

2020 Fair Booth Information

Set-Up Time for Booths: *Saturday, September 19*, 9:00 a.m. to 6:00 p.m.
Sunday, September 20, 9:00 a.m. to 6:00 p.m. Booths need to be completed by 6:00 p.m. on Sunday, September 20. Awards received during the recognition program may be added until 9:30 p.m. Sunday.




Release Time for Booths: *Sunday, September 27 at 6:00 p.m.*
Fair premiums will be forfeited if projects are removed or booth torn down before 6:00 p.m.!


Host/Hostess Information: When you receive the schedule, check for your time. If your club is not listed, call the Extension office to schedule a time. If you need to change times, try to switch with another club. Notify the office of any changes made. When reporting for your shift, **sign in on the sheet posted on the table in the middle of the 4-H exhibit area in the Commercial Building.** Please make a nametag to wear.

General Display Information

1. With the exception of Cloverbuds, livestock projects exhibited in the barns, and club group projects, **each member is to have an individual project display exhibited at fair for each project taken. This exhibit marks the completion of the member's project and is a REQUIREMENT TO RECEIVE A FAIR PREMIUM!!!** Check guidelines included with each project book for item or exhibit to prepare for the display. Most project requirements include some type of educational exhibit. Cloverbuds should have representation of activities or items they have made.
2. Guidelines and restrictions established for materials and equipment to be used in booth decoration are **necessary to comply with fire safety rules, protect the partitions themselves from damage, prevent the attraction of animals, and minimize leftover material** left when fair booths are taken down. There is more concern about fire safety in 4-H booths because they already contain many combustibles: clothing, posters, paper, etc. The Fire Marshall will be checking the fair booths for any concerns. Your cooperation in complying with these restrictions is appreciated.
3. Please **do not block the fire lane** when setting up booths. Cars can be driven up to the building to unload contents but must **IMMEDIATELY** be moved to a parking area.
4. All booths will be included in 4-H Booth Judging with a percentage receiving outstanding booth awards. If a club does not wish to have their booth judged, they may notify the Extension office or post a note in the fair booth.

Booth Building Requirements

1. All booths will be four feet deep and six feet high. The cement floor will serve as the floor of the booth. A 43-inch fence is in front of the booth.
2.  **Floor decorations or projects cannot extend beyond the front edge of the partition** (walkway must be maintained inside the fence) **or above the top of the partitions showing in another club's booth space.**
3.  **Do not use these items on partitions: Nails, staple guns, tape, "fun tac," or any other adhesive or anything that makes a hole larger than a pin or desk staple.**
4. Decorations are to be flame retardant. See Fair Booth Fire Safety sheet for more specifics.
5.  **Do not use any dried vegetation such as hay, straw, dried leaves, cornstalks, mulch, wood chips, etc.** Live plants are allowed.

6. Dry food items such as rice, dried beans, dry cereal, etc. that are in a **SEALED GLASS** jar are the only food items that will be allowed.
7.  **Do not use sand in fair booth.**
8. The Fire Marshall does not want extension cords used. If one has to be used, it must be at least **15 amp** and short. Approved extension cords will be provided for those clubs indicating they would like electric.
9. Items plugged into wall outlets will not turn off at night. **You must use a timer switch to turn lights and electronic items off at 10:00 p.m. and on at 9:00 a.m.** Strings of small UL approved mini indoor-outdoor lights may be used.

Display Tips

1. Involve club members in as much of booth decoration preparation as possible.
2. Club name should be prominent within the booth.
3. Advisor names need to be in the booth and **names of all exhibitors should be placed on or very near project exhibit.**
4. Complete many of the decorations for booth space ahead of time.
5. Hang clothing on upside down hanger stuffed with tissue paper.
6. Utility clips can be used to hang posters, books, etc.
7. When using lettering, separate each word in individual bags or envelopes.
8. Wall covering suggestions: art paper, sheets (must be flame retardant), tablecloths.
9. Floor covering suggestions: grass carpet, tablecloths, plastic, and sheets.
10. When using crepe paper, pull tight for less sagging during damp weather.
11. Use a secure, heavy tape to hold items.

