New York State Fair 4-H Handbook

Section II: Guide for Staff

Revised March 2014
# Table of Contents

Introduction ...........................................................................................................................................2

Why participate at the State Fair? ...........................................................................................................3

Responsibilities of the County Educator ...............................................................................................3

Successful County Displays ..................................................................................................................5
  Exhibit Planning ................................................................................................................................5
  General Planning ................................................................................................................................6

Exhibit Information & Procedure .........................................................................................................7
  Master Lists ........................................................................................................................................7
  Exhibitor Entry Card and Statement (EECS) .......................................................................................7
  Exhibit Selection, Preparation & Packing ..........................................................................................9

Other Fair Opportunities .......................................................................................................................12

What to Expect at the Fair ......................................................................................................................13
  Parking .............................................................................................................................................13
  Display Setup ...................................................................................................................................13
  Evaluation ..........................................................................................................................................14
  Feed Room .......................................................................................................................................15
  Chaperone & Teen Leader Orientation Meetings .........................................................................15
  Evening Activities in the Youth Building ........................................................................................15

State Fair Dormitory Information ........................................................................................................15
  Rules and Regulations .....................................................................................................................16
  Registration Information ..................................................................................................................17
  Chaperone Guidelines & Expectations ..............................................................................................18
  Fire Regulations ...............................................................................................................................18
  Individual Organizations’ Codes of Conduct ....................................................................................19
  Safety and Security ...........................................................................................................................19

Glossary ................................................................................................................................................21
Introduction

Dear 4-H Educator:

This section has been written to help guide you through your adventure at the New York State Fair, specifically in the 4-H Youth Building. As an educator, you should become familiar with the contents of all three of the handbooks that are posted online as separate documents: “Info on the Go;” “Guide for Staff;” and “Just for Teens.” All three sections are important to assure valuable youth involvement at the NYS Fair.

While at the Fair, please stop by the State Fair 4-H Youth Building Office, located in the west end of the youth building and say hello to staff and colleagues. There’s always a friendly face to greet you…usually coffee, and sometimes even refreshments to share. In addition, the Office supplies a number of other items just for Educators:

- **Forms and ribbons:** participation ribbons, Teen Leader forms & certificates, extra Exhibitor Entry Card and Statement forms (EECS), etc.
- **Message Board:** Messages are posted by county name.
- **A place to find HELP when you need it most.** Our conscientious staff and Junior Superintendents can track down an answer to just about any State Fair question you may have.
- **VIP Lounge – For use by 4-H Educators and 4-H Volunteers** – A quiet space available for your enjoyment. Amenities include: Message Boards, daily newspapers, microwave oven, small refrigerator, comfortable couches/chairs and QUIET. Use of the VIP Lounge may be limited during certain days/hours due to special events or activities. Dates and times will be posted outside the VIP Lounge during State Fair.

If you ask 4-H Alumni what they remember most about their 4-H experience, you will often hear stories about State Fair. 4-Hers love the camaraderie and learning opportunities it provides, while Educators and 4-H Volunteers recall the exciting times working with one another and partnering with really great teens! We all agree that State Fair can be stressful, but we manage, thanks to supportive colleagues, helpful State 4-H Staff, and terrific Youth Building Junior Superintendents, ever ready to listen and help. As you begin to plan for this year’s State Fair, remember to take it easy on yourself, remain flexible, and keep smiling! We’re looking forward to working with you at this year’s Fair!

Tom Dumas and Tom Davis – State Fair 4-H Program Coordinators

&

Nancy Schaff - NYS 4-H Office

http://sp.nys4h.cce.cornell.edu/events/Pages/StateFair-InfoforStaff.aspx
Why Participate at the State Fair?

4-H has been a part of the New York State Fair since its inception. The Youth Building, also known as Pyrke House, was built in 1930 specifically to house 4-H exhibits and 4-Hers during the Fair. The building is named in honor of Berne Pyrke, then Commissioner of NYS Ag & Markets. Today, as in the past, 4-H educational exhibits, events, and activities at the State Fair are designed to be an extension of the annual local and regional programs conducted by Cornell Cooperative Extension Associations across the state. 4-H exhibits and activities can be found in over one-third of the fairgrounds. Why participate? The fair offers the opportunity to showcase the work of youth and Cornell Cooperative Extension.

The purpose of 4-H programs at the State Fair is to provide youth with opportunities to:

- Display what they have gained through participation in programs, projects, and activities while enhancing individual learning and skill development
- Learn and recognize standards for quality of project work and receive recognition for their accomplishments
- Promote public awareness of the 4-H program through a showcase of 4-H Youth in Action, as well as exhibits of 4-H project work
- Take part in focused hands-on activities that:
  - Connect Kids to Cornell
  - Demonstrate STEM concepts, promoting scientific awareness and understanding, and helping youth to develop science and engineering practices
  - Demonstrate Healthy Living principles, promoting healthy habits in nutrition, fitness, and/or social-emotional wellness as part of the Choose Health initiative
  - Gain leadership and volunteer experience by helping to plan, organize and run exhibits
- Explore new places and ideas, and connect with peers

Responsibilities of the County Educator

The 4-H Educator, as a youth development professional, serves in two primary roles related to 4-H programs at the Fair:

**Within the county** (before State Fair begins) the 4-H Youth Development Educator:

- **Identifies priority county programs that can be enhanced through participation at State Fair** (through demonstrations, display, exhibits, evaluation, etc.).
- **Works with the county’s 4-H Program Committee** to determine the extent of county involvement in State Fair.
- **Corresponds with the State Fair Administration on issues related to:**
  - **Parking Permits and Entry tickets** (aka: Credentials) – Mary Ellen Daino, NYS Fair Entry Department will mail Request Forms to individual counties in early spring. Completed forms are to be returned to Mary Ellen ASAP (no later than May 9). Parking Lots are noted by colors. Handicapped parking tags are available upon request for those who may need them. Please be mindful that parking and entry tickets are limited; request only those that are absolutely necessary. In the past, requests have exceeded use. Please pay careful attention to your requests. Unused parking permits and entry tickets are to be returned to State Fair at the end of Fair.
  - **Fair Premium/Exhibitor Books** – Individual counties receive 5 copies of premium books- FREE. Premium books can be downloaded directly from the State Fair website or on the State 4-H website formatted for download by section (we will post it as soon as we receive the final version from Mary Ellen in the spring).
  - **Dormitory Pre-Registration** – The dormitory pre-registration system is available at [http://nys4h.cce.cornell.edu/events/Pages/StateFair-InfoforStaff.aspx](http://nys4h.cce.cornell.edu/events/Pages/StateFair-InfoforStaff.aspx) under Youth Building.
While at State Fair, the 4-H Educator (or designated representative):

- Oversees county exhibits – this includes:
  - Monitoring the evaluation process: Does every exhibit have a completed EECS (exhibitor entry card and statement) Card? Are EECS cards filled out completely? Has the EECS card been signed by the County Educator? Has every exhibit been evaluated? Can Teen Evaluators find all of the items listed on the master list? Have you provided a list of Social Security numbers to Mary Ellen Daino for those youth exhibiting for the first time at the NYS Fair (including animal exhibitors!)? Is someone available to answer questions during the evaluation process?
  - Supervising hands-on participation in your booth. Note: Check the State Fair page for Educators to find opportunities for funding and supplies for hands-on booth activities. These activities are generally run by Teen Leaders that you have brought with you to serve in your booth. Details are made available under Hands-on Activities heading on the staff webpage in the spring.

