Washington State Department of Agriculture
Fairs Program
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WASHINGTON STATE FAIRS COMMISSION

GUIDELINES FOR EVALUATION OF COUNTY AND AREA FAIRS

PRE FAIR:

1. WSDA notifies the fairs four to six weeks in advance of event who the visiting Commissioner will be and sends them the ***Pre Fair Information Sheet For Commissioners*** to fill out and return to the Commissioner and WSDA. The Commissioner should receive the completed Pre Fair Information Sheet at least two weeks before visiting the fair.

2. Fairs should be ready for evaluation every day they are open to the public. It is the Commissioner's option to notify the fair of the specific day(s) of evaluation.

3. Commissioners may visit an assigned fair on any day and for any hours the fairs have advertised to be open to the public.

4. Commissioners will notify the main fair office upon arrival and set up a time and place for the exit interview with superintendents and directors if desired by management.

5. Commissioners will evaluate without the accompaniment of fair officials unless the Commissioner decides otherwise.

SCORING GUIDELINES:

The following guidelines are based on what is needed for an excellent score; any less than excellent may be scored on the following scale:

Available Points	Excellent to Very Good	Good or Average	Needs Improvement or Non-existent
75	60 - 75	30 - 59	0 - 24
50	40 - 50	20 - 39	0 - 19
30	24 - 30	12 - 23	0 - 11
25	20 - 25	10 - 19	0 - 9
20	16 - 20	8 - 15	0 - 7
15	10 - 15	6 - 9	0 – 5
10	8 - 10	4 - 7	0 - 3
5	4 - 5	2 - 3	0 - 1

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GENERAL:

Organization and Management
How well have the officers and management of the fair accomplished their Aims and Purposes, organized their event, maintained their facilities, and used financial resources (*see information on Pre Fair Information Sheet for Commissioners)*.

Balance of Fair
All categories represented are well balanced and appropriate for the size of the fair.

Community Support
Evidence of community support shown throughout the fair.

Educational Impact to Public and Participants
Educational impact is for both public and exhibitor is demonstrated throughout the entire fair.

AIMS AND PURPOSES:
Aims and purposes will be displayed for the public and in the premium book. Are they displayed for the public in a prominent and clear manner?

GROUNDS (reminder, all criteria represent the "perfect fair"; not all fairs will be perfect):

- Grounds should be clean with landscaping and grassy areas. Entrance and exit gates clean, signed and attractively painted and adequately staffed to handle the public. Overall conditions of buildings should be in good repair, clean and with adequate lighting for displays/exhibits. Grounds should be well lighted, have good traffic patterns, and be handicapped accessible. County/area fairs should have directional signs to fairgrounds, have organized parking areas, and information booth(s).

- Staff and volunteers are knowledgeable of emergency procedures. Security is visible on the grounds and adequate for the size of event.

- Waste Disposal Methods: Should not be accessible to or hinder the general public. Safe and accessible to exhibitors. Removal should be done before or at low attendance hours. Litter Barrel waste removal on grounds adequate and safe. Wash racks: Adequate for number of animals, easy access to barns, clean and safe.

- Show Rings: Well defined, includes signage listing show schedule, decorated, adequate size, well-lighted, level surface, close to barns and not crossing public traffic lanes without safety precautions in place.

- Fair information booth or display clearly identified and staffed.

- Direction signs on grounds and in town: Direction signs on grounds should be prominent and easily understood. All buildings should be signed correctly.

- Adequate hand sanitizing stations.

- Buildings and barns are signed and shown on maps for easy viewing.

EATING FACILITIES:
There are clean facilities on the grounds that provide variety and adequately serve without undo waiting in lines.

RESTROOMS:

- Restrooms are clean, supplied and inspected several times during the day.

- Restrooms that have facilities for babies, parents, and handicapped should be signed outside of restrooms or if in separate location should have signs by the facility and throughout the fairgrounds indicating where facilities are available.

AGRICULTURE FEATURE EXHIBIT:
Feature agricultural product(s) or related activity, as a separate exhibit or display (may be competitive). Up to 50 points can be awarded for each of the following:

- Product(s) openly displayed (photos are permitted)
- The importance of the product to the local area is explained
- The economic impact/value of the product(s) is provided
- The display is educational for the public

NOTE: See last page for more information regarding Agricultural Feature Exhibit.

