

# Regulations and General Arrangements

The 90th Annual Marshall-Putnam Fair will be held at the Fairgrounds in Henry, Illinois, Wednesday, July 6th through Sunday, July 10th.

**\*\*\*\*PLEASE NOTE** - All entries must be postmarked no later than JUNE 22. **SOCIAL SECURITY NUMBER MUST BE ON ENTRY FORM AND RELEASE SIGNED. ALL EXHIBITORS MUST COMPLETE A W-9 FORM (located on the entry form) AND RETURN IT TO OUR OFFICE BEFORE PREMIUMS WILL BE PAID.** Address entries to: Marshall-Putnam Fair, P.O. Box 114, Henry, Illinois 61537.

1. Walk-in entries will be accepted in the Fair office from June 13th thru June 22nd. **Office hours will be Monday-Friday 9:00 a.m. to 6:00 p.m. (June 13 - 22).** Entries may also be mailed, but must be postmarked no later than June 22nd. Entries will not be accepted unless accompanied by the exhibitor's social security number, proper release form signatures, and payment of entry fees, stall/pen fees, and exhibitor permits.

2. **The Marshall-Putnam Fair Association reserves the right to request exhibitors to produce an acceptable copy or original of their Social Security card, if requested. The Fair Association also reserves the right to request proof of age of any junior exhibitor.**

3. The management reserves the right to reject any person's entry deemed unsatisfactory.

4. **All exhibitors/participants will be required to sign a Release and Waiver of Liability and Indemnity Agreement. Anyone under the age of 18 will need a parent's signature on the form. Failure to sign this release automatically voids your entry. RELEASE FORM IS FOUND ON PAGE 2 OF THE ENTRY FORM.**

5. Entries can be made by mail by giving name, address, social security number, phone number, age, Department, Section number, and Class number they wish to enter. **Entries will be determined by class number given on entry form. Entry forms may be photocopied if additional space is needed.** Signatures on Release form (mentioned in #4 above) must also be included. Entry fees, stall/pen fees, and exhibitor's permit fees must be included and will not be refunded. Entry will not be accepted without social security number. **NO ENTRY TAGS WILL BE MAILED. PLEASE PICK UP ENTRY TAGS AT THE FAIR OFFICE PRIOR TO THE FAIR OR UPON CHECKING IN TO THE FAIRGROUNDS.**

6. Each exhibitor making an entry must purchase an exhibitor's permit.

7. Neither the office personnel nor any other director of the Association shall disclose to competitors, or to any other person, what entries have been made. Only office personnel and other officials of the Association, including superintendents, shall be allowed to know what entries have been made before the entries close.

8. Exhibitors will receive an article identification tag for each article entered in Depts. J, K, L, M, O, and P. This tag specifies the Department, Section, and the Class number of the entry. The tag must be attached and remain attached to the article.

9. No animal or article will be entitled to a place on the grounds until entry has been made as stated above and no animal shall be exhibited for premium unless the exhibitor engages and occupies a stall for the same, except in cases of emergency, and then at the discretion of the President.

10. Exhibitors will at all times give their necessary personal attention to whatever they have on exhibition, and at the close of the Fair, take charge of the same.

11. In Departments M, O and P, no articles purchased in a store, made in a factory, or borrowed, can compete for premiums in these departments (except where noted). All articles must be the work of the exhibitor.

12. Articles or exhibits in all Departments at the Marshall-Putnam Fair will be released according to the rules stated in each department.

13. Leaving before release time will mean forfeiture of premium checks.

14. All livestock judging times are listed in the Livestock Schedule. The Annex, Art Hall and Commercial Building will be open to the public, EXCEPT when judging is in progress.

15. Riding or driving on the track by person or persons during the exhibition hours, except when competing for premiums, is strictly forbidden.

16. The Board of Directors will take practical care of stock and articles after their arrangement on the grounds, but will not be responsible for any loss or damage that may occur to any person, stock or article.

17. An efficient security force will be on the grounds to maintain order.

18. **To operate an "off-road" motorized vehicle (ex. - golf carts, ATV's) on the fairgrounds, all requirements must be met. Permit Applications and rules are located on our website under Fair Book and Fair Forms.**

19. **No exhibitor/participant of our fair will be paid a premium/monetary award until a completed W-9 form (located on entry form) is on file in our fair office.**

20. **All checks written for premiums, judges, winners and any other fair expenses MUST be cashed within 60 days of issue.**

21. Camping facilities which include water and electricity are available on the fairgrounds for \$20 per day per space (including tent camping). Spaces are \$25 per day for 240 volt electrical hook-ups (very limited number).