- Assumes a Key Leader role or assists Key Leaders in coordinating Teen Leader Programs. Your help is needed in order to keep Teen Leader programs running smoothly. This can be a great opportunity to work with other educators and teens from across the state. For a list of Teen Leader and Educator opportunities, see “Just for Teens” and “Info on the Go,” respectively.

http://sp.nys4h.cce.cornell.edu/events/Pages/StateFair-InfoforStaff.aspx
Successful County Displays

I. Exhibit Planning

County display space within the Youth Building provides individual counties with the opportunity to showcase their local 4-H program, demonstrate how “4-H Connects Kids to Cornell” through hands-on STEM, Healthy Living, and Civic Engagement activities, and represents individual interpretation of the 4-H program in each county. Planning is an essential part of preparing successful county displays. Most exhibit booths are assigned to three counties who occupy it in rotation. It is recommended that the three counties plan the overall design of the booth cooperatively to eliminate the need for each county to decorate separately upon arrival. Many counties already do this quite successfully. To have the best possible showcase of 4-H for the public it is important that booths do not appear sparsely populated with exhibits. Plan to display exhibits from more than one county throughout the fair if needed to have a full booth. The space you use for supplies behind the back drape should not take a significant amount (more than 10%) of the booth exhibit space.

The most successful county groupings coordinate:

- Props and backdrops brought by each county to be used by all three counties in the rotation.
- Setup & teardown of overall backdrop at Fair.

It is important to come to State Fair prepared with anything and everything you might need: extra dorm forms, Exhibitor Entry and Statement (EECS) Cards, and a treasure chest of materials that can help you create an attractive county display. Below for your use is Delaware County’s tried and true list of things that they regularly bring to State Fair. Remember to label everything with county name.

<table>
<thead>
<tr>
<th>Sample County List of Things to Bring to State Fair</th>
</tr>
</thead>
<tbody>
<tr>
<td>• staplers, staple guns, staples for both</td>
</tr>
<tr>
<td>• string and wire</td>
</tr>
<tr>
<td>• scissors and wire cutters</td>
</tr>
<tr>
<td>• hammer and nails</td>
</tr>
<tr>
<td>• screwdrivers and screws</td>
</tr>
<tr>
<td>• hole punch</td>
</tr>
<tr>
<td>• extension cords + three-prong electric adapters</td>
</tr>
<tr>
<td>• camera – with extra batteries</td>
</tr>
<tr>
<td>• thumb tacks and/or push pins</td>
</tr>
<tr>
<td>• pins, hooks, and paper clips</td>
</tr>
<tr>
<td>• tape and glue (all kinds)</td>
</tr>
<tr>
<td>• peg board hangers</td>
</tr>
<tr>
<td>• pens, markers, and pencils</td>
</tr>
<tr>
<td>• sticky notes</td>
</tr>
<tr>
<td>• first aid kit</td>
</tr>
<tr>
<td>• ruler</td>
</tr>
</tbody>
</table>

Additional items specific to dorm life:

- Flashlights
- Mattress Covers (+ few extras just in case)
- Shower Shoes
- Sleeping Bag / Pillows – some folks do forget!

- County Master List
- List of cell phone contact numbers for youth, chaperones and volunteers staying at the NYS Fair.
II. General Planning

Keeping all the details as to information about your county’s participation in a State Fair Notebook will help you and your volunteers plan and stay organized before, during, and after your trip. The main categories for your notebook include:

- **Copy of all three sections of the Youth Building Handbook** – this is an important reference and information source to have while at State Fair.
- **Teen Leaders** - include the name, address, phone number, emergency contact information, State Fair program area of each participant (including those in Animal Science), and social security number (confidential) for youth who have not participated at State Fair previously.
- **Teen Leader positions and teens assigned to fill them** - include all the information Key Leaders have sent out to teens, including days and hours that teens are expected to serve in a teen leader/teen evaluator position (if you know that in advance).
- **Public Presentations/Talent Showcase/Produced in New York/etc. program information** - include the names and time schedule for all participants involved. Complete individual ‘Special Contest Participant Summary Form’ (under ‘Premium Reporting Forms’ http://nys4h.cce.cornell.edu/events/Pages/StateFair-InfoforStaff.aspx) for each program area.
- **Trams** (if your county is involved) - include the names and time schedules for teens/adults that are assisting with the trams so you can refer to it if needed. A list of cell numbers might also be helpful.
- **Projects** - include all the information needed for the interactive activities/projects that will be conducted in your county booth.
- **Medical/ Photo Release Forms** - for all youth participants. Keep these forms and a list of Emergency Contact names and numbers for youth participants with you at all times.
- **Schedule of Events** – what and when is happening at the State Fair.
- **Master List** (See explanation on the next page)
- **Maps** - both of youth building and fairgrounds
- **Dorm Forms** – remember to have completed dorm forms for all youth and adults staying in the dorms. It’s also a good idea to have a few extra, just in case.
- **County and Chaperone Code of Conduct Forms** – completed and signed by individual participants. It’s a good idea to review the expectations prior to leaving for State Fair. Have a few copies on hand just in case teens or adults don’t remember what is expected of them.
- **List of Names and cell phone numbers for all Chaperones/Parents/Volunteers/Youth** staying at the State Fair during any rotation.
Exhibit Information & Procedures

I. MASTER LISTS
These lists are mandatory for all exhibits – to be evaluated or for display only. Please note the following:

• Each county must submit a COUNTY MASTER LIST to the State Fair 4-H office upon their arrival at the NYS Fair. Be sure list is complete and accurate. We suggest double-checking and making corrections to the Master List once all of your exhibits are in place. An electronic version of the Master List form can be found on the State 4-H website: http://nys4h.cce.cornell.edu/events/Pages/StateFair-InfoforStaff.aspx. Please use this form so that there is consistency for the evaluation process.

• Master List must be submitted in the Youth Building 4-H Office the evening before the first day of rotation after you get set up – no later than 9 p.m.

• Be sure to keep a copy of County Master List in your County State Fair Notebook.

• Use your Master List when packing up exhibits to be sure that you have everything that you came with, and that you have all of the ribbons you need.

