

2023 Guidelines: New England Center 4-H Activities

1. Eligibility The New England Center Activity is open to regularly enrolled 4-H members from New England who are 9 years of age or older on January 1 but have not turned 19 years of age on or before January 1 of the current year and who have completed at least one year of 4-H Club work. All members must be registered with their state office and The Big E by August 25.
2. Attendance Members may not leave the grounds during the time frame of their state's program.
3. Drinking of alcoholic beverages, smoking and use of drugs by delegates is prohibited. All 4-H delegates are expected to act in an orderly manner. Delegates are expected to respect the general public and answer questions politely. Delegates will abstain from using profanity. Appropriate actions will be taken for violations.
4. Dress Code Please refer to the Dress Code Policy Page.
5. Housing and Meals The Moses Dormitory will be available for 4-H participants. Meals will be provided. There is a refrigerator located in the 4-H New England Center office that is available for New England Center participants and their chaperones to store food.
6. Exhibitor Health Condition Delegates must obtain from their state or county leader a health form to be filled out and signed by their parents or guardian. This procedure gives permission to administer medical treatment if and when it is necessary to do so.
7. Small Animals in the New England Center must have a current health certificate signed by licensed veterinarian. Please refer to the Massachusetts Animal Health Regulations online at [2023 MA Animal Health Fair Rules v. 2 \(saffire.com\)](https://www.saffire.com/2023-MA-Animal-Health-Fair-Rules-v.2). When not displayed, the animal must be housed in a cage away from the public, (preferably in a quieter setting for the well-being of the animal). To make arrangements for bringing an animal please contact the Agriculture & Education Office at aginfo@thebige.com or via phone at 413-205-5011 at least 3 weeks prior to arrival. This will ensure proper accommodations are made for the animals.
8. Emergency Protocol and Contact Numbers Please see Emergency Instruction page.
9. Camper Policy Please refer to 4-H and Youth Working Steer Camping Policy page.

Demonstrating in the New England Center

1. The Stage: The Stage is 12 feet deep by 24 feet wide (the width faces the audience) in dimension and is universally accessible. 3 microphones are available for use. 4-Hers must set the stage clock to show when the next performance will take place. There are 2 changing rooms available. You must bring all music that you will need. Please bring your music in 2 different formats to ensure success. Suggested formats include: iPod, iPhone, MP3 players, laptops or CD with a CD player that has a head phone jack. No additional sound equipment is allowed without prior permission from the New England Center staff.
2. Schedule: Must exhibit from 10 am until 5 pm unless released by New England Center staff.
3. Equipment that will be at The Big E: ladder, hammer, staple gun, pens, pencils, extension cords, demonstration mirror, projector screen, etc.
 - a. Equipment to bring: Any piece that is vital to your presentation should be brought with you (e.g. laptop and projector).
 - b. Equipment that is considered unusual will need to be brought in by the presenter (e.g. If you are doing a cooking demonstration, pans, pots, knives, towels, dishwashing liquid and all other equipment will need to be brought in by the presenter).
4. Members are encouraged to display a 4-H clover either on their shirts, aprons, or with patches or pins while presenting at the New England Center.

For New England Center Coordinators

1. **REGISTRATION:** Must be received by Agriculture Office by August 1. Brochures can be sent from your state by September 1 to Eastern States Exposition, NEC 4-H, 1305 Memorial Avenue, West Springfield, MA 01089.
2. **LIMITS ON TOTAL PARTICIPANTS:** 125 Girls and 50 Boys. All youth must be presenting at least once on the stage (unless stage presentations are not feasible for a state, which must be communicated with the New England Center staff ahead of time). Up to 3 youth may come as ambassadors to assist others. Please consult Agriculture & Education Department before the fair starts if you think you will be close to these limits and they will try to work with you on it.
3. **PASS POLICY:** All admission passes (including bus passes) are issued through your state office on an as needed basis. Additional passes are available for family members at a reduced price. Please call (413) 205-5011 or email aginfo@thebige.com within the Agriculture & Education Department.
4. **INFORMATION REQUEST FORM** (due August 25) this electronic form is to let New England Center Staff know if your state has any special needs and 4-H contact person with cell phone number. <https://form.jotform.com/222213652623043>
5. **LEADERS LIST** (due August 25) A list of all leaders or chaperones, along with their cell phone numbers and e-mail addresses, must be attached to the Information Request Form (see link above).
6. **NEW ENGLAND CENTER ADMITTANCE:** Door #2 is the 4-H Door. Cars may drive onto grounds to deliver items to NEC Door #2 until 9 a.m. when all vehicles must be off the fairgrounds. Door will open at 8 a.m. each morning for 4-H people to bring their items in. 4-Hers are requested to stay in the 4-H and stage area until 10 a.m. when the whole building opens. Each state may set the time of arrival for their groups, but all groups must be prepared to present on stage by 10:00 am.
7. **ORIENTATION:** The 4-H New England Center Orientation packet will be offered online. It is the responsibility of each state to make certain that all participants are aware of all material in the orientation packet. The packet contains important information for a successful and safe day at The Big E. It is recommended that each state allow sufficient time upon their arrival and prior to the building opening at 10:00 am to unload, practice on stage, and answer any questions.
8. **STATE RESPONSIBILITIES IN THE NEW ENGLAND CENTER**
 - a. **Information Desk:** Volunteers are to staff Information Desk from 10 a.m. to 5 p.m.
 - b. **Clean-up:** All dressing rooms, kitchen, and the stage must be cleaned up before you leave each evening.
 - c. **Valuables:** will be locked up in the 4-H office each evening. No items are to be left in the stage dressing rooms after 5 p.m.
 - d. **Participation:** if participation is a challenge, please let the New England Center Coordinator know if you expect 30 minute or more gaps to ensure coverage.
9. **STATE PHOTOS/POSTERS:** Photos and Posters from your State 4-H contests may be displayed in the NEC. All photos should be DUPLICATES, not originals. Photos should be laminated and labeled with 4-Her's first name, age, county, and state. States may send up to 12- 8x10 photos with finished size no larger than 11x14 or 154 square inches. Up to 8 Posters sized between 12 x 18 and 14 x 22 may be sent, with the same information needed for photos, but they do not need to be laminated. Posters are returned to the state.

10. **EQUIPMENT AVAILABLE AT THE NEW ENGLAND CENTER:** Six foot extension cords, staple gun, pens, pencils, push pins, ladder, hammer, nails, markers, scissors, demonstration mirror, projector screen, and a wireless microphone.

Information to be received by **August 25:**

- Registration Form (spreadsheet with all participant information)
- Information Request Form (JotForm)
- Leader's List (attach to JotForm)
- Parking Form
- Admission Form
- Health Forms (one per participant)
- Photo Release (one per participant)

Materials to be received by **September 1:**

- Photos
- Posters
- State Brochures

Mail to:

**Agriculture Office, Eastern States Exposition
1305 Memorial Avenue, West Springfield MA 01089**