



Welcome to Eastern States Exposition!

4-H Chaperone Orientation for The Big E

# Thank You for Helping Us Make the Best Better

The Eastern States Exposition Agriculture and Education Department is excited to welcome you as a 4-H Chaperone to The Big E! This guide will help answer many of your questions. Please be sure to visit <https://www.thebige.com/p/competitions/4-h> to find additional information about the dorm and to read the 4-H packet that pertains to the program you are chaperoning.

If you have additional questions, please reach out to your program's committee chairperson or contact our team by emailing [aginfo@thebige.com](mailto:aginfo@thebige.com) or by calling 1-413-205-5011.

# The Eastern States Exposition Mission Statement and Purpose:

Eastern States Exposition is a not-for-profit corporation committed to excellence in providing year-round opportunities for the development and promotion of agriculture, education, industry and family entertainment while preserving our New England heritage.

Eastern States Exposition is organized as a not-for-profit corporation under the laws of the Commonwealth of Massachusetts to:

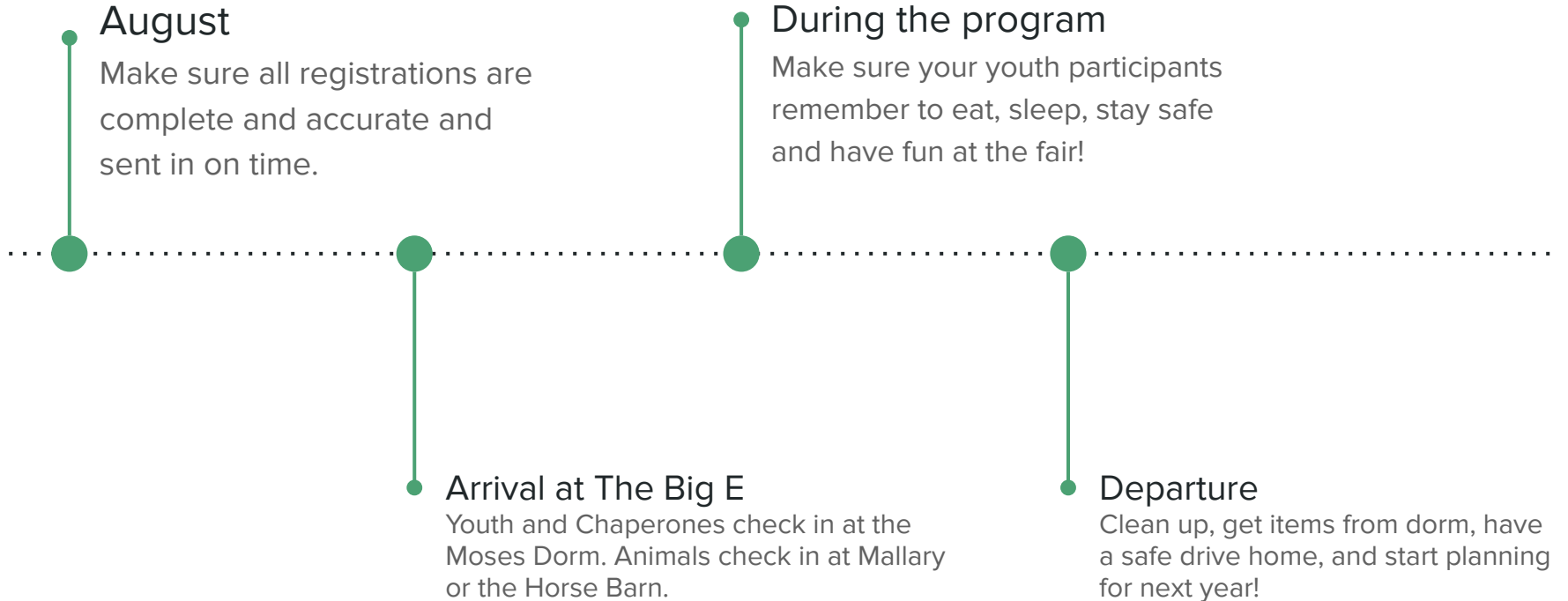
- Provide an educational experience for urban and rural persons, especially youth, through programs and exhibitions designed to include local and regional participation, demonstration and competition.
- Provide a show window to present the agricultural and other resources of the Northeast and beyond.
- Provide regional facilities for use in serving the best interests of New England and the Northeast.
- Focus attention on the New England heritage and its pioneering spirit that contributes to continuing progress.