• **Note about Social Security numbers:** NYS Department of Ag & Markets requires Social Security numbers in order to pay premiums. Individual counties will need to submit a list of names, complete addresses and Social Security numbers for ONLY those youth exhibiting for the first time (including animal exhibitors!). Please use the ‘Social Security Form’ under ‘General’ at http://nys4h.cce.cornell.edu/events/Pages/StateFair-InfoforStaff.aspx. If youth have exhibited in the past, their SS# is already on file and does not need to be submitted again. SS# lists for new exhibitors ONLY, must be turned into Mary Ellen Daino, prior to the NYS Fair, or during your county rotation. Please keep a copy of this list for your files. If you ask nicely, Mary Ellen Daino will be more than happy to provide you with a current list of county youth that are already on file.

II. Exhibitor Entry Card and Statement (EECS)
There have been changes made this year to the Exhibit Information Statement for building exhibits. We will no longer be using the long green cards as in the past. **There will be two parts to the entry this year.** You will attach them together and then attach to the exhibit when completed.

The **Exhibitor Entry Card** will be green card stock but will be smaller than in past years. This can be completed by legible handwriting (or typing.) This card is the basic information about the exhibit and the exhibitor. There is information to complete on both the front and the back of the card. It is important to complete all parts of the card so that the exhibit can be recorded correctly. Be sure that the complete address is on this card for premium processing in the state fair office. There is also a place on this card for the Educator to sign as in the past. Mary Ellen Daino will send these cards from State Fair to county offices. This card is not accessible online.

The additional required **Exhibitor Entry Statement** will be completed and attached to the green exhibitor entry card. It can be accessed from a link on the state 4-H State Fair Staff page: http://nys4h.cce.cornell.edu/events/Pages/StateFair-InfoforStaff.aspx

The Exhibitor Entry Statement is a fillable form on a computer. Exhibitors can open the link, complete the form, print it off and attach it to the Exhibitor Entry Card. It can also be opened up, printed and completed by hand. This sheet has the questions for exhibitors to complete to enter their exhibit. It is important that your exhibitors understand this **Exhibitor Entry Statement** is their voice to the person evaluating their exhibit at the fair. The spacing on the form cannot be altered. If someone wants to add more information they can, however we feel that there is adequate space for the questions being asked. When this Exhibitor Entry Statement is complete it can be attached to the Exhibitor Entry Card and securely attached to the exhibit.

http://sp.nys4h.cce.cornell.edu/events/Pages/StateFair-InfoforStaff.aspx
All entry information required in regard to Sections and Class Numbers will continue to be found in the State Fair Premium Book as in the past. The book can be found online on the NYS 4-H webpage. Note that there are some classes in the fair book that require additional information. There might not be room for all of this information on the Exhibitor Entry Statement (question #5). An additional attachment might be needed.

An example of both sides of a new (in 2014) Exhibitor Entry Card (front and back)

Next page: Example of the NEW Exhibitor Entry Statement

http://sp.nys4h.cce.cornell.edu/events/Pages/StateFair-InfoforStaff.aspx
New York State Fair Youth Department
Exhibitor Entry Statement
Please Complete All Sections For Entries
(Attach to completed Exhibitor Entry Card)

Name: Betsy Clover

County: Ontario

Section: DE  Class Number: 3  Years Working in this Project Area: 3

Name of Exhibit: Patchwork Pillow

Variety (if applicable-ex. flowers, vegetables, foods): 

What would you like the judge to know about the steps you took to complete this exhibit? For instance, you can include any special materials or equipment and why you selected them. You can also explain how your exhibit was constructed. Do not list common equipment like baking supplies, sewing or gardening equipment.

I like patriotic fabrics so that is why I chose these 4 different fabrics. I wanted a big pillow to lay down on. I used a 1/4 inch quilting foot for the first time so it was new to sew narrow seams instead of 5/8 inch when I was putting the 20 patches together. Arranging the patches in different patterns was fun to figure out what design I wanted to make. Once I made the pillow top, I put 2 inch strips of fabric around it for a border. Because the pillow might get used on the floor because of its size, I figured it might need to be washed more. I learned how to put a zipper in it on the bottom edge so that it could be washed easily. I had so much fun designing and sewing that I realized that I could not buy a pillow form to fit what I made. I used muslin and fiberfill to make a pillow form to fit the pillow. My family likes my pillow for our living room as much as I do.

List and describe at least 2 skills you learned or improved upon while doing this exhibit.

I learned how to cut 5 inch strips of fabric with a rotary cutter and a ruler on a cutting board for fabric. I liked cutting the strips and then into smaller 5 inch squares to make the pillow.

I learned how to put a lapped zipper in a pillow so that I did not have to hand sew.

Briefly describe any challenges you had with this exhibit and how you solved them.

I had to practice holding the ruler and cutting to get straight edges when I cut. I learned it was easier to have my leader help me hold the larger ruler when I cut the long strip of fabric. I was then able to cut the smaller squares without help.

Where did you get the idea for this exhibit? List the specific source if available.

I got the idea from reading the book Patchwork for Kids. I liked the story and my 4-H leader helped me figure out the measurements for the pillow.

Additional information asked for this exhibit class in the fair book. Attach these separately to the entry card if necessary.

a) The item will be used in my family living room.
b) The room is white walls with blue curtains.
c) The fabric is 100% cotton. Machine wash warm and tumble dry low.
d) I used sewing skills learned from the Under Construction Sewing Curriculum.
III. EXHIBIT SELECTION, PREPARATION & PACKING

Exhibits at State Fair are judged using the Danish system. This means 4-H members, following the rules and regulations in the Youth Premium Book, will have their exhibits evaluated by experienced evaluators and will be awarded ribbons based on the ideal project. Premium money will be awarded for exhibits earning blue, red, and white ribbons.

Display Only Option (exhibits not evaluated) is an option for any county. This is a good way to remain involved with limited people power. County Master Lists are required; however, Exhibitor Entry Card and Statements are not required. “Display Only” Participation Ribbons are available in State Fair 4-H office for staff to hang on “display only” exhibits. No premiums will be awarded. Please remove all County Fair ribbons prior to putting any “Exhibit Only” projects on display. Counties are not to display any ribbons or rosettes on county booth exhibits that are not awarded at the current New York State Fair. Let us know early if your county will opt for the Display Only Option. If exhibits are designated FOR DISPLAY ONLY, we encourage counties to focus volunteer and staff attention on interactive displays/activities and getting your teens involved with teen opportunities.

SELECTION CRITERIA AND CLASS REQUIREMENTS

Although exhibits need to meet class requirements listed in the Premium Book, your county will set its own criteria for selecting exhibitors and exhibits to represent you at the State Fair. These criteria are based on how the county wishes to showcase its 4-H program and established member recognition policies.

Because counties have expressed a need to display the products of “outside-the-box” programs, an open class was added to each section. In addition, a Special & Unique section was created for exhibits that are so unique they do not fit into existing premium book sections. Please do your best to place exhibits in the correct class to ensure that the most appropriate evaluator will judge the exhibit and help the exhibitor to learn through comment and considerate critique.

