

# Latah County Fair

Competitive Exhibits Superintendents:

Fair 2025

## 2025 Updates in RED

Competitive exhibit superintendents are key volunteers at the annual Latah County Fair. Superintendents are the director/manager of the Show that they represent, and of the area of the Fairgrounds where that Show takes place. Superintendents are also the primary contact for working with members of the public to answer questions, provide information, understand, explain, and enforce contest rules.

Approximate Time Frame and Duties:

- **Early-spring:** Review of class list, exhibitor rules, special contests, ribbon counts, and sponsor suggestions. Review judges count and make judge suggestions.
  - Review number of historical entries to see if classes need to be modified
  - Review potential new classes
- **Summer: Required Summer Meeting:** Review of Superintendent supply bin and ribbon boxes, display needs
  - Make sure bin has all necessary supplies and ribbon box count is accurate
  - Assemble/check list of display supplies, display table and chair counts
  - Connect with known sponsors for decoration plan
  - Create Show's informational/educational display (with Fair office)
  - Create Show FAQ (with Fair office)
  - **Last Week of August: Check Show space and decorate as desired with Sponsor**
- **Fair Week:**
  - **Monday and Tuesday of Fair Week:**
    - **Check in Exhibits 3-6pm on Monday and 3-7pm on Tuesday**
  - **Wednesday of Fair Week**
    - **Arrive at 7:30am to place and stage all exhibits**
    - **Judging to start at 8AM**
    - **Pull all entry tags and return to Fair office and make sure all ribbons are attached to exhibits**
    - **Secure Superintendent bin and ribbon boxes in secure location**
  - **Thursday of Fair Week**
    - Arrange exhibits into attractive display
    - Transmit completed awards binder to the Fair **office by mid morning**
  - **Friday, Saturday, and Sunday**
    - Attend the Fair as able, and when onsite check show area to maintain displays and alert the fair office to any issues that may arise
    - Take one shift in the "Premium/Prize" office to help distribute awards
    - Be onsite by 4pm Sunday to help with limiting early departure of exhibits and to assist with checkout starting at 5pm.
      - Every exhibit should be checked against a claim ticket prior to removal
- **Post Fair**
  - Within two weeks of Fair, provide feedback to the Fair office on how Fair went overall, including issues that need to be addressed and ideas for improving future fairs. Plan to attend the October Fair Board Meetings.

## CODE OF CONDUCT:

Latah County Fair Superintendents are expected to comport himself/herself in a manner which does not reflect adversely upon the Latah County Fair or Latah County. Each member must recognize that those appointed by the Fair Board to serve the role as a Fair Superintendent are subject to additional public scrutiny in their public and personal lives. In order to accomplish the goals of the Latah County Fair as an annual public event, Superintendents are expected to scrupulously avoid personal behaviors which could cause unfavorable public impressions of the Latah County Fair.

A small honorarium is paid to each superintendent, along with a stipend of "Fair Bucks" for food/drink while at the Fair. Depending on the Show, the overall time commitment is about 20 hours.