**All camping spaces must be reserved ahead of time. Please complete and return camping form.**

## **AWARDS**

1. The judges shall be selected as needed by the Superintendent of various departments.

2. No person shall act as judge in any class in which he may be an exhibitor or an agent of an exhibitor.

3. Where there is no competition, the animal or article shall receive first premium and ribbon. Any article deemed unworthy by the judge, however, will be disqualified.

4. Any exhibitor attempting to interfere with the judges during their adjudication, will be promptly excluded from competition.

5. (a). All protests concerning entries in any department must be made in writing, accompanied by an affidavit setting forth the grounds for the protest. The affidavit must be filed with the Superintendent of the Department at least four (4) hours before the awards are made. Such protests will be considered before the hour of judging by a Grievance Committee of three persons appointed by the President of the Association.

5. (b). Protests concerning an award must be filed within six (6) hours after the award was made. The protest must be submitted in writing to the Superintendent of the Department along with written evidence to substantiate the protest. All protests must be accompanied by a deposit of \$50.00. Final decision will be made by a Grievance Committee consisting of three persons appointed by the President of the Association. The deposit will be returned if the protest is sustained. Interested parties will be notified, and an opportunity given them to submit evidence.

6. In all cases where protests are entered for improper or malicious purposes, or where there is evidence of fraud on the part of the exhibitor, the Board will exclude the parties practicing such fraud from exhibition on its grounds for two years thereafter; and in all cases where fraud has been practiced on the Board by misrepresentation or false entry, and the same may not be found out until the premiums are paid, the Association holds the right to recover the amount of premiums at any time within six months after closing of the Fair.

7. Any exhibitor who interferes with the displays or the judging process, or who insults a Judge, shall forfeit all premiums.

8. Should any doubt arise as to the regularity of entry or any other important matter which the Judge feels incompetent to decide, he shall at once report the same to the Superintendent of the proper Department for decision.

9. Judges are instructed that if they shall have good reason to believe that any exhibitor, by false entry or otherwise, attempts to deceive the Judge or the public and obtain a premium by misrepresentation, they shall report the fact at once to the Superintendent of the Department, who shall immediately instruct the Judge that such exhibitor is henceforth excluded from competition in the Fair of 2012.

10. Placings in the Judges' books must be entered in plain, legible handwriting, and in the proper space, as the premiums will be paid on the authority of these entries only.

11. The books must be returned by the Superintendent of each Department to the Fair office as soon as the awards are completed.

12. When ribbons are awarded, superintendents will be particular to observe the following rules (except in horses): Blue ribbons are designed for first premium; Red ribbons for second premium; White ribbons for third premium; Royal Purple ribbons for champions, which will be affixed at the time of the awards.

13. An exhibitor can win only two premiums per class number.

14. **No exhibitor/participant of our fair will be paid a premium/monetary award until a completed W-9 form is on file in our fair office.**

15. Decision of the Judge shall be final, except in case of fraud or protest.

### **RULES APPLICABLE TO ANIMALS**

1. All entries must be in the office by June 22nd or mailed to Marshall-Putnam Fair, P.O. Box 114, Henry, IL 61537, post-marked by **JUNE 22** (two weeks before the start of the fair). Walk-in entries accepted beginning June 13th.

2. **ENTRIES WILL NOT BE ACCEPTED UNLESS ACCOMPANIED BY SOCIAL SECURITY NUMBER, RELEASE FORM SIGNATURES, AND PAYMENT OF EXHIBITOR PERMIT, ENTRY FEES, STALL/PEN FEES.**

3. No money covering entry fees, stall/pen fees, and exhibitor's permits will be refunded.

4. All animals shown must be entered for competition in the name of the owner . \*

5. All livestock must have been owned by the party in whose name they are exhibited and satisfactory proof of such ownership must be furnished the awarding committee. \*

6. A single animal may also be entered as one of a herd of cattle, one of a stud of horses and in swine and in sweepstakes, but shall not otherwise be entered in more than one class.

7. If it is ascertained that an animal is entered in a ring in which it does not properly belong, it is the duty of the Superintendent of the Department to instruct the committee not to award a premium.