Read the Premium Book carefully! All Sections have specific entry requirements. Therefore, it is important that the exhibitor receives all the general information pertaining to the Section, not just a specific class description. All classes require that the Exhibitor Entry Card and Statement (EECS) accompany the exhibit.

Read all the information in the Premium Book to identify additional questions that may be required for a specific class. On the next three pages you will find helpful comments, from exhibit evaluators to suggestions for packing exhibits for safe transport.

Food Exhibits—Section DA

General Guidelines:

- All baked entries must be baked from scratch by the exhibitor. No ready made refrigerated/frozen dough or box mixes permitted.
- No exhibits requiring refrigeration (cream or custard-based pies, cakes) are allowed.

Check exhibits as they come in:

- Check individual exhibit against State Fair Premium Book to make sure it meets all requirements.
- Securely attach exhibit card
- Record exhibit on Master List (to be used when unloading vehicle, when overseeing evaluation and again when packing up exhibits).

http://sp.nys4h.cce.cornell.edu/events/Pages/StateFair-InfoforStaff.aspx
Our goal is to encourage the mastery of skills. Fewer ingredients generally mean a simpler recipe. The more experienced 4-H member is encouraged to exhibit a more difficult recipe. Exhibitors are also encouraged to not exhibit in the same class year after year. Again, this is to demonstrate mastery of new skills.

Please encourage exhibitors to demonstrate good nutritional choices in their recipe.

Remove all items from baking pans (except pies) and exhibit on paper plates or foil-wrapped cardboard. Exhibit must be covered with plastic re-sealable baggies -- no plastic wrap. Do not bake muffins or cupcakes in paper liners.

Include recipe card (product name, ingredients, preparation steps, and yield) with all baked entries. Indicate how the recipe was modified to make it healthier.

An exhibit is: 3 samples of small items (cookies, muffins, cupcakes, rolls, breadsticks, pretzels or similar products); ½ of large item (loaf bread, cake, coffee cake or similar products); or whole item if needed to convey appearance of product (pie, turtle-shaped bread or similar products).

Complete exhibitor entry card and statement card for each exhibit entered, indicating new skills mastered and nutritional choices made.

**Packing suggestions:**

- Put foods on a wax-coated paper plate, and cover with a plastic bag (not plastic wrap).
- Wrap the recipe in plastic to keep it clean and attach it to the EECs.
- If any extra food specimen is included for display purposes, clearly label it as such.
- Bring exhibits in a box to prevent crushing.

**Home Environment - Section DE & Fine Arts and Fine Crafts - Section DB**

**General suggestions:**

- Display art objects with care: Special boxes for jewelry, etc.
- Use a stiff backing for large matted art.

**Packing suggestions:**

- Put small exhibits in a box.
- Cover framing or matting with plastic wrap.
- Wrap large exhibits in old blanket or sheet to prevent damage.
- Wrap posters in brown paper.

**Textiles and Clothing - Section DD**

- Sew to the garment/article, or securely attach, the completed EECs and all other required information. See both section and class instructions in the Youth Department Premium Book.
- See note about evaluation on page 14.

**Packing suggestions:**

- Bring garments on a hanger, in a plastic bag.
- Articles should be packed in a box.

**Visual Arts / Photography Exhibits - Section E**

- Be sure that all photographic exhibits are listed on the County Master List of exhibits.
- Photographic Exhibits must comply with all specifications listed in SECTION E of the Premium Book.

**Horticulture - Section F**

Please see the Youth Building Premium Book, Horticulture section (under general information and rules) for specific details on how to prepare exhibits, exhibit requirements and restrictions, contests, and related information.

**Packing suggestions:**

- Bring exhibits in a box to prevent transport damage.
- Do not send flower containers or other items of sentimental or monetary value.
No fresh produce should be contained for long in airtight bags. Plastic bags should be perforated and used for most vegetables and fruits to prevent a loss of moisture.

Leaf and root crops hold quality better if wrapped in wet paper.

If possible, fruit, leaf, root, pea, and corn exhibits should be chilled during transport. Even warm-weather fruit crops such as cucumbers, squash, beans, etc. keep best for a day or two if cool. Traveling at night or early morning, or using a cooler avoids the debilitating late August heat.

Environmental Education - Section G

- Check the Premium Book for required information that is not included on the EECS.

Packing suggestions:
- Pack in box if possible.

Plant Pathology and Entomology - Section H

- See Premium Book for special instructions.

Packing suggestions:
- Wrap insect cases in old blankets or sheets. Put other exhibits in boxes if possible.

PARTICIPATION RIBBONS

Green participation ribbons are available for all exhibits that are entered for display only and for Cloverbud display items. **It is the county's responsibility to pick up these ribbons from the State Fair 4-H Youth Building Office.** There will be a county checklist stored with the ribbon supply. Please indicate the number of ribbons your county uses on this list. We use this information to help us with printing and reordering.

**Make entry and repacking easy!**

Exhibits may have to be carried a considerable distance by hand.

The following points will facilitate the entry and return process:

- Use sturdy containers, small and light enough to easily be carried by hand.
- Close and fasten packages adequately.
- Attach exhibitor information cards, recipes and other required information/materials to the exhibit.
- If an extra specimen (like a flower stem) is included with an exhibit, make sure it is clearly labeled as such.
- After exhibits are unpacked, empty boxes can be stored behind display panels for later use in taking exhibits home. If you want a particular box saved, be sure to label it and place it behind your display area or store it in your vehicle.

EXHIBIT SECURITY

Be sure that exhibitors understand they are sending exhibits at their own risk. If an item has great sentimental or monetary value, be sure that the exhibitor and family understand the risk involved. Items can get damaged and exhibits have been stolen in the past, even from locked cabinets.

…it is imperative that someone familiar with your Master List and exhibitors be in your booth during all evaluation times.
PROBLEM EXHIBITS
A “problem exhibit” is an exhibit with missing information. Such exhibits make more work for all of us – evaluators, State Fair staff, volunteers, Junior Superintendents, and you. Please do your best to have all appropriate information with an exhibit.

Should there be a “problem exhibit,” a Teen Leader or Junior Superintendent will be sent to your county booth to try to resolve the matter. **For this reason, it is imperative that someone familiar with your Master List and exhibitors be in your booth during all evaluation times.**

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**Other Fair Opportunities**

**NYS FAIR PARADE**
On the third day of each time period, 4-H has the opportunity to march in the NYS Fair Parade (around 6:00pm). This is a marvelous opportunity to showcase 4-H Youth Development.

**TRAM RIDES**
At the present time, New York State FFA and Cornell Cooperative Extension 4-H Youth Development are cooperating with the New York State Fair to operate the rides as a fundraiser for our respective organizations.

