

# 2024 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 15. Refer to the Premium book for the department check-in time.
- Check-in will be held on Tuesday, July 16 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 16 in-person. Judging times are noted in the Premium Book under the appropriate departments. Judging will start at the following times:
  - Monday, July 15 – Foods & Nutrition Judging ONLY
    - 3:00 p.m. – Foods & Nutrition
    - 3:30 p.m. – Foods & Nutrition/Cake Decorating
  - Tuesday, July 16 – Individual Conference Judging
    - 1:00 p.m. – Animal & Veterinary Science, Plant & Soil Science, Flowers & House Plants, 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. – Natural Science, Exploring, Computers
    - 7:00 p.m. – Pocket Pets (animals go home with exhibitor post judging)
  - Thursday, July 18
    - 9:00 a.m. – Model Horse (check-in 8:00 a.m.)
    - 1:00 p.m. – Communication Arts Festival (Class A – check-in 12:30 p.m.)
    - 3:00 p.m. – Clothing Revue and Knitting & Crocheting Revue (items must be checked-in on Tuesday, July 16)
- Danish judging will be judged on the following days – **Exhibitors are NOT present during this time:**
  - Tuesday, July 16
    - 7:00 p.m. – Mechanical Projects (Lego), Plant & Soil Science, Flowers & House Plants, Booths, Department 35 (projects need to be checked in prior to 7:00 p.m.)
  - Wednesday, July 17
    - 9:00 a.m. – Photography (projects need to be checked in on Tuesday between 1:00 p.m. – 7:00 p.m.)
- 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 B to the appropriate Department location.
- Proceed to your Department to enter the line for check-in and judging. Refer to the [Project Display Location Map](#) to locate your Department. Tables will be marked for Check-In and Judging; departments will have seated waiting areas for Exhibitors ONLY. **Parents/Guardians may sit at the round tables around the hall to wait for their youth exhibitor.**
- 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 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 (608-889-0026) to answer any questions.
- Exhibition Hall Projects – Check-in hours are 1:00 p.m. – 7:00 p.m. on Tuesday, July 16. Exhibits on display in the Exhibition Hall will not be accepted prior to 1:00 p.m. on Tuesday, July 16, with the exception of Foods & Nutrition.
- Please check the Premium Book for specific Department information.

## NEW HOLLAND PAVILIONS 1 & 2

### Animal Housing

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

### Tack & Bedding Move-In Schedule

Pavilion 1 – Horse	Tuesday, July 16 beginning at 5 p.m.
Pavilion 2 – Dairy, Beef, Dairy Goats, Sheep, <b>Swine (NEW)</b>	Tuesday, July 16, beginning at 5 p.m.
Pavilion 2 – Poultry – Cage Setup ONLY	Tuesday, July 16, evening – Poultry Cage Setup directed by Superintendents
Pavilion 2 – Rabbits – Cage Setup ONLY	Tuesday July 16, afternoon/evening – Rabbit Cage Setup directed by Superintendents
Pavilion 2 – Poultry & Rabbits – Tack Move-in	Wednesday, July 17 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 17 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 17

<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.	<b>Pavilion 2 – Door 16, north side (NEW)</b> ; enter through 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 Non-Animal Projects will be released at 4:30 p.m. and Animals at 6:30 p.m., Sunday, July 21**  
**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.)

## **NON-ANIMAL PROJECT RELEASE**

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

- 4:00 p.m. – Exhibition Hall doors are closed and locked. Projects are prepared for release.
- 4:30 p.m. – 6:30 p.m. – WEST (**NEW**) doors are re-opened **ONLY** for exhibitors & family members to collect projects.
  - Exhibition Hall -- Please enter through WEST (**NEW**) DOORS ONLY and Exit through Dock. Animal Exhibitors may Exit the Exhibition Hall through North Doors to avoid going through Security.
  - Sunday is the **ONLY** day to pick up projects. Projects not collected by 6:30 p.m. on Sunday will be discarded.

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

1. Enter through designated West (**NEW**) doors starting at 4:30 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 to check-out the project(s) and pick up the exhibitors Premium Check (for non-animal projects **ONLY**). 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. Animal Exhibitors may Exit the Exhibition Hall through North Doors to avoid going through Security.
7. All Large projects **MUST** be picked up during this time.
8. The Fair assumes no responsibility for exhibits remaining after 6:30 p.m. on Sunday, July 21. Any remaining exhibits will be discarded. If you have a conflict with the pick-up time, contact the Fair Entries Department at 608-889-0026 or [entries.danecountyfair@gmail.com](mailto:entries.danecountyfair@gmail.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 (608-889-0026) to answer any questions.

## **ANIMAL RELEASE**

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

- 4:00 p.m. – Only Sheep\* sale trucks and trailers allowed in, sale animals are released.
- 4:30 p.m. – Only Beef\* & Swine\* 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 C (West Fairgrounds Drive vehicle gate).
  - **NO animals may leave until 6:30 p.m., unless given prior approval by Fair Office.**
- 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; North Lot is approved for animal walk-out. Small animals may be walked or carried to the Rusk/South Parking Lot, northwestern most corner.  
*APPROVED Swine may stay overnight in Pavilion 2 but must be removed between 6:30 a.m. – 7:30 a.m. Monday morning.*

***\*Sheep, Beef, and Swine SHOW animals residing on the same farm as SALE Animals and leaving with SALE Animals MUST receive prior approval by the Fair Office by 7:00pm on Saturday, July 20. An approval pass will be given to the youth exhibitor to display at sale animal release.***

## **NOTE**

**Admission is charged to enter the fairgrounds on Sunday, Exhibit Release Day. Between 4-8 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.**