

# 2023 Dane County Fair Youth Project Check-In Procedures

Please be sure to check the Grounds Map and Exhibition Hall Map to confirm your project check-in location.

**Note that ALL Exhibitor Traffic MUST enter through Rusk Avenue or Olin Avenue Gates.**

Maps can be found on the Youth Exhibitor's Page of the Dane County Fair website under [Animal Housing and Project Display Locations](#).

## **EXHIBITION HALL**

- Foods & Nutrition ONLY: Check-in & Judging will be held on Monday, July 17. Refer to the Premium book for the department check-in time.
- Check-in will be held on Tuesday, July 18 from 1:00 p.m. – 7:00 p.m. for non-animal projects and Pocket Pets. **Refer to the Premium book for the department check-in time.** Entries will be processed in the order they arrive.
- All Individual Conference Judging will be held on Tuesday, July 18 in-person. Judging times are noted in the Premium Book under the appropriate departments. Judging will start at the following times:
  - Monday, July 17 – Foods & Nutrition Judging ONLY
    - 3:00 p.m. – Foods & Nutrition
    - 3:30 p.m. – Foods & Nutrition/Cake Decorating
  - Tuesday, July 18 – Individual Conference Judging
    - 1:00 p.m. – Animal & Veterinary Science, Plant & Soil Science, Flowers & House Plants, Natural Science, Cloverbuds, Cultural Arts, Photography, Woodworking, Electricity, Mechanical Projects (not Lego), Clothing, Kitting & Crocheting, Home Furnishings/Environment, Family & Child Development, Communications (Class B-J), Youth Leadership & Self Determined, and Health, Social, Political Sciences
    - 4:00 p.m. – Exploring
    - 6:00 p.m. – Computers
    - 6:30 p.m. – Pocket Pets (animals go home with exhibitor post judging)
  - Thursday, July 20
    - 9:00 a.m. – Model Horse
    - 1:00 p.m. – Communication Arts Festival (Class A)
    - 3:00 p.m. – Clothing Revue and Knitting & Crocheting Revue – items must be checked-in on Tuesday, July 19
- Danish judging will be judged on the following days:
  - Tuesday, July 18
    - 7:00 p.m. – Mechanical Projects (Lego), Plant & Soil Science, Flowers & House Plants, Booths
  - Wednesday, July 19
    - 9:00 a.m. – Plant & Soil Science, Flowers & House Plants, and Photography
- At your Department's check-in time, exhibitors and parent/guardian(s) will arrive at Alliant Energy Center and enter through the Exhibition Hall Dock to the appropriate Hall.
- Proceed to your Department to enter the line for check-in and judging. Refer to the [Project Display Location Map](#) to locate your Department.
- After check-in, proceed to the next station to verify/sign-up for your Individual Conference Judging appointment if needed.
- Projects that are judged and on display during Fair week must be in checked-in during the appropriate check-in times per Department. Take into consideration the vehicle traffic and road construction on your route in, the location of exhibits on grounds, lines, and the number of projects that need to be checked in.
- Office hours are available only during check-in times noted above by phone (608-960-7910) to answer any questions.
- Exhibition Hall Projects – Check-in hours are 1:00 p.m. – 7:00 p.m. on Tuesday, July 18. Exhibits on display in the Exhibition Hall will not be accepted prior to 1:00 p.m. on Tuesday, July 18, with the exception of Foods & Nutrition.
- Please check the Premium Book for specific Department information.

## **ARENA BUILDING & NEW HOLLAND PAVILIONS**

### **Animal Housing**

Please reference the table below for when tack and bedding can be moved into animal housing areas.

### **Tack & Bedding Move-In Schedule**

Arena Building – Swine	Tuesday, July 18, beginning at 5 p.m.
Pavilion 1 – Horse	Tuesday, July 18 beginning at 5 p.m.
Pavilion 2 – Dairy, Beef, Dairy Goats, Sheep	Tuesday, July 18, beginning at 5 p.m.
Pavilion 2 – Poultry – Cage Setup ONLY	Tuesday, July 18, evening – Poultry Cage Setup directed by Superintendents
Pavilion 2 – Rabbits – Cage Setup ONLY	Tuesday July 18, afternoon/evening – Rabbit Cage Setup directed by Superintendents
Pavilion 2 – Poultry & Rabbits – Tack Move-in	Wednesday, July 19 beginning at Noon

- All animal housing buildings will remain open beginning Tuesday through the duration of the Fair. Security services begin on Wednesday.
- Reception of the following animals will begin on Wednesday, July 19 at 12:00 (noon): Dairy, Beef, and Horses. Sheep and Swine may begin arriving at 9:00 a.m. per the Premium Book.

