Completing the *Exhibitor Information Page*
For My Family where Premiums are to be Paid to each Family Member

Parents can enter themselves and other family members by using "Quick Group." This will allow you to be able to see your family's items and check out all at one time. If there are fees that need to be paid, for example livestock, they can be paid all at once.

To Start the Online Entry Process

- Go to: https://ncmsfls.fairwire.com/
- In the top right corner, you will find a "Sign In" button, click it.
- Choose "Quick Group" from the drop-down box.
- Create a Name and Password for your group.
- Click "Begin Adding Exhibitors and Entries"
- Enter the family member's First, Middle Initial, and Last Name as it appears on their social security card. Do not put a period after the initial.
- Choose "This is a new Exhibitor" and continue.
- Follow the "Information Field" list below to fill in the correct information in each field.
- Click "Continue" to confirm the information is correct.
- Proceed to enter the desired classes.
- When you enter the first class, the W-9 will pop up for completion before any classes are to be saved. A W-9 form needs to be completed for each family member with their own social security number which matches their legal name.

Filling out the W-9

- This form is a legal IRS form. Please fill it out correctly.
- You will complete a W-9 for each family member with their social security number and their legal name as it appears on their social security card. You are prompted to do this when you enter the first class for each member.

Information Field	Notes
First Name	Exhibitor's first name and middle initial. This information **must match the name** on the individual's **Social Security card.** Do not use a period following the middle initial.
Last Name	The last name of the exhibitor **as it appears on his/her Social Security card.**
Password	This is to secure your information to only you and give you continued access to your account to add entries and look at your entered classes.
Re-type Password	This is to confirm the correct password is being created.
Pay premiums to	This field should be left blank.
Address	This is where premium checks will be sent. If the address is a post office box, do not put a space between "PO" or use periods following the letters. Do not include a street address if a post office is where the check should be sent.
Address 2	This field should be used only if there is not enough room in the "Address" field for the complete address. Suite numbers or apartment numbers should be included in the first field if there is room. Do not use this field for a street address if the mailing address is a post office box.
City	This is for the city in the mailing address.
State/Prov	Use the two-letter abbreviation assigned for your state by the post office in this field. Both letters should be capitalized; however, no spaces or periods should be used.
Postal Code/Zip Code	The first five digits of your zip code should be typed in this field.
County	This field is for the county in which you reside. Enter only the name of the county; do not include the word "county" in this field, (e.g., "Buncombe", not "Buncombe County").

Phone	This field is for the primary contact number for the exhibitor. If this number is for a cell phone, it may also be entered in the field name **"Cell #."** If there is a land line and a cell number for contacting the exhibitor, it may be helpful to include both on this form.
e-mail	Required for sending out confirmation of online entries. Fair staff also use the email address to communicate with the exhibitor.
Re-type e-mail	To confirm the email has been entered correctly.
School	To be left blank.
Date of Birth	The exhibitor's date of birth should be entered here. Previously, this information was required only for youth exhibitors; however, we now require it for **all exhibitors.**
Farm Name	Name of the farm from which livestock entries come. If registered, this name should match the information provided in the "Farm ID #" field below.
Cell#	Most people use cell phones now rather than land lines. This gives Fair staff another option to contact exhibitors if questions arise.
Farm ID #	If your farm has a national or state Premises ID, that number should be listed here. At this time, premises registration is voluntary for showing at the North Carolina Mountain State Fair.
Contact	The contact name is for the person who can be reached at the above phone numbers. (It could be a parent for a youth exhibitor or a leader of a 4-H Club, etc.)
Shirt Yth Livestock	T-shirt sizes for youth who are showing livestock at the North Carolina Mountain State Fair should be entered here.