

Ohio State Fair – Family Arts & Crafts

General Guidelines and Information

Building Hours

August 1-11, 2007	9am-9pm	
August 12, 2007	9am-6pm	Last day.
August 1-12, 2007	9am-6pm	Exhibitors may pick up release numbers any time during the Fair.
August 12, 2007	7:30pm-10pm	Releasing items (with claim ticket).
August 13, 2007	12pm-8pm	Release of remaining items (with claim ticket).
August 13, 2007	8pm	Remaining items will be disposed of by Fair management.

Entry Information

- *Eligibility*
 - Exhibitors must be 18+ as of January 1st of the current year (unless otherwise stated in the specific divisions/sections).
 - Exhibitors must reside in the state of Ohio to be eligible to compete.
 - Professionals are prohibited from entering (unless otherwise stated within the specific divisions/sections).
 - Definition of a professional – In general it is income/career based. If a person makes their general salary from the food industry, they are considered to be a professional. For example, if a person is a professional pastry chef, a caterer, a full time cook in a restaurant, etc., then that person is considered to be a professional.
 - You are not required to win at a county Fair in order to enter at the Ohio State Fair.
- *Entry Fees*
 - Exhibitors are required to pay a processing fee of \$10.00 (which covers entry in adult divisions).
 - Make checks payable to Ohio Expo Center.
 - There is a \$1.00 entry fee for each class entered (except the antique appraisal).
 - There is a \$5.00 entry fee, per item, for each class entered (antique appraisals).
 - Youth programs will not be assessed entry fees.
 - Payment must accompany the signed exhibitor form.
 - Processing fees and entry fees will not be refunded for cancelled/non-exhibiting entries.
 - Overpayments of less than \$5.00 will not be refunded.
 - A \$50 processing fee will be charged for late entries received June 21st – June 30th (plus normal class fees). After June 30th, exhibitor forms will not be accepted. Exhibitors may enter the Special Days division (#33) on the day of the competition for \$50 per contest.
 - Dishonored check policy – The Ohio Expositions Commission has established the following policy regarding dishonored checks: Checks dishonored at any financial institution for any reason will be charged a \$25 service fee. This fee, along with the amount of the dishonored check, must be paid to the Entry Department before an exhibitor receives credentials for competition
- *Entry Deadline*
 - Entries close June 20, 2007 and must be postmarked by this date.
 - Send exhibitor form and check to:

Ohio Expo Center & State Fair
Entry Department
717 E. 17th Avenue, Columbus, OH 43211-2698
- *Entry Department*
 - Entry information (i.e. tags and letter) will be mailed in July. Upon receipt of the mailing, please confirm all information for accuracy. If there are inaccuracies, please contact the Entry Department (listed below).
 - Questions regarding entry (i.e. forms, fees, claim/entry tags, tickets/stickers, etc.) should be addressed to the Entry Office Manager:

Entry Department / Barb Prince
Ohio Expo Center and State Fair
717 E. 17th Avenue, Columbus, OH 43211-2698
Tele.: 614/644-4052 and Fax.: 614-644-4031
Email: b.prince@expo.state.oh.us
- *Filling Out The Exhibitor Form*
 - Please take extra care to complete the Exhibitor Form legibly.
 - Exhibitor's signature is required on all forms, and must be in your own name.
 - The division, section, and class numbers must be listed.
- *What Can and Cannot Be Entered*
 - Please refer to specific divisions/sections for a listing of items that can be entered.
 - Items entered for competition must be your own work (unless otherwise stated in the division/section), and completed anytime during July 2006 – July 2007 (antiques, memorabilia, table setting, and hobbies are considered possessions, rather than handwork).

