

4-H BOOTH GUIDELINES

1. Clubs with over 15 project* **MUST** have a booth.
*includes any project that requires an exhibit for completion (i.e. everything but livestock)
Contact the office if your club has less than 15 projects and would like a booth. This will depend upon available space.
 2. Cloverbuds are encouraged to have a display, but it is not mandatory. Livestock Projects do not require a display in the booth.
 3. Project Books **DO NOT** have to be in your booth unless they are a part of the project's Fair Exhibit Requirements. Refer to the Project Guidelines or the *Fair Book*.
 4. Booths sizes vary: (6' w x 6' h); (8' w x 6' h); (12' w x 6' h); (18' w x y' h) (h=back height)
 5. **NOT ALLOWED:**
 - a. **DO NOT USE** highly flammable materials (ex. straw, leaves, cotton batting, foam, mulch etc.
 - b. **DO NOT USE** Electricity in your booth
 - c. **DO NOT USE** Glitter or Sand on the floor
 6. Be courteous of neighboring booths when decorating. **DO NOT** use decorations that extend beyond the wooden framework.
 7. Every required project must have a **visible, legible Exhibit Card attached**. Cards are provided by the Extension office and will be in your club file in July. Projects not required in booths (such as livestock projects) may use a method of identification other than these pre-printed cards.
 8. We recommend that booths have a secure front covering of plastic to protect projects from dust, wind and others. Place Clothing projects in clear "dry cleaner type" bags to prevent damage.
 9. **Booths and displays must be in place by 9:00pm on the first Saturday of the fair.** Booths will be judged (judging is optional) on Sunday morning and open to the public Sunday afternoon.
 10. Booth scoring based on:

a. Workmanship	25 points
b. Appearance	25 points
c. Use of Theme	25 points
d. 4-H Message	25 points
 11. Encourage your members taking Nutrition Projects to enter the Bake Review instead of placing a display in the club booth! Note: It is acceptable for members to do either the Bake Review or a booth display.
 - a. Bake Review entries accepted Tuesday of fair, from 9:00am to 12noon
 - b. Bake Review awards will be posted by 4:00pm
 - c. Winners will receive awards during the Saturday Awards Program at the Band Stand.
 12. **Booths MUST be taken down on the last Saturday of the Fair at exactly 4:00pm.**
 - a. Booths **CANNOT** be taken down early! (as per the Senior Fair Board Rule)
 - b. Make sure someone is in the building at 4:00pm to remove decorations and take exhibits
 - c. Trash bags will be provided
 - d. The Extension office is not responsible for items left after the 'tear down'.
- JUNIOR FAIR BUILDING (Booth) PATROL:**
Each club that has exhibits in the Jr. Fair Building is required to have at least two advisors or volunteers patrol the building. Return Patrol sign-up cards to the Extension Office by June 15.

