## Completing the *Exhibitor Information Page*
## For Organizations (i.e.-CTE, Community Booth, School Art Show)

Teachers wishing to enter the CTE Booth and/or School Art Show register under the school's name and tax ID number. Club and Organizations wishing to enter the Community Booth competition register under the club/organization name and tax ID number. Please pay close attention to how you list your name during the account set-up.

## 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.
- Enter the name of the school or organization in the First Name box.
- In the Last Name box, enter "School" if you are a school, "Club" if you are  a club, "Church" if you are a church.
- 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 to be completed. This must be completed before classes can be saved. A W-9 form needs to be completed with the school/organization legal name and tax ID number assigned to that name.

## Filling out the W-9

- This form is a legal IRS form. Please fill it out correctly.
- Schools:  Schools receiving the premium, the W-9 needs to be completed with the school's legal name and tax ID number.
- Clubs:  Clubs receiving the premium, the W-9 needs to be completed with the club's registered legal name and tax ID number.

| **Information Field** | **Notes** |
|---|---|
| First Name | This should be the name of the school/club/organization. |
| Last Name | The last name should be entered as: "School" for a school, "Club" for clubs, and "Church" for churches. |
| 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 | Please list the school/club/organization that is to receive the premiums. |
| Address | Enter the mailing address for the school/club/organization that is listed in the "pay premiums to." This is where the 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. |

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| e-mail | Required for sending out confirmation of online entries. Fair staff also use email addresses to communicate with the exhibitor. |
| Re-type e-mail | Confirm the email has been entered correctly. |
| School | Choose your school from the drop box list. If your school is not listed, please call the Fair office to have your school added. (828) 687-1414 Ext. 220 or 209. |
| Date of Birth | Since this is a school/club/organization, there is not a birthday but the system will require something to be entered. Please enter 12/12/2012. |
| Farm Name | Leave blank. There is not a farm to list. |
| 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 # | Leave blank. This isn't a farm. |
| Contact | The contact name is for the person who can be reached at the above phone numbers. |
| Shirt Yth Livestock | T-shirt sizes for youth who are showing livestock at the North Carolina Mountain State Fair should be entered here. |