- Articles previously exhibited in the Family Arts & Crafts building will not be accepted for display.
- Items entered in the wrong class will be disqualified.
- Exhibitors are encouraged to enter multiple classes; however, only one entry may be made in any one class (unless otherwise stated in the division/section).
- Only items listed on the exhibitor form may be shown.
- *Display Requirements*
 - Entry tags must accompany each entry, and should be securely attached with a lightweight string/cord (if possible punch a hole in the edge of disposable plates/cardboards to attach entry tags). If tying the tag is not possible, then please consider using tape. If a single entry includes more than one piece, the exhibitor must label each piece in a set (example: 1 of 3, 2 of 3, 3 of 3, etc.).
 - Once an item has been accepted for judging, it will remain in the building until that exhibit/contest closes. If an exhibitor does not leave items on display, all premium dollars and prizes are forfeited.
 - To maintain a proper and fair judging process, exhibitor's names should not be visible on item(s).
 - The name and address portion of the entry tag must be covered during judging.
 - Exhibitor must not deface entry tags in any way to attempt to mark them with emblems or decals that might be recognizable by a judge (i.e. rubber stamps, stickers, etc.).
- *Disqualification*
 - Disqualified items will not go on display. Exhibitors of disqualified items will be notified by phone or email, and pick-up procedure will be determined.
 - Items deemed, by Fair management, as inappropriate and/or in poor taste.
 - Items not meeting specified size requirements as indicated in specific divisions/sections.
 - Damaged and/or unclean entries.
 - Inaccurate identification/classification (articles entered in the wrong division/section/class).
 - Professional and/or non-professional status, refer to specific divisions/sections for clarification.
 - Items entered in previous years.
 - Items made before date of eligibility (refer to specific division/section).
 - Items deemed, by judges, not up to the class standards.
 - Exhibitors are not allowed to interfere with the judge, judging process, or Fair staff. Violators will be asked to leave immediately and their entry will be disqualified.
 - Exhibitors attempting to influence the judges will forfeit prize monies and be disqualified.

Shipments & Pick-Up/Check-Out Procedures

- *Shipments*
 - Exhibits may be shipped prepaid and should be addressed to:

Ohio State Fair
 Family Arts & Crafts – DiSalle Building/Janet Peoples
 717 E. 17th Avenue, Columbus, OH 43211-2698
 - Exhibits should arrive the week of July 1-6, 2007, and should include a list of articles being submitted along with exhibitor's name and address.
 - A check **MUST** accompany the above shipment IF the Ohio State Fair is requested to ship the item back to exhibitor. Items will **NOT** be shipped back without receiving a prepaid (postage) check/money order.
 - Make check payable to the Ohio State Fair.
- *Pick-Up/Check-Out Procedures*
 - Exhibitors may pick up release numbers any time during the Fair at the DiSalle building during the hours of 9am-6pm only (numbers will **NOT** be given out over the phone). This number will determine your order of release.
 - A maximum of 100 release numbers will be distributed for Sunday evening pick up. If you do not request/receive one, you will be required to make your pick up on Monday.
 - Release numbers apply **ONLY** for Sunday evening. Monday is on a first-come basis.
 - Items will not be released without a claim number. If exhibitor requests that someone pick up his/her their items, a letter of authorization and claim tag is required.
 - Exhibitors must enter from the north door and go immediately to the auditorium to await the calling of your release number.
 - When release number is called, a staff member will escort exhibitor (and only the exhibitor; all others will be required to wait in the auditorium/exit door) to designated areas to collect entered items. If you are picking up a large number of entries, it is strongly suggested that your claim tags be sorted by exhibit hall to minimize time spent locating entries.
 - When items are collected, the exhibitor will be required to sign and date the exhibitor release card (confirming that all entries have been picked up). Claim tags will also be attached to the exhibitor's sheet at this time.
 - Culinary entries (baked goods) will be disposed of, and ribbons will be mailed out (ribbons may also be requested at check-out).

Judging

- Qualified and impartial judges are selected for all competitions.
- No person shall act as a judge in any division/section where a family member is competing. Volunteers exhibiting may not work or assist judging in the division/section/class of entry.
- Judging will be based on recognized standards of quality, skill and workmanship.
- Judging guidelines are listed in the specific divisions/sections.
- Judge's decisions are final.
- Judging results will NOT be given out over the phone.
- Judges will select the Best of Show winners (1st Place/Blue Ribbon only).
- Judging competitions are closed to the public unless otherwise stated in the specific divisions/sections.