8. **ALL PUREBRED LIVESTOCK MUST HAVE REGISTRATION PAPERS IN ORDER TO EXHIBIT. ALL REGISTRATION PAPERS WILL BE CHECKED AND MUST BE IN THE EXHIBITOR'S POSSESSION DURING THE FAIR. IF ANY EXHIBITOR IS FOUND TO BE IN VIOLATION, THEY WILL BE DISQUALIFIED IMMEDIATELY. Swine see your rules.**

9. **All health papers must be turned in to the Fair Office upon arrival where they will be checked by the Vet and then returned to the exhibitor before the end of the Fair.**

10. In order to qualify for premiums, entries must be shown.

11. The Bureau of County Fairs require that all exhibits are to be on the grounds at least 72 hours, except one-day shows. See each department rules for arrival and release times.

12. Animals are not allowed to run at large on the fairgrounds.

13. Animals are to be washed only at the wash racks.

14. No animals shall be allowed a place on the grounds, nor the owner permitted to exhibit the same, if said animal shall be suffering from any contagious disease. The Board further reserves the right to exclude any class of animals when, in their judgement, the interest of the community demands such action.

\* one day horse shows are governed by their sanctioning organization

15. No paper bedding may be used. The Swine Department will not allow straw bedding - **SHAVINGS ONLY.** Shavings will not be available to purchase from the Fair Association.

16. **FAN RULE:** All fans for livestock must be caged and hanging out of the aisle. **NO BUTT FANS.** Exception for any livestock in tents: Normal household fans may be used with the approval of the Superintendent.

17. **Extension Cords:** All extension cords for fans must be outdoor approved - heavy gauge.

18. **Appropriate space will be provided for the parking of livestock trailers near the west end of the fairgrounds (off the west entrance road). Those improperly parked will be towed at the owner's expense.**

#### **PLEASE READ**

All Open Market Barrow and Open Market Gilt exhibitors **MUST** come to the Fair office by 9 pm on Wed., July 6 to check the accuracy of their entries as reported in our computers. **No changes will be made at the show ring. If your entry is not listed in the judges book - you will not show in that class.**

All Open Steer exhibitors **MUST** come to the Fair office by 11 am on Thurs., July 7 to check the accuracy of their entries as reported in our computers. **No changes will be made at the show ring. If your entry is not listed in the judges book - you will not show in that class.**

All Beef, Dairy, Sheep, Goats, Swine, Poultry and Rabbit exhibitors **MUST** come to the Fair office by 10 pm on Thurs., July 7 to check the accuracy of their entries as reported in our computers. **No changes will be made at the show ring. If your entry is not listed in the judges book - you will not show in that class.**

#### **SUPERINTENDENTS OF DEPARTMENTS**

1. Each Superintendent of Department will have the arrangement and supervision of all articles or animals on exhibition in their department and be responsible to the Board for their management of the same.

2. They shall afford the Judge every facility of examination; will affix ribbons under the direction of the Judges; shall have charge of the books, and when awards are finished, return the books to the Fair office.

3. They will give such instructions to the Judge before entering upon the performance of the duties as will enable them to decide all questions that may come up for their consideration in accordance with the rules and regulations of the Board.

4. All Superintendents are asked to make a written report within 90 days following the close of the Fair, to the Board of Directors for their consideration, of any suggestions for improvements in their respective departments.

#### **PREMIUMS**

1. The premium list has been carefully revised and the offerings are as liberal as the Association can afford.

2. Premium winners are advised that no payment will be made until such time as a complete check of all receipts of the Fair has been made, and the condition of the treasury fully ascertained.

3. The Department of Agriculture shall use it's best efforts to secure sufficient appropriations to fund premiums. In any year for which the General Assembly of the State of Illinois fails to make an appropriation sufficient to pay such premiums, premium amounts may not be accurately reflected in the Premium Book.

4. The Association reserves the right, in the event the receipts of the Fair are not sufficient to pay all premiums in full, to pay premium monies on a percentage basis.

