



Waukesha County Fair Association

Competitive Exhibits Superintendent Guide

Purpose: The primary duty of the Fair Superintendent is to facilitate the educational learning process of the exhibitor while being an ambassador for the Waukesha County Fair. This includes the display set-up, educational process (judging), project placement, take down of display and readiness for storage at the close of the Waukesha County Fair, and fair evaluation of the Fair week and process.

Superintendent Phases:

1. Planning Stage: Planning meetings, rules and department changes.
2. Fair Stage: The active phase between Sunday prior to Fair through the Monday after Fair.
3. Wrap-Up Stage: A wrap-up meeting is held to discuss events of the past Fair.

Time Commitment:

1. This is a year-round commitment.
2. Planning meetings: 1.5-2 hours/day, 3 meetings/year, January/March/May.
3. All Superintendent meeting: 2 hours, 1 meeting/year, July.
4. Move-in Day: 2-5 hours, 1 day/year, Sunday prior to Fair.
5. Junior Judging: 5-6 hours/day, 1-2 days/year, Monday and/or Tuesday prior to Fair.
6. Open Check-In and Judging: 5-6 hours/day, 2 days/year, Tuesday and Wednesday prior to Fair.
7. Senior Check-In and Judging: 5-6 hours/day, 2 days/year, Tuesday and Wednesday prior to Fair.
8. Fair: Variable hours based on availability.
9. Exhibit Release Day: 2-5 hours, 1 day/year, Sunday of Fair.
10. Move-out Day: 2-6 hours, 1 day/year, Monday after Fair.
11. Wrap-Up meeting: 1.5-2 hours, 1 meeting/year, September.

Duties:

1. Attend Competitive Exhibits Superintendent planning meetings in January, March, May.
2. Attend the All Superintendent meeting in July.
3. Assist the Competitive Exhibits Director with maintaining and updating department rules.
4. Attend move-in day the Sunday prior to Fair to help move equipment and displays to your department area.
5. Following the Judges Coordinator's direction, prepare department area for judging. Work with other superintendents to coordinate spacing and layout of display areas.
6. Supervise the department during Fair judging to ensure clerks and judges have what they need and that the public is not disturbing the judging process.
 - a. JUNIORS ONLY: Judging takes place Monday and Tuesday prior to Fair.
 - b. OPEN and SENIORS ONLY: Check-in takes place Tuesday, judging takes place Wednesday.
7. Give direction to volunteers assisting in your department.
8. Take photos (or ask the Director to take photos) and collect tags of special items that cannot be displayed during Fair but have completed judging.
 - a. Knives, weapons
 - b. Collections of money, stamps, trading cards
 - c. Items that contain gasoline or are too large for display (ex. cars)
 - d. Fishing items with hooks
9. After items have been judged, clear them from the judging area.
 - a. JUNIORS ONLY: Starred items should be moved to the holding area for further higher award judging and non-starred items should go to the standard display area.
 - b. JUNIORS ONLY: After higher award judging, move Grand Champion winners to the Grand Champion area. Merit, Judge's Favorite, and non-winners can be returned to the standard display area.
10. After all items have been judged, turn in judges' scores to the Judging Coordinator and arrange all items to be displayed during the Fair.
11. Superintendents are not required to be on site all day during the Fair Thursday-Saturday but we do ask that you check in on your areas when possible.

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12. Begin preparing your areas for exhibit release starting at 7pm on Sunday of Fair. Exhibitors will be asked to remain on the Arena landing until 7:15pm - do not release any exhibits prior to 7:15pm unless the Director has given permission. Any exhibitors removing their items prior to 7:15pm will have their premiums withheld.
13. After the majority of items have been claimed at exhibit release, move remaining items to the sorting tables for late pickup. Then tear down and pack up your displays to prepare for storage. Move all items to the center of the Arena.
14. If physically able, assist with move out day the Monday after Fair. All displays will be moved back to the storage barn.
15. Attend the wrap-up meeting in September.

Ethics:

1. Represent the interests of all people served by the Fair, and not favor special interests inside or outside of the Fair.
2. Not use services as a Superintendent for personal advantage or advantage of friends or supporters.
3. Superintendents will abide by and be an advocate of the Waukesha County Fair Code of Ethics. This information and more can be found on our Entry Info page on the Fair website.