Premiums/Awards/Award Points & Gifts

- Exhibitors eligible for division awards, special awards, or culinary ribbons, should remember to request award(s).
- Awards are available through the generosity of many companies and individuals, which are listed in divisions/sections.
- All monetary awards will be paid out in a lump sum check after the Fair. Exhibitors who do not receive monies by September 30, 2007, should notify the Entry Department (listed previously). All checks are void 90 days after they are issued and will be considered an automatic forfeit of dollars if not cashed during the 90 days.
- Gifts and gift certificates will be distributed at the conclusion of the Fair.
- The **Award Point System has been updated** this year and is calculated as follows:
 - Best of Show = 8 Points
 - 1st Place/Blue Ribbon = 6 Points
 - 2nd Place/Red Ribbon = 4 Points
 - 3rd Place/White Ribbon = 2 Points
 - 15+ delivered entries = 15 Points
 - 10-14 delivered entries = 10 Points
 - 3-9 delivered entries = 5 Points
- **New this year**, you will have the opportunity to select from a wide variety of prizes that include Collectible Figurines ranging in value of \$10.00 up to \$195.00 each. We have some absolutely adorable Collectible items for you to choose from this year. The Collectible items are Disney pieces, Harmony Kingdom pieces, and The Good Faerie pieces. Use the Collectible Figurines and Trinkets to keep and treasure, or as a gift for someone special in your life. You'll have fun selecting from the many different items.
- Points will be totaled (combining all divisions/sections/class awards/delivered entries).
- Make sure you receive an Award Points listing (from building director); available 9am-6pm any time during the Fair.
- Return your completed Award Points listing to the building director no later than 12pm on August 10, 2007 (with the exception of Pillsbury, Fleischmann, Ghirardelli and SACO). At the completion of these competitions, department personnel will add earned points to the Awards Points Form.
- Your sheet will be confirmed and signed by the director.
- Exhibitors will select from the prize table, in order of points awarded.
- The Awards Program will be held on August 12, 2007 at 2pm in the auditorium.
- If an eligible exhibitor is not present at 2pm, the Family Arts & Crafts director will select an award on behalf of the exhibitor. All awards must be picked up no later than August 13, 2007 by 8pm, or the award is forfeited.
- The IRS requires us to report winnings for exhibitors winning \$600.00 and up. You will be contacted by the Entry Department should this be needed.
- The state requires that if a payment to an exhibitor is not received (i.e. missed, lost in the mail, etc.) and it becomes necessary to submit for a new payment, a W-9 form will then be required in order to process the new payment.
- **An audio system has been donated, courtesy of the All Ohio State Fair Band and the All Ohio State Fair Band Alumni Association. A drawing for the unit will take place the first day of the Fair at 2pm. This drawing will only include Family Arts & Crafts adult exhibitors. Each exhibitor's name (with delivered entry) will go into the drawing one time allowing equal opportunity for all exhibitors. The winner will be notified by telephone.**

Policies and Procedures

- *Indemnification* – The Ohio State Fair management reserves the final and absolute right to interpret the rules and regulations and to arbitrarily settle and determine all matters, questions, or differences in regard thereto, or otherwise arising out of, connected with, or incident to the Ohio State Fair. It further reserves the right to determine unforeseen matters not covered by these rules, to amend or add to these rules as in its judgment it may determine, and to withdraw all premium offerings in all departments/divisions should any emergency exist and circumstances demand it. Exhibitor agrees to indemnify and hold harmless the Ohio Expositions Commission, its members, officers, employees, agents, and sponsors for damages, costs, loss or any other claims arising from or related to exhibitor's participation in the Ohio State Fair.

- *Conduct* – While on the grounds of the Ohio Expo Center, exhibitors shall conform to socially acceptable standards of conduct as determined by the Ohio Expositions Commission or the State Highway Patrol. The Ohio Expositions Commission and the State Highway Patrol reserve the right to remove any exhibitor from the Ohio Expo Center for engaging in socially unacceptable behavior, illegal activity, or any other conduct, which might endanger the health, welfare, or safety of any other person on the premises.
- *Protests and Appeals*
 - Protests must be made in writing, signed by party or parties making the protest.
 - Protests shall be submitted to the General Manager no later than 12pm the day following the competition/issue.
 - Any party making a protest shall submit a fee of \$100, which will be retained by the Ohio Exposition Commission if the protest is not sustained.
 - The General Manager shall hold a meeting regarding the protest at which time the party making the protest may present evidence or argument in support of the protest.
 - A written decision of the General Manager shall be final and shall be served by mail on the party making the protest within ten days of the date on which the protest was heard.
- *Rule Violations* – In the question of a rule violation, the following due process will be used: Fair officials will question the exhibitor and/or parties involved. If a violation is believed to have occurred, Fair officials will make recommendations to the designated committee member(s) of the Ohio Expositions Commission.

After the committee hears the case, and Fair officials have presented recommendations, they will decide if the case should be brought before the full Commission. In the decision of a case being brought before the Commission, all parties involved will be notified of a hearing date with all parties having the right to present their case. Upon hearing the case, the Ohio Expositions Commission will make a ruling.

If/when the Ohio State Fair management has satisfactory evidence of a violation of rule(s); the exhibitor and/or exhibitor's family may be barred from showing in any future Ohio State Fair. There is a three-year waiting period before the exhibitor is allowed the right of review. In the case that premium dollars have been awarded to an exhibitor in violation of a rule, the Ohio State Fair management will require the exhibitor to refund all premiums, trophies, awards, and ribbons under such violation. Unless fraud and/or deception are involved, all championship placings stand.