# Objectives for New England 4-H Programs at The Big E

The 4-H program at The Big E is a cooperative effort with the Eastern States Exposition and the Cooperative Extension Systems of the New England States working together toward common objectives. These objectives are:

- To motivate and recognize the achievements of 4-H members and their volunteer leaders.
- To give the general public attending The Big E a better understanding of 4-H educational efforts including the organization, program, and accomplishments.
- To provide educational experiences for 4-H members that are not available in the individual states.
- To make 4-H programs and activities visible to the general public across the grounds of The Big E.
- To expand the image of 4-H as a total diverse youth development program.
- To ensure quality educational activities both for the 4-H participant and the general public.
- To identify 4-H as an integral part of the Cooperative Extension System and the land grant universities of New England.
- To involve youth as equal partners in full decision-making roles at all levels of program decision-making.

# 4-H Chaperone Timeline



# What you need to know!



## Moses Dormitory

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Learn about what to bring, and what to expect from your home away from home.



## Safety

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What to do in emergencies: policies in place and best practices for keeping you and your members safe!



## Program Specifics

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A few things that you should know before you arrive with your animal(s) or exhibits.

**\*\*This does not replace your species rules packets. You must read them too!!!**



## Resources

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Websites, maps and contact information to make your trip a success!

# The Moses Dormitory

## Your Home Away from Home

The Moses Dormitory is a historical building. Sleeping rooms are on the second story and are accessed by climbing two flights of stairs. There is no air conditioning, however ceiling fans and large screened-in windows provide comfortable airflow. Handicap accommodations are available upon request. Please provide advanced notice if you need an outlet next to your bed for use with a medical device.

Our Dorm Supervisor lives in the dorm throughout the fair and is there to help you make sure all participants have a fun, safe stay at Eastern States Exposition.



# The Dorm: What to Bring; What to Leave Home

- ★ **Participant Health Forms** must be filled out and handed in by all individuals who are staying in the dorm.
  - ★ **Luggage:** We recommend bringing lockable luggage and spare keys. All bags are to be stored under bunk beds with approximately a 12-14” clearance.
  - ★ **Bedding:** Plan to bring your own pillow (no feathers please), blanket, and/or sleeping bag. A fitted twin-size sheet is recommended but not required.\*
  - ★ **Clothing:** Bring appropriate clothing for your activity. Shoes are required at all times.
  - ★ **Toiletries:** Don't forget your towel, shower shoes, soap, shampoo, toothbrush, and toothpaste.
  - **Valuables** should be left at home!
  - Meals are provided for you in the Moses Cafeteria. **Please limit the amount of cash you carry** and ask youth participants to do the same. A little cash for Fair Food and Fun is allowed, but should be handled with care.
  - **No firearms, knives, marijuana products, or outside alcohol** are allowed on the exposition grounds.
  - **The use of tobacco products is prohibited** within the vicinity of the Moses Dormitory.
- Please review the [Dorm Regulations PDF](#) for more details.**

*\*Spare bedding materials are available for youth participants if needed. Have a discreet conversation with our Dorm Supervisor for help!*