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**What to Expect at State Fair**

The key word in dealing with situations at State Fair is **flexibility**! State Fair is a very complex operation. Often there are many people/factors involved, which aren't immediately apparent in a given situation. The theoretical "what should be" or "what makes sense" and the actual "what is" may be very different. Starting out with this concept as "a given" can save you a lot of stress!

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**I. Parking**

*When arriving at the Fairgrounds, allow sufficient time and expect delays.* This could be for 15 – 30 minutes. You will be arriving by a major access to the grounds and it periodically closes. Enter Gate #6 or #7 to the Gray Parking Lot. Proceed to Gate #10, turn left, and proceed to the Youth Building. If the designated parking lot is deemed FULL, ask the parking attendant for an alternate lot.

**UNLOADING EXHIBITS**
Access to parking near the Youth Building is extremely limited and requires both a delivery pass and everyone's complete cooperation. Vehicles should park behind the Youth Building only long enough to actually unload or reload exhibits. **PLEASE NOTE - the paved area between the Youth Building and the Iroquois Village is Indian Nation property, not a public street. Please be very conscientious when unloading from this paved area and do not park on the grass.**

After unloading, vehicles should immediately be moved to the appropriate lot (Gray or Orange). See parking maps in fair premium books. If you are making a delivery, be sure to hang a **delivery hanger tag** on your vehicle. Vehicles without proper credentials will be towed. Outgoing counties need to be given the opportunity to remove their exhibits before incoming counties can start having access to the area. See the County Rotation schedule for setup and release times.

**LOT PARKING POLICIES**
Parking passes must be presented to the attendant and remain visible through the windshield while on the grounds. All parking passes are valid for all days of the fair, unless otherwise printed. Parking hangers must be handed to the fair attendant upon entering the fairgrounds. The attendant will tear off

http://sp.nys4h.cce.cornell.edu/events/Pages/StateFair-InfoforStaff.aspx
the appropriate one-day coupon and return the hanger that must then be properly displayed from the rearview mirror of the vehicle. All vehicles require parking credentials.

**Please note:** Each year counties must make parking credential requests indicating how many parking passes they will need during the fair. You will receive a request form from State Fair in March. Please make an honest request, based on how many passes you used last year with thoughtful consideration given to how many more or less you may need this year. If more passes are needed, they can be requested at a future time. State Fair is very good about getting passes, books, etc. out to us in a timely fashion. Asking for parking passes but then not using them, or not using the passes for appropriate 4-H use, reflects poorly on 4-H Youth Development.

**Please remember:** Pedestrians attending the fair have the right of way.

### II. Display Set-up

There are flatbed carts and tall stepladders available in the Youth Building for county use. Cooperation is needed since there are only two or three of each.

**SUPPLIES AND DISPLAY EQUIPMENT AVAILABLE**

In addition to the typical shelving units available for your booth, some other items are available for your use.

- Paper / plastic table covering may be available for covering all sorts of additional things from display modules to back drop panels.
- A large county name sign, white with green letters – Junior Superintendents work hard to get these signs up as soon as possible on changeover day.
- Pegboard hooks - can be found in the State Fair 4-H Youth Building Office. Our supply is limited. If you have peg hooks of your own, we encourage you to bring them.
- ‘Odds & Ends’ – Need something? Just ask; we might have it. If you think it might benefit the whole, suggest items that we should have on hand to enhance displays. We don’t mind you borrowing items, but at the close of your particular county rotation, we ask that you return whatever you used to where you found it. Please don’t just leave it in your county booth; we want to have things available for counties coming in after you leave.
- Adjustable Display modules, Glass and Open Showcases, Shelf units, Easels, Tables and Chairs, and Misc. - We have a limited number of these particular items. We will try our best to assure that counties have access to these items. We cannot guarantee that you will get all that you want. If upon arriving at the NYS Fair, you find that you need a particular item and it’s not already in your booth, PLEASE ask the folks in the State Fair 4-H Office first. Don't just assume that any additional item "just sitting in another booth" is actually available. Someone else may be counting on using it. Counties bringing their own display materials guarantee that they end up having what they need.

### III. Evaluation

**Judging Method and Purpose**

Exhibits will be evaluated over the first three days of each time period. The Danish System of judging is used. Responses to the questions on the Exhibitor Statement, and the exhibit quality relative to the ideal for the exhibitor’s age and project experience help the evaluators determine whether the Excellent (blue), Good (red), or Worthy (white) award is appropriate for each entry. Constructive comments will also be given.
Evaluation can be a useful and important educational tool. However, it can’t always be perfect. Inevitably, there will be questions about unclear or poor decisions. Here it is important to emphasize what can be learned from the experience. Adult attitude can turn even the worst scenario into a positive learning experience for the youth involved. When questions arise or problems are encountered, contact the Section Superintendent in charge as soon as possible. It is much easier to resolve situations satisfactorily when the evaluator is still available.

Note that at State Fair, exhibits are evaluated for the process, not just the product. Evaluators are trained to review Exhibitor statements carefully: to consider the years of experience the 4-H’er has in a particular project area and evaluate accordingly. This should be kept in mind as you select exhibits to come to State Fair. For example, a beautiful, well-sewn apron may be given a white ribbon if the exhibitor is 15 years old and has sewn for 8 years. Perfection is not the goal of 4-H, youth development is!

**CERTIFICATES**

Teen Leaders receive Teen Leader certificates. There will be a county checklist stored with the certificate supply. Please indicate the number of certificates you take on the list provided.

**IV. Feed Room**

A small kitchenette is located near the Poultry Area on the first floor of the Youth Building. The Feed Room is for 4-H use only. There are shelves for food storage, refrigerators and a microwave oven. You may wish to bring SAFE hotplates or other small cooking items yourself. PLEASE USE THESE SAFELY! If you choose to bring perishable food items, you may not bring them into the dorms, but there is space available in the Feed Room to store your food. You must follow these rules:

- Label all items you bring.
- Clean up after yourself when you are through.
- Remember to take leftovers home with you when you leave or check with the Junior Superintendents to see if they want them.