Risk/Disqualification

- Family Arts & Crafts staff will monitor and make every effort to protect displayed items; however, items will be displayed at the risk of the exhibitor. Where possible, exhibits will be displayed in locked cabinets.
- Exhibitor should arrange for term insurance for valuable articles, especially for antiques, quilts and wall hangings (i.e. homeowners insurance, etc.). Exhibitor must declare the value of the insured item(s). Exhibitor is required to sign a release and waiver of liability to the Ohio Expo Center and State Fair.

Photographs

- By signing your entry form, you are allowing the Ohio State Fair permission to use photographs at the Fair's discretion, without compensation or further approval.

Purchases - Tickets/Stickers/Wristband Options (also listed on the Entry Form)

- Exhibitors are offered the opportunity to purchase discounted tickets in advance. The purchase of tickets is optional; you are NOT required to purchase tickets.
- Ticket Information:
 - 6-day punch tickets for \$27.00 (example: permits three people two admissions into the Fair; good for any six days of the Fair).
 - 12-day punch tickets for \$45.00 (full Fair – ticket good for one person's admission each day and is NOT a multiple punch ticket).
 - Advanced midway wristband coupon (redeem at midway) for \$17.00 each, must purchase by July 16, 2007.
 - Individual per day ticket for \$5.00 (good for one admission).
 - Additional tickets/stickers may be purchased after June 20th at the same rate.
- Parking permits will allow the exhibitor to enter a specified gate and park in preferred parking spaces on a first-come basis. Vehicles entering the Ohio Expo Center grounds with a pre-paid parking permit will be admitted at no additional parking charge and may leave and re-enter at no additional parking charge. Vehicles without the prepaid permit must pay \$5.00 each time entering the Ohio Expo Center grounds and must park in the main parking lot for all Fair patrons.

Directions

July Deliveries - Exit I-71 at 17th Avenue and go west. You will pass the Ohio State Highway Patrol Academy and Velma Avenue on your right. The DiSalle Center will be on your right, immediately west of Velma Avenue. Go past the DiSalle building and enter where you see the overhead Sky Glider. As you drive toward the building, go to the north side to make your pre-Fair deliveries.

Fair Deliveries – When you arrive at the Fair’s parking plaza, travel in the left lane to the parking booth, where you will be required to give your name. The attendant will check the Family Arts & Crafts list, and as long as your name appears on the list, you will not be charged a parking fee. Proceed to Gate 2, where your name should again be checked off the list for that particular day. If you plan to return the same day to pick up your entry, you will again give your name at the parking plaza and Gate 2. You will be given admission only two times for any day that your name appears on the list. This same procedure will be used for all culinary competitions that have drop off dates during the Fair. **NOTE:** If anyone else is in the vehicle, they will be required to pay admission (or show admission ticket).

Frequently Asked Questions

- One entry blank per exhibitor is to be used for all entries in divisions 30-37. Division 38 is the only division that requires a separate entry form.
- The entry due date, June 20, 2007, means that entry forms and money must be postmarked (not received) by this date. Reminder, metered mail is not acceptable.
- Late entry (June 21-30, 2007) requires a late entry \$50 processing fee. The fee, per class, remains the same. Exhibitors may enter Special Days (division 33) on the day of the competition for \$50 per contest.
- Checks must be made payable to:
Ohio State Fair
Entry Department
717 E. 17th Avenue
Columbus, OH 43211-2698
- Parking Stickers
 - Each exhibitor may purchase only one \$40 sticker (six-day).
 - Additional stickers are for the entire Fair (\$75).
 - Parking in a designated area is always on a first-come basis. If the designated area is full, the sticker allows for general parking.
- Premium/Best of Show/Cash Awards (amount following class information within the divisions/sections) is processed and mailed at the conclusion of the Fair. Exhibitors who have not received premium/award money by September 30, 2007, should immediately notify the Entry Dept.

Contact Information

Janet Peoples
Family Arts & Crafts Director - 614-668-7058 prior to July, and 614-644-4019 (07/05/07 – 08/15/07) –
janetpeoples@aol.com

Barb Prince
Entry Office Manager – 614-644-4052 – b.prince@expo.state.oh.us

Paula Mayo
Special Events Exec. Secretary - 614/644-4040 - p.mayo@expo.state.oh.us

Deborah Hochbein
Director of Special Events/Customer Service/Hotel Partners - 614/644-4043 - d.hochbein@expo.state.oh.us