Fair Booth Kit

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| <ul style="list-style-type: none"> • Step ladder • Screwdriver • Scissors • Tape (masking/double-faced) – don't use directly on partitions • Markers • Clipboard • Wire • Fishing line • Yard stick (tape measure) • Desk stapler | <ul style="list-style-type: none"> • Staple gun – not on partitions • Hammer • Duct tape – don't use directly on partitions • Broom & dust pan • Cleaning materials • Fun Tac • Table (small or writing surface) • Pliers • Pins • Thumb tacks • Push pins |
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4-H Booth Exhibit Tips

Remember, booth judging is a largely subjective process! We attempt to find out-of-county judges, when possible, who are familiar with the 4-H program. Keep it simple! Judges have many booths to review in a very limited time span. Booths that are neat and well labeled help to make the judging process go more smoothly.

Basic Requirements

- Club name should be easily seen in display.
- Advisors' names visible but not necessarily prominent.
- Each educational exhibit is identified with member's name and the name of the project completed (as listed on project book); should be on or adjacent to the project and clearly legible.
- Members' pictures are NOT required.

Promotes 4-H

- The major goal of 4-H booths is to promote 4-H and to illustrate educational and life skill opportunities gained through project work and club activities. Examples of life skills: members involved in tasks that demonstrate responsibility, leadership, decision-making, citizenship, and communication. Use of photos of club educational and service projects is an excellent way to portray these learning experiences and opportunities in your display.
- A viewer should leave the exhibit knowing something he did not know before. The message should be understandable to the public. It should encourage additional study by the general public (casual passer-by).

Educational

- Clubs must be certain that every project (other than livestock exhibited during the week) is represented with an **individual** educational exhibit within the display. For example, two members take "Exploring the Outdoors." There should be two separate and different "Exploring the Outdoors" projects represented/displayed. If the member displays animal foot prints, this is not an educational display because the passer-by doesn't gain knowledge. If the member adds the names of the animals making the prints, it is now an educational display. All dog projects must have an educational exhibit in booth. Project books do not qualify as an educational exhibit. If you want to include project books in the display, keep to a minimum.

Design

- Elements of the exhibit should be pleasingly placed to give a sense of unity to the whole display. The message should be part of the design. Use of size, shape, texture, color, motion, and light can be incorporated to enhance the design.
- Neat. Well-constructed for the purpose. This does not imply that expensive materials must be used or that "advisors only" design and construct the booth.
- Simplicity, the grouping of elements, open space, and a lack of clutter or crowding is important. (Consideration will be given for the space assigned.)

Carries Out a Theme

- The theme should be conveyed. Themes should be consistent throughout the display.

Originality

- Evidence of creativity used in theme and design of booth display.

OHIO FIRE CODE INFORMATION

Below are the current guidelines from the Ohio Fire Code that relate to decorations for fair booths. Please read and follow these guidelines. If you have any questions, please call the Dover Fire Department at 330-343-5552. You may also call Chris Kendle at the Tuscarawas County office of Ohio State University Extension.

GENERAL – Flammable materials such as cotton batting, dry vines, leaves, trees, artificial flowers or shrubbery, and foam plastic materials shall not be used for decorative purposes in show windows or other parts of buildings, unless such material is flame proofed in an approved manner. Electric light bulbs shall not be decorated with paper or other combustible materials.

OPEN FLAME – A person shall not take or use an open flame or light into any structure, building, barn, vessel, boat, or any other place where highly flammable, combustible, or explosive material is utilized or stored. All lighting appliances shall be well secured in a glass globe and wire mesh cage or similar approved device.

CANDLES – A person shall not use or allow to be used any open flame, burning candle or candles in connection with any public meeting or gathering for purposes of deliberation, worship, entertainment, and amusement.

FIRE SAFETY REQUIREMENTS – The layout, arrangement and construction of buildings and structures in which rooms or places of assembly are located shall comply with the applicable requirements of the building code for the appropriate use group classification, and shall be provided with fire protection and fire extinguishing equipment as required. Buildings and structures and their service equipment shall be maintained in a safe and sound condition.

OVERHEAD DECORATIVE MATERIAL – No burlap, fish netting, or other similar type material shall be suspended from the ceiling of any building.

PYROXYLIN MATERIALS – Imitation leather or other materials consisting of or coated with a pyroxylin or similarly hazardous base shall not be used in group A occupancies.