**V. Chaperone & Teen Leader Orientation Meetings**

- **A Youth Orientation meeting** will be held the evening before each rotation begins at approximately 8:30 p.m. in the stage area of the youth building. This is a **mandatory meeting** for all youth residing in the youth building dormitories.
- **A chaperone orientation meeting** will be held the evening before each rotation begins at approximately 9:15 p.m. in the stage area of the youth building. These meetings are important and are **mandatory for every chaperone**. Educators, please do not expect the orientation at State Fair to cover all the details of chaperone guidelines. Adequate risk management preparedness is critical to the safety and well being of all those involved in 4-H programs and activities. Please take time with your chaperones, prior to their arrival at the Fair, to fully orient them as to what is expected of them as chaperones.
- Some chaperones may arrive on a night other than the evening before the first day of the county’s rotation. In that case, chaperones should stop by the 4-H office for an orientation. It is important for chaperones to be aware of their chaperone duties. A pre-fair orientation at the county level is encouraged.
- **Teen Leaders/Teen Evaluator Orientation meetings** will be held on the first morning of each rotation. These meeting times will also be announced at the youth orientation and chaperone orientation meetings.

http://sp.nys4h.cce.cornell.edu/events/Pages/StateFair-InfoforStaff.aspx
VI. Evening Activities in the Youth Building

The State 4-H Office supports activities in the Youth Building to keep youth active and safe in the evenings at the fair. Teen Activities, ranging from icebreakers to dances, will be held nights 1 – 3 of your rotation. These activities are coordinated by Junior Superintendents. We ask that adults chaperoning teens in the youth building help us oversee these events. **ALL TEEN EVENTS WILL CONCLUDE BY 10:30 P.M.**

## State Fair Dormitory Information

### NEW YORK STATE FAIR DORMITORY GENERAL INFORMATION

- **Access** is through the center of the Youth Building via stairway to 2nd Floor.
- **Cost** - $2 per night, per person; plus $1 deposit for dorm button ($1 refunded at check-out time with return of dorm button). Replacement buttons $1. The $2 per night per person is billed to the county and is not paid at State Fair.
- **Office Hours** – The dorm offices open at Noon on Wednesday before opening day of the Fair and close at 12 PM (noon) on Labor Day (last day of the fair).
- **Check In** – Chaperones must be present when checking youth into dorms. Chaperones are required to reside in the dorms along with youth they are chaperoning. Dorm registrations require a completed dorm form and exactly $1.00 as deposit for a dorm button. All beds will be assigned. There will be no bed switching.
- **Check Out** – 12:00 p.m. for the first two sessions (earlier if possible!). For the last session, check out is at 9am. All items should be removed from bunks. Youth and adults may store property in a locker or along the wall of the dorm until 6 PM on the day they are leaving. A pass will be issued for re-entry to collect property. **An additional $2.00 may be charged for anyone checking out after NOON**
- **Dorm Residents** – are only youth ages 5 and older with State Fair activities or duties. All youth residents require assigned adult chaperones (21 yrs. & over). **No children under 5 years of age** are allowed to stay in the dormitories. Please note that only males may stay in Boys Dorm, and only females in the Girls Dorm. All adults staying in the dorm should be screened according to the Volunteer Involvement Policy guidelines (background checks for all adults and DMV checks for drivers).
- **Curfew** – All youth are required to be in the dorm between 10:30 p.m. and 7 a.m. unless attending a specific evening event with written parental and/or chaperone permission. **If youth are out of the building for any reason after 10:30pm they must be with an adult.** All 4-H Teen events held in the youth building will end no later than 10:30 p.m.
- **Mandatory 4-H Youth Orientation Meeting - 8:30 pm**, the evening before each rotation begins, in front of the stage area located in the center of the Youth Building. All youth residing in the dormitories will be expected to attend this meeting.
- **Mandatory Chaperone Orientation at 9:15 p.m.**, the evening before each rotation begins in front of the stage located in the center of the Youth Building.
- **Security** – The New York State Fair provide Security Personnel to ensure the safety of all residents of the dorm and Youth Building.

All persons using the dormitory should receive an orientation to the NYS Fair Rules and Regulations prior to their arrival at State Fair. It is especially important that chaperones understand what is expected of them.

### Dormitory Rules & Regulations

There are some basic rules that must be followed by everyone using the dorms. Please read these rules carefully. Dorm residents are expected to quiet down after "lights out" at night, and dress quietly in the morning. Youth should be instructed to direct any questions or problems to their own organization’s chaperone. Youth are responsible for abiding by any special county/organization’s code of conduct, even when more stringent than that expected of other young people in the dorm.
1. Curfew is 10:30 p.m. **Exception:** When 4-H Teen events are planned – curfew for those youth attending the event is at its conclusion. **ALL 4-H TEEN EVENTS WILL END NO LATER THAN 10:30 P.M.** Dorm youth attending scheduled teen activities in the Youth Building must notify their chaperone as to where they will be. Immediately after the teen activity has concluded, youth need to check in with their chaperone upon arrival in the dorm. If the youth plans to leave the building between 10:30 pm and 7 am, they must have written parental and/or chaperone permission and be accompanied by an adult.

2. Entry to the youth building dorm is through the center doors of the Youth Building, up the stairs to the 2nd floor. Entry requires a dorm button (for adults and youth). Entry after hours requires that each resident sign in with his/her name, organization and bunk number.

3. Quiet hours in the dorms are from 11 p.m. to 7 a.m.

4. No cell phone calls in or out between 11 p.m. and 7 a.m.

5. All youth must be chaperoned by a person designated by their county or organization.

6. Each person residing in the dorm will be provided with a mattress on a bunk bed. Small lockers are available on a first come basis. Dorm residents will need to provide all the rest of their lodging needs including towels, sheets, blankets, pillow, toiletries, and a lock for their lockers.

7. For safety reasons bed switching or rearranging is not allowed.

8. No smoking, food, beverages, hot plates, or animals are allowed in the dorms.

9. No children under the age of 5 are allowed to stay overnight in the dormitories.

10. Regardless of age, only females may stay in Girls’ Dorm, and only males may stay in Boys’ Dorm.

11. Luggage or any other items may not be left in aisles.

12. No sleeping on the floors.

13. Hair dryers & curling irons must not be used at or near the bunks.

14. No electrical cords can be run across the dorm floor.

15. If the fire alarm sounds, exit immediately (exit maps on wall) and go to the designated meeting spot (check with chaperone for location).

16. Roller blades, skates, skateboards, scooters and bicycles are not allowed on the fairgrounds.

17. Residents are responsible for all damage beyond normal wear.

18. All doors are to be kept closed (Fire Code). No one should be opening doors to allow access to the dorm at any time (unless there is a fire).

19. Nothing is to be hung from or attached to the sprinkler pipes (Fire Code).

20. A blue light security system is provided for emergency situations.

21. Nightlights must remain on at all times.

22. All residents shall act with a mature and morally responsible behavior and attitude, at all times, recognizing the basic rules of society, and the rights of others, and are expected to respect cultural diversity in the Youth Building (i.e. race, religion, sex, sexual orientation, ability, and cultural background).

23. Violations of the dormitory rules & regulations may result in any or all of the following: expulsion from the dorm, forfeiture of awards and/or premiums, forfeiture of guarantee and privilege of further participation in the State Fair program.

**II. Registration Information**

**Dormitory pre-registration** is due **electronically** to the State 4-H Office by August 20 under ‘Youth Building Dormitory Information’ at [http://nys4h.cce.cornell.edu/events/Pages/StateFair-InfoforStaff.aspx](http://nys4h.cce.cornell.edu/events/Pages/StateFair-InfoforStaff.aspx) **NOTE:** Dormitory Pre-registration is merely a means for Dorm staff to determine the number of beds required by groups attending State Fair. It is not a final listing.