Resources Available:

1. Fair Book: <https://www.waukeshacountyfair.com/entry-info/>
2. Wisconsin ATCP 160 rules: https://docs.legis.wisconsin.gov/code/admin_code/atcp/140/160/Title
3. Competitive Exhibits Director: Charity Guzman
4. Exhibitor Coordinator: Sarah Brimmer
5. Waukesha County Fair Board

Benefits:

1. All superintendents will be provided a Waukesha County Fair season pass good for admission and parking.
2. All superintendents will be furnished a badge with their name and Superintendent title.
3. Potluck dinner at the wrap-up meeting.
4. The reward of seeing the complete educational learning process of the exhibitor and fair attendee.

Glossary:

1. Award of Merit – A special ribbon (no premium) awarded by the judge to high quality exhibits.
2. Champion Award – A special ribbon (no premium) awarded by the judge to highest quality exhibits.
3. Class -Categorizes all division entries into a smaller group of similar items for judging i.e. Class Short Story. [Department > Division > Class]
4. Danish Judging – All entries are judged together and the judge may interact with exhibitors. Blue, red, white, and pink ribbons are awarded roughly in a quarterly distribution and all exhibitors receive a placement.
5. Department – Categorizes all entries into large groups of similar items i.e. Department 218: Junior Cultural Arts. [Department > Division > Class]
6. Division – Categorizes all department entries into a smaller group of similar items i.e. Division Music. [Department > Division > Class]
7. Entry Tag – Square document attached to each exhibit that identifies exhibitor by name and number. Also provides description of the exhibit's department, division, and class.
8. Exhibit – An exhibit is the item or "project" an exhibitor enters in the Fair.
9. Face-to-Face Judging – All entries are judged one on one as a discussion between the judge and the exhibitor. The entries are judged on their own merit, not against other items in the class.
10. Judge – A DATCP certified individual hired by the Fair Association.
11. Judge's Favorite Award – A special ribbon (no premium) awarded by the judge to exhibits that would be a good representation of quality at the Wisconsin State Fair.
12. Judging Affidavit – The document a judge signs to validate his or her judging for each department.
13. Judging Sheet – Set of documents printed to record exhibit placings and audited by the State after the Fair.
14. Junior Class – Open to youth, 3rd grade through age 19. Must be a member of Waukesha County 4-H, FFA, Boy Scouts, Girls Scouts, or other organized youth organization under adult leadership (Church

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youth groups, Jr. Breed Groups, etc.) with an educational program approved by the Fair Board. Mini-Members are not allowed to enter live animals. Judging is Face-to-Face except Departments 201 through 209 where Danish judging will be used.

15. Mini-Member Exhibitor – Exhibitors in the Junior Class, Department 217, K5 – 2nd grade. Must be a member of Waukesha County 4-H, FFA, Boy Scouts, Girls Scouts, or other organized youth organization under adult leadership (Church youth groups, Jr. Breed Groups, etc.) with an educational program approved by the Fair Board. Mini-Members are not allowed to enter live animals.
16. Open Class – Open to any Wisconsin resident, 9 years and above. Judging is Regular judging.
17. Open Exhibitor – anyone 9 years and above that enters in Open Class.
18. Placement – Judge's designation of blue, red, white, pink.
19. Premium – The dollar amount received for placing at the fair. Premium checks are presented in late fall.
20. Regular Judging – All entries are judged together without input or interaction from the exhibitor. There is only one blue (1st), one red (2nd), one white (3rd), and one pink (4th) ribbon awarded. Not all exhibitors will receive a ribbon.
21. Senior Class – Open to any Waukesha County resident, 62 years and above. Judging is Regular judging.
22. Senior Exhibitor – any Waukesha County resident, 62 years and above, that enters in Senior Class.
23. ShoWorks – The online software that is utilized for registration and printing judging sheets.
24. Sponsor Award – A special ribbon (no premium) awarded by a sponsor to exhibits that represent high quality in the sponsor's specific area of interest i.e. Quilt Guild awards.
25. Superintendent – Volunteer providing leadership for certain departments before, during and after the Fair.
26. Youth Exhibitor – Exhibitors in the Junior Class, 3rd grade through age 19. Exhibitor may live outside of Waukesha County but must be a member of Waukesha County youth organization such as 4-H, FFA, Boy Scouts, Girls Scouts, or other organized youth organization under adult leadership (Church youth groups, Jr. Breed Groups, etc.) with an educational program approved by the Fair Board.

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