COMMERCIAL EXHIBITS AND DISPLAYS:
Scored to the number of commercial exhibits by community or area businesses.

SPECIAL EXHIBITS, DISPLAYS OR COMPETITIONS:
Special exhibits are scored on the basis of displays deemed educational and items in display not in competition or receiving individual premiums. This category would include vintage farm machinery.

AGRICULTURAL DISPLAY:
All displays must be geared for agriculture with educational value, to be considered for points. If it is marked for grange, and something else is there or it is empty, it is a vacancy.

SPECIAL NOTE: Educational value should include who, what, where, when, how or how not, and should be substantially geared towards the fair's major audience, should be displayed in or near the department (or at the display/exhibit) it pertains to.

CONTRACTED DISPLAYS AND EXHIBITS:

Petting zoos, reptiles, exotic animals, livestock, etc. must be attractive, have signs, proper lighting and identification, and have showmanship.

YOUTH ORGANIZATION UNIT DISPLAYS:

Should be adequate for size of fair, have educational value and an attendant on duty. Judge quality of display. Display will be evaluated once and in one category only! If more than one group is displayed, average the score.

STILL LIFE EXHIBITS:

- All must have an attractive decor *with signs indicating the department as well as the division.*
- To qualify for score, each age category must have the following: open, FFA, and 4-H shown separately, separate judging area and display signed accordingly. If 4-H and FFA are shown together, a local agreement must be submitted to the appropriate commissioner.
- Each area must have educational material and an attendant on duty.
- Demonstrations receive more points if they are live demonstrations and engage the public. Demonstrations may also include video presentations. Demonstrations do not have to be in progress at all hours; however, there should be a schedule of when demonstrations will occur in order to be given credit.

LIVESTOCK AND SMALL ANIMALS:

- All must have an attractive decor with signs indicating each department. (4-H, FFA, open youth and adult divisions must be stalled or penned in separate areas but together by division.).
- All divisions will be evaluated for educational value.
- Animals must be properly stalled and safely contained, clean and well cared for. Stalls, walkways, and tack areas should be free of manure, debris, pop cans, food, and clothing, and free of excess straw or shavings. Empty feed pans should be removed and the water kept clean.
- To qualify for score, each age category must have the following: open, FFA, and 4-H shown separately, separate judging area and display signed accordingly. If 4-H and FFA are shown together, a local agreement must be submitted to the appropriate commissioner.
- Designated attendant on duty.
- Exhibitor neatly dressed and adequate exhibitors available to give information.

Agricultural Display – County & Area Fairs

State law defines an "**agricultural fair**" as a fair or exhibition which is intended to promote agriculture and support rural economic development by including a balanced variety of exhibits of livestock and agricultural products, as well as related arts and manufactures; including products of the farm home and educational contests, displays, and demonstrations designed to train youth and to promote the welfare of farm people and rural living.

In addition to other displays, county and area fairs are eligible to receive up to 200 evaluation points from the assigned Fairs Commissioner for an "agricultural display."

To receive points, the following components need to be present:

Signage

- You need directional signs so that fair attendees can locate the display.
- You need appropriate size signage within the display explaining the various aspects of what is presented.
- There must be a sign that labels the display as an "Agriculture Display" or "Agriculture Feature Exhibit" and that you locate the display in a prominent area.

Economic Impact

- Use economic information related to the agricultural product being featured or displayed.
- You can feature one or more agricultural products. Most relevant would be products from your area.
- If recent economic data is not available, use the most recent economic information available and label it accordingly.

Education Information

- Use any other information that relates to the agricultural product(s) being displayed. It can also be a bi-product of the product(s), a demonstration, pamphlets, videos, photos, etc.
- If the display is unattended (no person available to answer questions, etc.), make sure the display is self-explanatory.
- In addition to educational, the display should be aesthetically pleasing for the viewers.

SPECIAL NOTE: Your Agriculture Feature Exhibit does not need to be new each year. You may have an existing Agriculture Feature Exhibit and add to it each year as you see fit.

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