

Completing the Exhibitor Information Page

For My Students or club members when Premiums are to be Paid to the School/Club

Teachers or Club leaders wanting to enter their student/club members' exhibits into the fair with the premiums being paid to the school or club can use "Quick Group." This will allow you to be able to see your group'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://ncmsf.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 Student's First and Last Name
- Choose "This is a new Exhibitor" and continue. (If the student is entering their own items in the fair it could come back as exhibitor already exists.)
- Follow the "Information Field" list below to fill the correct information in each field.
- Click "Continue" to confirm information is correct.
- Proceed to enter desired classes.
- If you are a club entering the classes for a member, list the club when adding each class. (If your club is not entered please call us to have it listed, 828-687-1414 Ext 210 or 208.)
- When you enter in the first class the W-9 will pop up to be filled out. This must be filled out before any classes will be saved.

Filling out the W-9

- This form is a legal IRS form. Please fill out correctly.
- Schools: For the school to receive the premiums, the W-9 should be filled out with the school's legal name and tax ID#
- Clubs: For the club to receive the premiums, the W-9 should be filled out with the club's registered legal name and tax ID#

Information Field

Notes

First Name	Exhibitor's first name.
Last Name	The last name of the exhibitor.
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 or club that is to receive the premiums.
Address	Enter the mailing address for the school or club that is listed in the "pay premiums to". 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. <u>Do not include a street address if a post office box is where the check should be sent.</u>
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. <u>Do not</u> 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 <u>two-letter abbreviation</u> 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 <u>only the name of the county</u> ; 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 named " 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	This is required for sending out confirmation of online entries. This is also used by fair staff if questions come up to communicate to the exhibitor.
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. 210 or 208)
Re-type e-mail	To confirm the email has been entered correctly.
Date of Birth	The date of birth for the exhibitor 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. <u>If registered</u> , this name should match the information provided in the " <u>Farm ID #</u> " field below.
Cell#	Most folks operate off cell phones now more than land lines. This gives fair staff another option to get in touch with 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, <u>premises registration is voluntary</u> for showing at the North Carolina Mountain State Fair.
Contact	This contact name is for the person who will 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	Tee shirt sizes for youth who are to show livestock at the North Carolina Mountain State Fair should be entered here.