories will also close on each Monday at 2 p.m. and will reopen on each Tuesday at 4 p.m. Our dormitory fees are intentionally nominal, within reach of most families. However, dormitory use remains a responsibility and a privilege, not a right. Most of the time, our guests are responsible citizens, complying with our expectations and understanding the reasons for the restrictions that may be placed on their freedoms while at the fair. There are occasions when the 4-H youth and/or their parents forget that there are reasonable expectations of both the youth as well as his/her parent or chaperone. When those misunderstandings are discovered, your office will be notified. Disciplinary measures may be initiated by the Fair Manager, independent of any action from County Extension Staff. Due to our concerns for the safety and security of all our guests, we may emphasize seemingly unimportant expectations. We hope for your cooperation and support. Only enrolled 4-H leaders and immediate family member chaperones will be allowed in the dormitories as adults. Non-enrolled family members who are serving as chaperones are subject to a background check. **Please inform your dormitory residents that no mattresses will be provided due to sanitary reasons. Dormitory residents may bring their own eggshell-type mattresses, foam pads, or other appropriate items**. This year’s fees for the dormitories are:

Exhibitor - $10 per night

Chaperone - $20 per night

Non-Exhibitor -$40 per night (if available)

**DORMITORY RESERVATIONS**

**We do not accept reservations for the dormitories**. You may request housing in the dormitory by completing Form 1.01m Exhibitor Information Form. We have not turned any exhibitors away from the dormitory for the past eight years.

**EDUCATIONAL DISPLAYS**

Educational displays and posters will not be judged. All 4-H members submitting an entry in Class 70, Educational Displays, will receive a special participation ribbon and premium points as indicated in the Exhibitor Guide. The entry/judging fee does not apply to entries in this class as they are not being judged.

**ENTRY (JUDGING) FEES**

The State 4-H Fair Board has instituted an $8.00 entry fee for all exhibitors entering judged classes. Rather than have county personnel collect these fees, we have decided to deduct the entry fees from the premium check of each exhibitor. This puts the work on our state fair staff and not on Extension staff or other volunteers. If an exhibitor has a premium check for less than $8.00, we will deduct just the amount of the check (i.e. an exhibitor has a premium check for $5.82….we will deduct the $5.82 and the child won’t get a check this year. We will **not** bill for the remaining $2.18.) The annual cost of fair judges is nearly $15,000. This small fee will allow us to continue providing quality judges and to improve the quality of judging in other areas.

**ENTRY TAGS AND FORMS**

We are using the same entry tags as last year. While the entry forms have been modified, it is perfectly fine to use your old stock. You may order entry forms and tags from WSU Publications:

CO673 – Still Life Exhibit Tags

CO944 – Still Life and Activity Entry Form (green print)

CO945 – Animal Entry Form (blue print)

**EQUINE ENTRY FORMS and ROUND UP FORM**

Please complete equine entries per the final allocation. For each section, print a copy of appropriate round up form (5.74, 5.75, 5.76, or 5.77) Equine Round Up form for the section (available online). The Round Up form must be signed by County Extension staff. Your signature certifies that the entrants are eligible for state fair participation and that all exhibitors have been entered in classes in which they have qualified. This is especially important in dressage levels, gaming classes, and equitation over fences jump heights. Complete the round up for each equine section and wrap the entry forms for that section in the Round Up Form. Please send to us sorted in this manner. **We will not allow exhibitors to either change or add classes once they arrive at the fair.**

**EQUINE – DRESSAGE AND HARNESS SECTIONS**

With the change in fair dates, it was necessary to separate the dressage and harness sections. Please be sure your exhibitors understand the schedule change this year.

**EQUINE – DRESSAGE**

Dressage tests have been revised by the USDF. All riders (both intermediate and senior) will ride Test 3 at their respective level (Training, 1st, or 2nd Level). All tests will be ridden in the standard sized arena.

We will again offer a class in Dressage Seat Equitation, a rail class using dressage seats. Participants in this class must have qualified in the same class at the county level.

**EQUINE – SENIOR PERFORMANCE**

Senior Equine Performance exhibitors may enter five riding classes this year. To give more options to the senior performance exhibitors, we are again offering class titled “Disciplined Rail”, to be ridden in either Western attire or English attire. Senior exhibitors may enter either the Western or English class, but not both. Participants in this class must have qualified in the same class at the county level. Rules for the “Disciplined Rail” class can be found on page 102 of the exhibitor guide.