Educators/Leaders/Coaches can update dorm staff with final names and numbers when they arrive at State Fair. Having a printed copy of the final dorm reservations with you when you arrive at State Fair would be very helpful. Information on dormitory registrations can be found on the NYS 4-H website in the section for staff.

[http://sp.nys4h.cce.cornell.edu/events/Pages/StateFair-InfoforStaff.aspx](http://sp.nys4h.cce.cornell.edu/events/Pages/StateFair-InfoforStaff.aspx)
 Upon arrival at State Fair, Educators/Designated Chaperones should register youth and adults at the dorm office. **Registration requires a completed Dorm Form for each resident.**

Download this form under ‘Youth Building Dormitory Information’ at http://nys4h.cce.cornell.edu/events/Pages/StateFair-InfoforStaff.aspx

**NOTE:** Entry to the dorms is via the staircase at the center of the building. Educators/Chaperones are responsible for registering everyone in their group at the same time. Please remember to make a list of bunk numbers for all youth residing in dorms, and let youth/volunteers know your bunk number should they need to find you in the dorm. (Please note: depending on the size of your delegation, it may not be possible to put your whole group in the same section of the dormitory).

Everyone will need a $1 deposit (**Dorm Office staff cannot make change**) which covers the cost of the Dorm Button provided to every registered dorm resident. Should any residents lose their dorm button, they forfeit their initial $1 deposit. A replacement dorm button will be made with another $1 deposit required. (Once the replacement button is returned, upon checkout, $1 will be reimbursed). At the conclusion of State Fair, individual organizations will be billed $2/person per night for youth/adults residing in the dorms.

**WHAT TO BRING**

What to bring: sleeping bag, blanket, pillow(s), sheets, 2 towels, washcloths, soap, shampoo, all toiletries, sandals or flip-flops, rain poncho or umbrella, jacket or sweater for cooler weather, alarm clock (however, if you bring one, be prepared for dirty looks if you don’t turn it off right away), daypack, and flashlight (remember extra batteries!), hat for sun, and sunglasses. Be sure and tag your belongings with your name, organization and county. Bring a lock for your locker! **See also** the “Just for Teens” section.

**BED ASSIGNMENTS**

Bunk assignments are on record at the dorm office so youth/adults can be reached in case of an emergency. Do not change bunks without explicit dorm office permission.

**SPECIAL ACCOMMODATIONS**

There is an **elevator** in the Youth Building for those who cannot navigate the steps to the dormitories. Designated sleeping areas and shower facilities are provided for those with special needs.

**LUGGAGE**

Luggage should be stored on your bed during the day so the cleaning staff can sweep and mop efficiently. To simplify bed assignments, it is necessary for you to check out **by Noon** the day you leave (9:00am Labor Day!), but earlier check-out is appreciated. When you check out, you will return your identification button and be given a re-entry card if you need to re-enter the dorm later in the day.

**YOUTH SUPERVISION & RULE ENFORCEMENT**

All youth participants using the dormitory must be 5 years of age or older, and must be properly chaperoned at all times. Chaperones must be 21 years of age or older, must abide by Chaperone Guidelines & Expectations (noted below), and must stay in the dormitory at night with the youth they are chaperoning. Volunteer Involvement Policy guidelines should be followed. To increase the possibility of your whole group being assigned bunks in the same section of the dormitory, it is advisable for everyone to register at the same time. Being all together makes supervision much easier.

**All chaperones are responsible for checking their own county beds and are expected to help quiet the dorm at "lights out."**
CHAPERONE GUIDELINES & EXPECTATIONS
- Must be 21 years of age or older and background checked by their Cornell Cooperative Extension Association.
- Should read and be familiar with the Guide for 4-H Staff and Volunteers at State Fair.
- Are required to attend the chaperone meeting at 9:15 p.m. the evening before each rotation begins, in the stage area in the center of the Youth Building.
- Are responsible for all assigned youth participants.
- Must stay in the dorm with youth participants being chaperoned.
- Children being chaperoned must be of the same gender as the chaperone.
- Must know and follow the rules & regulations of the dorm (ex. Curfew, quiet hours). See Dormitory Rules & Regulations.
- Should review emergency procedures, blue light system, exit locations and designate a meeting spot away from the Youth Building (behind the FFA Building) in case of fire.
- Must physically check-in all their assigned county participants each night between 10:30 – 11:00 p.m.
- After 10:30 p.m., accompany any assigned youth that need to leave the dorm for any reason.
- Encourage youth participation in scheduled activities in the Youth Building.
- Take responsibility for their organization’s youth/adults in enforcing rules & regulations.

III. Fire Regulations
Each night soon after the lights go out, there will be an explanation of fire regulations in both girls’ and boys’ sides of the dorm. As indicated previously (in the section on Chaperone Orientation), there will also be a mandatory Chaperone Orientation meeting at approximately 9:15 pm on the evening before each rotation begins, in the stage area of the Youth Building. Should there be an emergency, and cause to vacate the Dormitory and/or Youth Building, it’s important for Chaperones and Youth to meet behind the FFA Building. It’s important that chaperones double check that all the youth from their organization assemble as a group at the designated location.

IV. Individual Organizations’ Codes of Conduct
Chaperones staying in dorms should understand any special policies their own organization may have regarding Code of Conduct, chaperoning responsibilities, disciplinary actions, etc., which may be stricter than the overall state regulations. Those organization policies may not be arbitrarily extended to any other organization’s participants.

Chaperones may discipline their own organization’s participants according to their organization’s policies. They may control or stop the inappropriate behavior or disruption of other organization’s participants if there are no adults from that organization present.

DORMITORY STAFF
Dormitory Staff are on duty to help make your stay as safe and as pleasant as possible. It is not their responsibility to maintain order and discipline. Any complaints or problems should be brought to the attention of the dormitory staff who will speak with the organization’s chaperone.

CURFEW
The only point of entrance is the main, center entrance to the Youth Building. Subject to chaperone approval, teens may participate in 4-H teen evening activities in the Youth Building (Please note: All Teen Events in the 4-H Youth Building will conclude by 10:30 p.m.). All youth will be in the Youth Building dorm between 10:30pm and 7am unless they have written parental and/or chaperone permission and be accompanied by an adult.

http://sp.nys4h.cce.cornell.edu/events/Pages/StateFair-InfoforStaff.aspx
Section II – Guide for Staff  Youth Building Handbook  Page 20

Please be advised: County Educators/Designated Chaperones are encouraged to review lists of youth coming in after hours and will be expected to take responsibility for any disciplinary actions required. Remember, all youth participants are not to be out of the dormitory after curfew without a chaperone. It is not the responsibility of Security Personnel or Youth Building Coordinators to handle chaperone/youth issues.

V. Safety and Security

SMALL APPLIANCES
Hair dryers and curling irons should not be used on or near bunks. This equipment should be used in the lavatory areas only.