\*\*\*Large animals that are required to go through vet check-in will not be allowed in the Pavilions prior to check-in.\*\*\*

### **Animal Check-in Times and locations on Wednesday, July 19**

<u>Animal Species</u>	<u>Check-in Time</u>	<u>Pavilion Check-In -- Door numbers</u>
Horse	noon – 8 p.m.	Pavilion 1 – Door 28, north side
Dairy	noon – 8 p.m.	Pavilion 2 – Door 22, north side
Beef	noon – 7 p.m.	Pavilion 2 – Door 22, north side
Sheep	9 a.m. – 7 p.m.	Pavilion 2 – Door 19/20, north side
Swine	9 a.m. – 7 p.m.	Arena Building, Enter the grounds at Olin Avenue, proceed East past the Coliseum to the Arena Building; do not enter Gate 3.
Dairy Goats	1 p.m. – 8 p.m.	Pavilion 2 – Door 20, north side
Rabbits	1 p.m. – 8 p.m.	Pavilion 2 - Door 13, south side
Cavies/Guinea Pigs	1 p.m. – 8 p.m.	Pavilion 2 – Door 13, south side–Must check in WEDNESDAY
Poultry	1 p.m. – 8 p.m.	Pavilion 2 - Door 14, south side
Other Exotics	1 p.m. – 8 p.m.	Pavilion 2 – Door 20, north side

**All extended-stay Trailer parking is available at Willow Island and Upper West Lot.**

*Please check the premium book for check-in times and locations for pre-Fair events.*

# Youth Exhibit Check-Out Procedures

**All Exhibits will be released at 6:30 p.m., Sunday, July 23**  
**Any project/animal that is removed early will forfeit all premiums and will be barred from exhibiting for at least one year.** (Fair Rule 31. h.)

## **PROJECT ENTRY RELEASE**

### ***Sunday Evening Timeline:***

- 5:30 p.m. – Exhibition Hall doors are closed and locked. Projects are prepared for release.
- 6:30 p.m. – 8:00 p.m. – North Doors are re-opened **ONLY** for exhibitors and family members to collect projects.
  - Exhibition Hall -- Please enter through North Lobby doors only and Exit through Dock.
  - Sunday is the **ONLY** day to pick up projects. Projects not collected by 8:00 p.m. on Sunday will be discarded.

### **To Check-Out:**

1. Enter through designated North Lobby doors starting at 6:30 p.m. and head to Halls B & C.
2. Pick-up your exhibits as you walk through Halls.
3. Proceed through the back of Exhibit Hall to the check-out area. The exhibitor or designated representative must show claim tickets for each project before leaving the building. If someone other than the exhibitor will be picking-up the exhibits; he/she must have claim tickets for the exhibitor's projects that are being picked-up. Make arrangements with that person to have the claim ticket(s).  
***This is the policy! Please don't ask for exceptions. Remember your example is making an impression on your children and others.***
4. If no claim ticket is presented, exhibitors will need to talk to Dane County Fair/Extension staff at the table designated for checking-out with other forms of identification. A photo ID will be required.
5. In the event of a missing exhibit, the exhibitor will be requested to fill out a missing exhibit report.
6. Once exhibits are released, please exit through the Dock in the Exhibition Hall.
7. All Large projects **MUST** be picked up during this time.
8. The Fair assumes no responsibility for exhibits remaining after 8:00 p.m. on Sunday, July 23. Any remaining exhibits will be discarded. If you have a conflict with the pick-up time, contact the Fair Entries Department at 608-960-7910 or [fair@wdexpo.com](mailto:fair@wdexpo.com) or [info@danecountyfair.com](mailto:info@danecountyfair.com) in advance.
9. Office hours are available only during check-out times noted above by phone (608-960-7910) to answer any questions.

## **ANIMAL ENTRY RELEASE**

Animals may not be removed from assigned housing areas until formal release at 6:30 p.m.

- 4:30 p.m. – Only sale trucks and trailers allowed in, sale animals are released.
- 5:30 p.m. – Trucks and Trailers may start lining up in Northwest corner of the North Lot towards Pavilion 2.
- 5:30 p.m. – Animal displays may start to be taken down.
- 5:30 p.m. – Exhibitors in Pavilions can walk tack and supplies out of Gates 2, 3 and the West Fairgrounds Drive vehicle gate.
  - **NO animals may leave until 6:30 p.m.**
- 6:30 p.m. – Trailer parking is prohibited in the South Lot (behind the Exhibition Hall). All trailers must be parked on Willow Island, Upper West Lot, or the designated staging area in the North parking lot. Walking animals out to trailers on Willow Island, Upper West Lot, or Olin Avenue is prohibited. Small animals may be walked or carried to the Rusk/South Parking Lot, northwestern most corner. *Swine may stay overnight in the Arena Building but must be removed between 6:30 a.m. – 7:30 a.m. Monday morning.*

## **NOTE**

**Admission is charged to enter the fairgrounds on Sunday, Exhibit Release Day. Between 5:30-8 p.m., one parent/guardian and one youth exhibitor may receive free entry to the Fair at any gate by showing the exhibitor's claim ticket. Please notify anyone assisting with project pick-up.**