# The Dorm: What to Expect

- All youth and chaperones who are sleeping in the dorm must wear wrist bands for access to the upstairs rooms. The sharing of wrist bands is prohibited!
- Chaperones are assigned bunks within their state's area of the dorm. Youth get to choose their own bunks within their assigned area.
- Cell phones are permitted in the dorm, but please be mindful of other participants. They should be silenced and dark after lights-out.
  - Do not leave charging phones unattended!
  - Phones are not to be plugged in in the bathrooms or overnight.
- The Dorm is LOCKED and no entry is permitted after 10:30 pm; Lights out is at 11pm
- Meal tickets will be provided to all participants. These are redeemed in the Moses Cafeteria at the following times:
  - Breakfast: 6:30-8:00 A.M.
  - Lunch: 11:15 A.M.-1:15 P.M.
  - Dinner: 5:00-7:00 P.M.
- Parents are invited to purchase meals in the cafeteria, but are not allowed upstairs in the dorm at any time, including during check-in and check-out.
- When checking out, 4-Hers are asked to sweep under their bunks. Chaperones should do a final check under bunks in their assigned area to make sure no possessions or messes are left behind.

## A Sneak Peak Inside:



Bunk Beds are provided, but don't forget to bring your own bedding! Remember: all luggage must fit under the bunks.



All of the Moses dormitory restrooms and showers have been renovated as of the 2023 Big E with additional improvements throughout the dorm still ongoing.

# The Moses Cafeteria

- Every 4-H Member and chaperone will receive an envelope of 4-H Meal Tickets upon check-in at the dorm. These tickets can be redeemed for meals in the Moses Cafeteria.
- Meal Times:
  - Breakfast: 6:30-8:00 A.M.
  - Lunch: 11:15 A.M.-1:15 P.M.
  - Dinner: 5:00-7:00 P.M.
- To go meals are available upon request, and are popular on show days when kids are too busy working in the barn to get away to eat. Please fill out [this form](#) by 5:30 P.M. the night before your boxed meals are needed. You will need to turn in one ticket per boxed meal at the time of pickup (QR codes to this form will be posted in various places throughout the barn and dorm, and a link is available on The Big E website under 4-H Dormitory & Passes).
- Our kitchen staff is happy to accommodate anyone with dietary restrictions. Your state 4-H office will indicate these needs on the dorm signup sheet in advance of your program. Please check in with the kitchen staff to confirm your team's dietary needs upon your arrival.
- Our head chef puts together a wonderful menu of healthy meals that are available at no cost to you. While fair food is fun, it can be expensive and unhealthy. We highly encourage you to take advantage of the Moses Cafeteria as much as possible during your stay.
- 4-H parents and friends are welcome to purchase meals in the cafeteria.

# Safety

The most important job of a  
Chaperone!

Others are entrusting  
their children with us. It is  
our responsibility to keep  
them safe at all times!

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# How it works

Step 1

## Stay Safe in the Dorm

Read all Dorm Rules and Regulations. If you have any questions ask the Dorm staff.

**Report irregularities directly to Elena Hovagimian when they occur.**

Step 2

## Stay Safe on grounds

4-H youth must follow the buddy system and walk in pairs or groups when traveling the grounds.

All youth must tell their chaperones where they are going!

Step 3

## Emergency Protocols

In the case of a major emergency on the grounds:

- If you are close to the Avenue of States, go to the front lawn of your state building.
- If you are in or near Mallary, stay with your group in Mallary and await instructions from ESE staff.

**IF YOU NEED HELP: DO NOT WAIT!** Contact a 4-H committee member (they are on the grounds, in your area) right away. They will contact Elena Hovagimian, and the State 4-H Offices if necessary. If you cannot find a committee member go to the Agriculture Office (near the bathrooms in Mallary). If it is a dangerous emergency situation dial (413) 205-5555 for security or medical help.

# Emergency Protocols - One more time...

Go to the one closest to you: Mallary Complex or the lawn of your state building. Find and account for all of your youth.

If the need arises there are animal evacuation protocols in place. Chaperones will be directed by The Big E staff and security. [Read the Emergency Protocol PDF](#) to know exactly what will happen with animal evacuation.