5. **No exhibitor will be paid a premium until a completed W-9 form is on file in our fair office. W-9 form is located on the entry form.**

6. All premium checks **MUST** be cashed within 60 days of issue.

#### **CONCESSIONS**

The Concession Chairmen will lease all privileges, locate all tents, stands and concessions, and may annul any permit at any time, for any cause unsatisfactory to the Chairmen. **PRIVILEGES MUST BE PAID IN FULL AT THE FAIR OFFICE ON FAIRGROUNDS BEFORE SETTING UP.** All privileges not paid for according to this rule will be forfeited. **All food stands must pass health inspection and provide a current Certificate of Food Liability before operating.**

A Concession Contract will provide more details. To obtain a copy, which includes the Rules and Regulations and current space rental fees and electrical hook-up rates, please contact the Fair Office (309-364-2814).

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## **ATTENTION**

1. No alcoholic beverages will be allowed on the fairgrounds except in designated areas.
2. All pets must be on a leash and leash in hand. All pets on our fairgrounds **MUST** have proof of rabies vaccination with them and available to the Fair Association upon request. No pets (except service animals) allowed in grandstand/infield seating areas.
3. No skateboards or roller blades/skates allowed on fairground property. All bikes entering our fairgrounds must be left in a designated area by the front gate. M-P Fair Assoc. is not responsible for stolen or damaged bikes or other property brought on to our fairgrounds.
4. See the "Off-Road" Motorized Unit Permit Application for information on the use of "Off-Road" Motorized Units (ex. - golf carts, ATV's) on the fairgrounds. Permit Applications are located on our website under Fair Book and Fair Forms.
5. No one under the age of 21 will be allowed in the Activity Building after 9:00 pm on Wednesday, Thursday, Friday and Saturday nights and after 10:00 pm on Sunday night (even if accompanied by a parent or guardian).
6. Because we care about your health...remember to wash your hands before eating and especially after contact with animals.

**Thank you for your cooperation.**

## **OFFICE HOURS**

Monday, June 13th thru Friday, June 17th:	9:00 am - 6:00 pm
Saturday, June 18th:	Closed
Sunday, June 19th:	Closed
Monday, June 20th thru Wednesday, June 22nd:	9:00 am - 6:00 pm
Thursday, June 23rd and Friday, June 24th:	9:00 am - 11:30 am; 12:30 pm - 4:00 pm
Saturday, June 25th:	Closed
Sunday, June 26th:	Closed
Monday, June 27th thru Thursday, June 30th:	9:00 am - 11:30 am; 12:30 pm - 4:00 pm
Friday, July 1st:	9:00 am - 11:30 am; 12:30 pm - 5:00 pm
Saturday, July 2nd:	Closed
Sunday, July 3rd and Monday, July 4th:	Closed
Tuesday, July 5th:	9:00 am - 11:30 am; 12:30 pm - 5:00 pm
Wednesday, July 6th - Sunday, July 10th:	8:00 am - 10:00 pm (FAIR)
Monday, July 11th - Tuesday, July 12th:	9:00 am - 11:30 am; 12:30 pm - 3:00 pm

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## PLEASE NOTE

1. Premium checks will be handed out at the Fair Office on Sunday, July 10 for winners in Departments A, B, F, G, H, I, J, K, L, M, O, P, and U.
2. **The person winning the premium is asked to please sign for and pick up the check.**  
If that person is not available, a family member or friend may sign for and pick up the check. Please pick up checks before leaving the fairgrounds.  
**PREMIUM CHECKS WILL NOT BE MAILED.**
3. When picking up checks, please enter and leave through the back door of the Fair Office.
4. **Checks will be handed out on the following schedule:**
  - Depts. J, K, L, M, O, P - 5:00 pm  
(not before 5:00 pm)
  - Dairy, Swine, Poultry & Rabbits - 7:00 pm  
(not before 7:00 pm)
  - Beef, Sheep, Pygmy Goats - 7:30 pm
5. Premium checks will NOT be handed out until a W-9 form is on file in the Fair Office.  
W-9 form is found on the entry blank. Taxpayer Identification Numbers (social security number or Employer Identification number) must match the name and address listed on the entry form.
6. Premium checks MUST be cashed within 60 days of the issue date.

### **NON-LIVESTOCK ARTICLES MAY BE REMOVED FROM BUILDINGS AT 5:00 PM.**

(This includes Depts J, K, L, M1, M2, O & P)

### **ALL LIVESTOCK MAY LEAVE THE FAIRGROUNDS AT 7:00 PM.**

(Exception to these release times are "one-day" shows in Depts. A1, G1, R, and S)

## **PREMIUM CHECKS WILL NOT BE MAILED.**