**EQUINE – SENIOR WESTERN GAMES**

Senior Western Games exhibitors may enter five gaming event classes this year. We are striving to offer strong equine shows and feel that this will give our exhibitors the opportunity to ride another class to better fill out the show days.

**EXHIBITOR INFORMATION FORM 1.01m**

This form is available online. **It is required for all exhibitors who receive passes for admittance to the fair**. This form is used at the fair to certify that the exhibitor represents your county 4-H program, the member has an identified and approved chaperone, and that those exhibitors and family members who want access to the dormitory and shower facilities have county approval. Both the front and back of the form should be completed, signed by the parent/guardian, and mailed to the State 4-H Fair Office so it arrives prior to the exhibitor’s first day of fair participation.

**JUDGING CONTEST – NATIONAL QUALIFYING EVENTS**

The Equine Judging Contest will be held on Saturday, September 10 at 8 a.m. in the Paulhamus Arena.

The Livestock Judging Contest will be held on Saturday, September 17 at 8 a.m. in the AgriPlex Arena. The date change was necessary because of the change in fair animal rotations.

The Dairy Judging Contest will be held on Saturday, September 17 at 12 p.m. in the AgriPlex Arena. We will be using the available 4-H and FFA animals for this judging contest. Unfortunately due to the lack of breeds available, this will not be a national qualifying event. It will, however, serve as a practice event for the national team members and be an excellent opportunity for our other 4-H dairy project members.

**LIVESTOCK ANIMAL SHOWS**

Large livestock animals (beef-sheep-swine-llamas-dairy-goats) will arrive on Friday, September 16. Please be sure your exhibitors have the detailed arrival instructions as far as which gate to enter, times, etc. Also this year, we will be enforcing the arrival times by zones:

Zone A Counties (King, Kitsap, Mason, Pierce, and Thurston) will arrive 6-7 a.m.

Zone B Counties (Cowlitz, Grays Harbor, Jefferson, Lewis, Pacific, Skagit, and Snohomish) will arrive

6-8 a.m.

Zone C, D, and E Counties (all others) will arrive 6-9 a.m.

Arrival after your designated time will move you to the back of the line for vet check and unloading your animals. Departure will be on Monday, September 19 16 at 6 p.m. We have worked out a new show schedule. While the schedule isn’t perfect, it is the best we could do for this year. Please refer to the Exhibitor Guide for a correct list of times and locations of all animal shows.

**MOTEL LIST**

Rather than to generate a new document, we are referring exhibitors to the motel list on the Washington State Fair website. The list can be found at <http://www.thefair.com/plan-your-trip/lodging/>

**NATIONAL EQUINE PRESENTATIONS**

National Equine Presentations are scheduled for Sunday, September 11 in the Paulhamus Meeting Room at the fairgrounds. Each county may submit one individual presentation, one two-person team presentation, and one public speech. Please list your participants on List #3 of Form 1.06 Public Presentation/Public Speaking Report. State winners will represent our state in national competition in Louisville, Kentucky in November.

**PASSES**

Each County Extension Office will receive complimentary gate passes in early August, based on your county’s participation in the 2015 State 4-H Fair. Each 4-H member participating in this year’s fair will receive one gate pass for themselves and one for a chaperone. On their first fair participation day, they will pick up additional passes at the State 4-H Fair Office.

Passes for county staff members and those volunteers who have county-assigned responsibilities at the State 4-H Fair will be included in your packet of passes. You can best identify those individuals and thus must distribute passes to them. We will not distribute passes to these individuals from the State 4-H Fair Office.

Please remember to return all unused passes to us at the end of September. We are responsible to the Washington State Fair to wisely and fairly distribute their gift to our 4-H participants. We must return all unused passes to the WSF and report the actual usage in our final fair participation data for the year.

**PERFORMING ARTS SHOWCASE**

We have set aside one day to showcase our 4-H members in their performing arts projects. The showcase will be on Sunday, September 4 at 3 p.m. and will be located in the Dog Show Arena. Sign your participants up on the County Activity Report Form.

**PUBLIC PRESENTATION/PUBLIC SPEAKING REPORT FORM 1.06m**

This generic form is available online. Please is this form and list the date assigned to your county for public presentations. Those members needing to schedule a time on a day other than your county day should call the State 4-H Fair Office after August 28 to obtain a time for their presentation.

**RABBIT & CAVY SCHEDULE**

The rabbits and cavies will stay one additional day this year. They will continue to arrive on a Friday morning, but will not depart until the following Monday evening.