SAFETY LIGHTS
Nightlights and exit lights must remain on during sleeping hours. State laws regarding those lights and other apparatus are very explicit. The emergency lighting system is automatically activated if those lights are turned off. Keep all doors closed—fire exits and interior doors.

EMERGENCY PROCEDURE INSTRUCTION
At the time of the Chaperone Orientation Meeting, the dorm rules and regulations are reviewed, emergency exits are identified and the following procedures are discussed:

♦ Blue Light System
The Blue Light Security System, located throughout the dorms, has been devised to alert security when there is an event endangering the health or well being of a dorm resident. The Blue Light System should be set off only when there is an immediate need for assistance. To activate it, press the two designated activation buttons at the same time. When activated, an audible noise and the blue light indicator will light in the area of distress. In addition, an outside blue light will activate along with the notification of the Main Security Office on the fairgrounds. If there is a delay in response from the New York State Fair Security Office a signal will then be forwarded to the New York State Police Fair Office. Only New York State Fair Security can reset the system. This is a keyed system with keys available only to the State Fair Security.

♦ Fire Alarm Procedure
Should a fire alarm sound, an announcement is made from the 4-H Superintendent’s office and/or the Dorm Office over the building’s Public Address System that everyone must immediately evacuate the building. The dorm residents’ meeting location is behind the FFA Building. All dorm residents are required to meet there to ensure that everyone is accounted for. The Fire Department (located adjacent to the dorm building) is called and advised that the fire alarm has sounded. The building’s Fire Detection System is a central reporting system and will automatically notify the New York State Fair Security and the fire department. Once the system is activated the building and dormitory should be evacuated immediately. A sign describing this three-step procedure is displayed by the phone and near the Public Address System.

♦ Evacuation Check
In case of a fire alarm, Dormitory Supervisors check each dorm to ensure that all occupants have cleared the building. Educators and chaperones should explain the fire evacuation plan to their delegates prior to and upon arrival at the State Fair dorm. If you are in the dorms at the time of evacuation, please encourage youth/adults to exit immediately, using the fire door closest to your section of the youth building. Under no circumstances should anyone, youth or adult, remain in the building once alarms have sounded. Educators/Chaperones, please do a ‘head check’ for all youth/adults under your supervision after you have evacuated and moved to your ‘predetermined’ evacuation site behind the FFA Building and out of the way of emergency vehicles.

http://sp.nys4h.cce.cornell.edu/events/Pages/StateFair-InfoforStaff.aspx
DRUGS AND ALCOHOL
Any dorm resident possessing illegal drugs, alcohol, or tobacco will be referred to their county educator and possibly to State Fair Security. The individual's chaperone, organization leader and/or Extension Educator will be notified. Alcohol and tobacco use are not permitted in the 4-H program. Underage drinking will also be reported to the authorities.

FOOD IN THE DORMS
Food is not allowed in the dorms. It attracts unwanted ants and rodents. Chaperones should confiscate or remove any food observed in the dorm. You may encourage your young people to use the 4-H Feed Room for food storage and preparation. Refrigerators and a microwave oven are available in the Feed Room. Everyone is responsible for his or her own clean up. Each county participant is responsible for the removal of unused food items from the Feed Room upon leaving fair.

BEYOND THE YOUTH BUILDING
All State Fair participants are encouraged to see as much of the Fair as they can – safely! It's a great experience. Some youth may need a gentle nudge out of the dorm on their free time. There are lots of interesting things to see at State Fair. Take advantage of your time off to see it. Youth should never be alone on the fairgrounds and should go in groups of at least twos or threes in daytime as well as after dark and remember to return to the dorm before 10:30 p.m.

R-E-S-P-E-C-T CONDUCT & DRESS
As 4-H representatives of their individual counties, youth are expected to respect the cultural diversity in our organization (i.e. race, religion, sex, sexual orientation, and cultural background). Youth will be expected to behave and dress in a 4-H appropriate manner. Youth acting inappropriately will be sent home at their family’s cost/inconvenience. Youth dressing inappropriately will be asked to change.
State Fair Glossary

**Booth Space** – The majority of booths are approximately 22’ long by 14’ deep, but may vary.

**County Groupings** – Three counties sharing the same booth space at the State Fair.

**Danish System** – Process used to evaluate exhibits in the Youth Building. Awards based on the Danish system are determined by the exhibitor’s responses to questions on the Exhibit Statement, and the exhibit quality relative to the ideal for the exhibitor’s age and experience level.

**EECS** – Exhibitor Entry Card and Statement (EECS) – The Entry Cards come from the New York State Fairgrounds office in Syracuse, NY and the Entry Statement can be found on the State Fair webpage for Staff. A completed Exhibitor Entry Card and Statement form are needed on every exhibit being evaluated.

**Feed Room** – A kitchenette on the first floor of the Youth Building, near the poultry area, for 4-H use only. There are shelves for food storage, refrigerators and a microwave oven.

**Group Action** – Traditional title given to groups (clubs or specifically recruited groups) that come to demonstrate, coordinate and participate in hands-on activities with the public.

**Junior Superintendent (JS)** – Junior Superintendents (used to be called Teen Assistants) serve in 8-hour shifts for one week or the whole fair. JSs do everything from swab the deck to perform statistical analysis on entry cards. JSs must be responsible, self-starters who are fun and friendly. To become a Youth Building JS, teens should review the JS job description found on the NYS 4-H website. Applicants will be expected to complete an application form, and submit two letters of reference, one from their county Extension Educator, and one from a peer and/or other adult. Application packet may be submitted electronically or by regular mail to Tom Davis at the State 4-H Office.

**Key Leaders** – Educators & volunteers who head up the Teen Leader programs while at State Fair.

**Master List** – County list of all exhibits to be evaluated. Use the form posted on the NYS web page at: [http://nys4h.cce.cornell.edu/events/Pages/StateFair-InfoforStaff.aspx](http://sp.nys4h.cce.cornell.edu/events/Pages/StateFair-InfoforStaff.aspx)

**Rotation** – Counties may display during one of three time periods. The general rule is for each county to switch time periods from year to year. There are exceptions to this rule if a county fair causes scheduling constraints or other valid reasons. The three counties sharing the booth space can determine when each county will exhibit as long as this is communicated to the State Office by January so the information can be included in the Premium Book.

**Just for Teens Packet** – announces Teen Leader roles and applications and other information for teens.

**Teen Leaders and Teen Evaluators** – Teens serve as a TL for the county or a specific Teen Leader program for a minimum of 6 hours a day. Teen Leaders receive a premium of $10 a day and may not receive a premium for being a Teen Leader or Evaluator for more than one purpose in a day. Educators should nominate Teen Leaders and Teen Evaluators using the survey form linked from webpage.

**Tram** – State Fair operated means of getting from one place on the fairgrounds to another. At the present time New York State FFA and Cornell Cooperative Extension 4-H Youth Development are cooperating with New York State Fair to operate the trams.