# 4-H Programs at The Big E

Beef



Dairy



Dog



Goat



NEC



Horse



Sheep



## **10 Helpful Hints for New Chaperones**

1. Check to make sure all delegates have their required beef records to hand in upon arrival. This includes health papers and The Big E Heifer or Steer Record forms.
2. Know the number of delegates your state has, their names and cell phone numbers. Their cell phone numbers could be helpful if someone needs to get a hold of them.
3. Have a copy of the weekend schedule.
4. Share your knowledge with youth and adults when appropriate but don't push your advice in an unwanted situation.
5. Make sure your group has all of the clothes and other items needed for the day before they leave the dorm in the morning.
6. Help the youth with time management, the beef program is very busy!
7. Delegates and chaperones should be in attendance when activities are going on.
8. Make sure your delegates check in with you should they leave the barns.
9. Beef are large animals, if there is a safety concern bring it immediately to the Beef Committee's attention or the livestock office.
10. HAVE FUN! Meet chaperones from other States and encourage your 4-H members to meet 4-H members from other States. They may develop lifelong friends!!



## 10 Helpful Hints for New Chaperones

1. Know the number of delegates your state has, their names and cell phone numbers. Their cell phone numbers could be helpful if someone needs to get a hold of them.
2. Have a copy of the weekend schedule.
3. Once all of your animals are checked in make sure ALL of your 4-H animals are stabled on your line.
4. You are encouraged to come to any committee member with questions or issues you need help with.
5. Share your knowledge with youth and adults when appropriate but don't push your advice in an unwanted situation.
6. Offer your help to any state that needs assistance, some are very short on chaperones.
7. Delegates and chaperones should be in attendance when activities are going on. It is important to support and encourage all of our teams that are participating in the different contests.
8. If there is a problem with any delegates or their animals please tell your State 4-H representative first or the Chairman or Superintendent if your State person isn't available.
9. You are their coach for the weekend, not a parent. Be positive with your comments when they are needed. They are a team and should work that way.
10. HAVE FUN! Meet chaperones from other States and encourage your 4-H members to meet 4-H members from other States. They may develop lifelong friends!!

## 10 Helpful Hints for New Chaperones

1. Be sure to attend general orientation and chaperone meeting.
2. Know the number of delegates your state has, their names and cell phone numbers. Their cell phone numbers could be helpful if someone needs to get a hold of them.
3. Keep a copy of the weekend schedule with you.
4. Each state is assigned a block of kennels. Youth can choose their kennel from their state's block. Youth kennel with the state they represent even if they live in a different state.
5. Monitor that youth are abiding by the program and show ring dress code.
6. Dogs should be walked and allowed to relieve themselves only in the marked ESE designated area in the parking lot closest to the kennel area.
7. Share your knowledge with youth and adults when appropriate but don't push your advice in an unwanted situation.
8. Cheer all youth on, this is their time to shine.
9. If there is a problem with any delegates or their animals please tell the Committee Chair or Superintendent and your State 4-H person. If there is a concern with a fairgoer please contact the Agriculture Office in the Mallary Building.
10. HAVE FUN! Meet chaperones from other States and encourage your 4-H members to meet 4-H members from other States. They may develop lifelong friends!!

# GOAT

## 10 Helpful Hints for New Chaperones

1. Upon arrival youth should see Show Chair for pen assignment, have their animal health checked, pen animal, report to the secretary's desk with papers and then check in at the dorm.
2. Monitor that youth are abiding by the program and show ring dress code.
3. Animals should be walked down the outer aisles of the barn instead of the aisle between sheep and goats.
4. Milk goes in the milk jug and shavings go in the marked areas outside the barn.
5. You are encouraged to come to any committee member with questions or issues you need help with.
6. Watch for extension cords or other items that present a chew/trip hazard.
7. Delegates and chaperones should be in attendance for all 4-H goat activities. It is important to support and assist all members of the team. Remind youth they have been selected to to display their project at the fair. Please be prepared to assist as needed.
8. Youth staying for the open show will need to clear out of the barn on Saturday evening during cleaning before setting up their open show pens.
9. If there is a problem with any delegates or their animals please tell the Committee Chair or Superintendent if your State person isn't available. If there is a concern with a fairgoer please contact the Ag Office.
10. HAVE FUN! Keep a copy of the schedule with you and listen for announcements in the barn.