**ROBOTICS & HANDS ON STEM ACTIVITY**

With increased interest, the 4-H Robotics Activity with a Hands-On STEM activity under the coordination of Janet Edwards. The events will be held on the opening weekend, September 2-5. Please refer to the exhibitor guide to see the focus events of each date. You may sign up either teams on individuals to participate. We will put teams together. For more information, contact Janet at WSU Spokane.

**SHIPPING EXHIBITS**

It is quite convenient, for all but the closest counties, to ship still life exhibits to the State 4-H Fair. If possible, exhibits should be sent in time to arrive prior to Labor Day. If they are coming from counties with fairs ending after Labor Day, they need to arrive on or before September 20.

Please include a completed packing list, of that box’s contents, in each box. List the contents on Form 1.52b (available online). Please do not mail perishable food items. The boxes may not be opened for several days after receipt and judging will be throughout the fair, and no later than September 20. Food could become quite stale before judging.

Checks or stamps to pre-pay return postage should be sent in a separate letter directly to the State 4-H Fair Manager. Please do not enclose cash, checks, or stamps in the shipping box. Include a copy of the packing list with your payment. You may ship your exhibits to us using any carrier; however, we will return your package via the US Postal Service.

Exhibits will be returned to senders in the same boxes they were delivered in. and using the same packing materials. Please pack carefully to prevent damage to your exhibits.

If you aren’t in a hurry to get your entries back, I will deliver entries to the State 4-H Forum in Pasco in October. This would save the cost of return postage for your exhibits. Please let me know if you want to exercise this option.

**STATE 4-H FAIR WEBSITE**

In addition to the exhibitor guide, the following forms/letters are available on the State 4-H Fair website <http://extension.wsu.edu/4h/fairs/state-4-h-fair>/

PERSONNEL

County Coordinator Job Description

INFORMATION NECESSARY TO COMPLETE RESPONSES

2016 Final Allocations – WA State 4-H Fair

Form 1.05m 2016 Public Presentation Master Schedule

Form 1.08m 2016 Kitchen Activity Master Schedule

RESPONSES REQUESTED ON THE FOLLOWING REPORTS:

Form 1.06m State 4-H Fair Public Presentation/Public Speaking Report

Form 1.07m State 4-H Fair Activity Class Participation Report

Form 1.09m State 4-H Fair Kitchen Activity Report

Form 1.52b Postal Entry Report

Form 5.74h County Performance Horse Section Round Up

Form 5.75h County Western Games Horse Section Round Up

Form 5.76h County Harness Horse Section Round Up

Form 5.77h County Dressage Horse Section Round Up

Form 5.86L County Cat Round Up

Form 6.84L County Dog Entry Round Up

Form 8.83L County Rabbit/Cavy Round Up

Form 9.87L County Goat Entry Round Up

Form 9.88L County Livestock Round Up (use for beef, dairy cattle, sheep, swine, llamas)

GENERAL INFORMATION FOR 4-H FAMILIES

Form 1.10 General Information – Security, Parking, Passes/Tickets, Entrance Gates, Camper Space Rentals, Dormitories, Role of Parent/Leaders, Appropriate Dress

TO BE COMPLETED AND RETURNED TO THE STATE 4-H FAIR BY OR FOR INDIVIDUALS:

Form 1.01m Exhibitor Information Form

EXHIBITOR LETTERS AVAILABLE:

Form 1.12m Exhibitor Letter – Judging Contests

Form 1.13m Exhibitor Letter – Groom Squad

Form 1.14m Exhibitor Letter – Equine

Form 1.16m Exhibitor Letter – Cats

Form 1.17m Exhibitor Letter – Obedience Dogs

Form 1.18m Exhibitor Letter – Sheep

Form 1.19m Exhibitor Letter – Rabbits/Cavies

Form 1.20m Exhibitor Letter – Livestock

Form 1.21m Exhibitor Letter – Llamas

Form 1.22m Exhibitor Letter – Kitchen Activities

Form 1.23m Exhibitor Letter – Public Presentations

Form 1.24m Exhibitor Letter – Fashion Revue/Creative Consumers of Fashion

Form 1.25m Exhibitor Letter – 4-H in Action/Performing Arts

Form 1.26m Exhibitor Letter – Agility Dogs

Form 1.27m Exhibitor Letter – Robotics Activity

Form 1.28m Exhibitor Letter – Shooting Sports (Archery) Activity

CONTEST INFORMATION (posted under “contests”):

Commodity Public Presentation Flyer

Creative Kids Projects Flyer

National Equine Public Presentation Contest Guidelines