



## RESPONSIBILITIES & DUTIES OF DEPARTMENT SUPERINTENDENTS

You are the **HEART** of the Southwest Washington Fair. The Lewis County Board of County Commissioners, Fair Advisory Commission, Fair Staff, and Fairgoers appreciate the time and energy you give to make your departments happen. *The Fair counts on you to conduct the activities of your department. Thank You!* To make your job easier we have compiled a list of tasks.

### BEFORE THE FAIR

- Revise, update, and make changes or corrections to the exhibitor's handbook listing for your department. A copy of your department's section from this year's handbook will be supplied to you prior to fair. This gives you the opportunity to make changes during the fair and turn it back in to the Fair Office after the fair. ***The Exhibitor's Handbook changes for the Fair are due by October 1<sup>st</sup>.***
- Judge Requests – Please see the judge request form available online at [southwestwashingtonfair.org](http://southwestwashingtonfair.org)  
***Judge Request Forms are due by June 1<sup>st</sup>.***
- The Fair Office will send a letter inviting the prospective judge. This letter includes the department to be judged, the date and times the judging is needed, and the amount of payment for the judge's service. (All financial arrangements with judges must be cleared through the Fair Manager.) Included with this letter are: Two copies of the Judging Agreement, a copy of your department/division's section of the exhibitor's handbook, and a W9.
- Keep current on what is new and exciting in the fair industry pertaining to your department.
- Notify the Fair Office of any sanction paperwork and fees required for your department/division's upcoming show.
- Encourage entries in your department. Help to promote activities that are happening within your department. This will increase interest and help increase the number of exhibits.
- Prepare the area for the exhibits. Check your space and see what extra items you may need to make your area new and exciting. You may need to provide special racks, extra lighting, posters, labels, card tables, tablecloths, etc.
- In the Fall submit award (ribbons, medals, plaques, trophies, certificates, banners, etc.) requests and fair supply (open class stall signs, people's choice ballots, exhibitor tags, coop tags, etc.) requests to the Fair Office taking into account the type of activities your department currently has planned. Please indicate the total number you need for the current year. ***This order needs to be in to the Fair Office by October 1<sup>st</sup> for the following August Fair.***
- Do a walk through of your department area and report to Fair Office any maintenance repair projects that need to be completed by the current year's fair.
- If you want to purchase supplies, materials, or equipment for your department and expect to be reimbursed for these purchases, make sure you get prior written approval from Fair Manager. There are budget constraints that need to be considered in this area and prior planning with Fair Manager is required.
- Be responsible for accepting all exhibits for your department. Assist exhibitors in filling out their entry form. Check for the right Department/Division, Class, and Lot. Make sure all exhibits have an exhibitor name attached to them. This may include securing volunteers for this activity.

## RESPONSIBILITIES & DUTIES OF DEPARTMENT SUPERINTENDENTS (CONTINUED)

- Encourage educational exhibits entries.
- Include educational material for the public in your department describing how exhibits are entered, how exhibits are selected, raised, prepared, judged, etc.
- Prepare exhibits for judging. See that all exhibits are entered and arranged properly. Have all exhibits ready for judges according to the judge's instructions.
- In no way attempt to advise judges regarding placement of awards. Offer support to judges. Provide help and assistance with record keeping, clerking etc. ...if needed. Record all results in your Department/Division's Judging Book provided by the Fair office. **DO NOT REMOVE BOOK FROM FAIRGROUNDS. NO EXCEPTIONS.**
- Submit ideas for publicity prior to and during the fair to Fair Manager.
- Keep accurate records of all events: entries, judging, awards, releases, etc.
- Display all entries in the most creative way possible. Make every effort to see all awards are placed so the item is clearly visible to fairgoers. In addition, make sure exhibitor first names are clearly visible.
- See that the exhibit area is set up and decorated prior to the opening of the fair.
- Perform a pre-fair safety walk-through of your department (use pre-fair checklist). Report any concerns to Fair Manager.
- Review evaluations from state fair commissioners from prior years. If you don't have copies, they can be obtained from Fair Office.
- Attend Superintendent's Meeting held in July each year. We will send you a notice each year of the date.**