## 10 Helpful Hints for New Chaperones to the New England Center Program

1. Some states stay overnight, some do not, either way we need to do our best to be in the New England Center by 8:30am the day we start for instructions.
2. Wheels are your friends! Use luggage with wheels and carts to transport your exhibits to the New England Center!
3. Wear layers - The weather can change throughout the 3 weeks!
4. The 4-H NEC has 4-H aprons to wear when behind the tables- take advantage of this, then you can save your 4-H t-shirts for marching in the parade (pre-registration required).
5. Make sure you schedule your 4-Hers so they have time to go and eat meals!
6. The Moses Cafeteria offers healthy meals three times daily at no cost to registered NEC participants. Parents can also purchase affordable meals in Moses.
7. If you forgot to bring anything, ASK the dorm staff or the NEC Coordinator, they can help you find it on the grounds or off grounds!
8. Know where your 4-Hers are or are going at all times.
9. If you have anyone playing music on the stage, download it to your device. If you need a projector or power cables, please bring your own. If you are giving anything away, plan on at least 200 items a day.
10. If anyone is thinking of doing a food demo or a demo with a live small animal, contact your state coordinator and The Big E at least a month in advance to learn of the requirements.

## **10 Helpful Hints for New Chaperones**

1. Be sure you attend general orientation and attend the chaperone meeting.
2. Get acquainted with the other state's chaperones, you may want to share duties so all can have some "off time."
3. Check frequently for schedule changes and activity locations.
4. Encourage parents to find a spot to observe and allow their child to "shine" on their own with their horse.
5. You are encouraged to come to any committee member with questions or issues you need help with.
6. Share your knowledge with youth and adults when appropriate but don't push your advice in an unwanted situation.
7. All bathrooms or Porta-Potties for the horse program are outside of the horse barn.
8. Only touch a horse or intercede in a situation when it is a safety issue.
9. Cheer all youth on, this is their time to shine.
10. Offer your help to any state that needs assistance, some are very short on chaperones.

## 10 Helpful Hints for New Chaperones

1. Know how many delegates your state has and what their names are. A list of their cell phone numbers could be helpful if someone needs to get a hold of them for important reasons.
2. Keep a copy of the schedule for the weekend in your pocket.
3. Once their sheep are properly settled in make sure they get their paperwork checked in and everything up to the dorm in time.
4. Take a mental note of the condition of the sheep when they first arrive and look at them throughout the weekend to notice if they are starting to look unhappy or showing other signs of possible sickness.
5. If you notice pens that need clean water or more bedding let the delegate know.
6. You are their coach for the weekend, not a parent. Be positive with your comments when they are needed. They are a team and should work that way.
7. Make sure your group has all of the clothes and other items needed for the day before they leave the dorm in the morning.
8. All delegates and chaperones are to be in attendance when activities are ongoing.
9. If there is a problem with any delegates or their animals please tell your State 4-H representative first or the Chairman or Superintendent if your State person isn't available.
10. Check to make sure delegates are properly dressed before they enter the ring.

# Where to Find 4-H Activities During The Big E



**EASTERN STATES EXPOSITION**  
 1305 Memorial Ave., West Springfield, MA 01089 • 413-737-2443

- ☎ Telephones
- ♿ Restrooms
- ♿ Handicap accessible
- ☎ TTY Telephone
- 👶 Baby Changing Station
- ♿ Unisex Handicap Restrooms

ESE Ag Office: (413) 205-5011

Ag Office Email: [aginfo@thebige.com](mailto:aginfo@thebige.com)

ESE 24-hour Phone: 1-800-639-2908

Emergency Phone: 1-413-205-5555

[Big E Maps](#)

[Show Ring Code of Ethics](#)

[Big E 4-H Program Website](#)

[Parade Application](#)

# Resources

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