



WASHINGTON STATE FAIRS COMMISSION

GUIDELINES FOR EVALUATION OF COMMUNITY 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. If possible, 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
100	80 - 100	60 - 79	0 - 59
50	40 - 50	25 - 39	0 - 24
40	30 - 40	20 - 29	0 - 19
30	24 - 30	12 - 23	0 - 11
25	20 - 25	10 - 19	0 - 9
20	16 - 20	8 - 15	0 - 7

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.

Educational Impact to Public and Participants

Educational impact is for both public and exhibitor is demonstrated throughout the entire fair.

AIMS AND PURPOSES:

Each Community Fair must have a written statement of Aims and Purposes, which shall be made public. Score accordingly the ways "made public" and achievement of their goals.

COMMUNITY SUPPORT:

- Each category is scored on the evidence of contributions to the overall support of the fair.
- Special Events are events sponsored by community.
- Cash and trophies are donated by the community.

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

- Signage is adequate and clearly visible for information services, such as lost tots and first aid.
- Staff and volunteers are knowledgeable of emergency procedures. Security is adequate for the size of event.
- Grounds have adequate litter barrels and waste removal without hindrance to exhibitor or public.
- Direction signs at reasonable distance from grounds. Directional signs on grounds should show emergency services, exhibit areas, office, show rings, etc.
- An information source or designated office for information is identified and staffed.
- Show Rings: Well defined, adequate size, level surface, and not crossing public traffic lanes without safety factors in place.
- Grounds should be clean, identified and staffed, handicapped accessible with good traffic patterns. The overall condition of buildings includes good repair, clean with adequate lighting for displays/exhibits.
- Adequate hand sanitizing stations are in appropriate places for attendees and staff.

PARKING:

The fair provides adequate, safe parking that is reasonably available in relation to the size of the

fair.

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.

ENTERTAINMENT:

The fair has made adequate plans for entertainment utilizing resources within their budget and attendance. Is there evidence of local talent being used?

7-HOUR RULE:

Every exhibit in the fair must be in place for public viewing for at least seven (7) hours. Times and schedules must be printed in the premium book.

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.
- Information display of community's most important agricultural product(s) and products of the soil displayed, exhibited or featured. Must be signed and have educational value.

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.

AGRICULTURAL DISPLAYS:

Special displays by adult or youth organizations showing groups' purpose or informing the public in an educational manner on subjects relating to the area or matters of citizen concern. Score accordingly.

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:

- 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.
- For categories with less than three exhibits there will be a maximum of four points per exhibit.
- All divisions will be evaluated for general attractiveness, exhibitor/exhibit identified educational value, animals groomed, stalls pens, and aisles clean and decorated.
- Exhibitor neatly dressed and adequate exhibitors available to give information.
- Designated attendant on duty.

Agricultural Display – Community 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 100 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.