### DURING THE FAIR

- Secure volunteers to be on duty each day while the fair is open. Turn in a list of these volunteers to the fair office by Monday prior to the opening of the fair.
  1. It is **mandatory** that someone be on duty in your department all hours the fair is open.
  2. **Host or volunteer on duty must wear a name tag and/or identification identifies** them as the superintendent or host of that department.
  3. The host or volunteer is there to answer questions the public may have about the department, as well as to look after the department and the security of items entered. Please keep visiting among hosts down so the public feels welcome to ask questions. Instruct your volunteers to acknowledge fairgoers as they come into the department, and let them know they are available to answer any questions the fairgoer may have.
- Present a fresh clean appearance of the department at all times during the days of the fair. This may include sweeping floors and picking up trash from the grounds.
- DO NOT** allow any exhibits to be removed from your department before 7:00 PM on Sunday, the last day of the fair. An exception to this rule is the animals that may be part of the split show are allowed to leave early.
- Pick up award boxes from the Fair Office. Return any unused awards or supplies to the Fair Office as soon as awards have been distributed to winners. Please keep the unused awards and supplies in the best possible condition, as they will be used the following year.

## RESPONSIBILITIES & DUTIES OF DEPARTMENT SUPERINTENDENTS (CONTINUED)

- Be sure entry tag and awards are securely fastened to entry.
- If you collected entry fees, be sure to turn these into Fair Office with appropriate information (completed entry form and amount collected from that exhibitor).

### **AFTER THE FAIR**

- Be present to give the exhibits back to their rightful owners. This begins after Fair closes at 7 PM Sunday and appropriate time for your department on Monday. Plan for this in advance. **THIS IS VERY IMPORTANT.** Our exhibitors have entrusted their valuables to us during our Fair.
- Report in writing to the Fair Office, any winner results for publication in the media. This must be done no later Monday following the Fair.
- Be responsible for ensuring all exhibits, equipment, and supplies are removed from the building and returned to their proper place. Ask your Fair Manager or office staff where to take unclaimed exhibits. See that the building and grounds of your departments are thoroughly cleaned before leaving.
- Provide an updated job description each year after the fair to the Fair Office. Make suggestions for next year to the Fair Manager or include with exhibitor handbook revisions. Involve all others from your department; ask for their ideas and suggestions.
- After the fair, give the Fair Office a list of the volunteers and the hours they worked during the fair in your department. This list of volunteers and hours worked is very important for our operational records and wrap-up of the fair.
- Please be sure to return unused awards, supplies, and tickets to the Fair Office.

### **YEAR AROUND**

#### **(OPTIONAL, HOWEVER, HIGHLY RECOMMENDED)**

- Attend Washington State Fair Association, Super School Meetings held in March or April each year. Location has generally changed from year to year.
- Attend judging or training seminars as they come up.
- Keep the Fair Office informed of any name, mailing address, e-mail address, or phone number changes so we can maintain contact with you.
- Meet with Fair Manager regarding concerns or ideas regarding your department for fair time or year-around activities.

## **SOUTHWEST WASHINGTON FAIR SUPERINTENDENTS TIMELINE**

## RESPONSIBILITIES & DUTIES OF DEPARTMENT SUPERINTENDENTS (CONTINUED)

### FALL

Revised Department Superintendents Job Description to Fair Office  
Judge requests due  
Ribbon requests due  
Exhibitor's Handbook changes due  
Do a walk-through of your department and have maintenance project requests in by end of October

### JUNE

Have requests for admission & parking passes for volunteers in by early July.  
Have volunteer helper list into Fair Office by early July.  
Name badge list for making Depts. name badges by early July.

### AUGUST

Set-up your department

### FUTURE FAIR DATES

Southwest Washington Fair – August 18-23, 2020