

Wisconsin State Fair Park Competitive Exhibits Department Decision Review Procedures

Definitions and escalation sequence:

- Complaint (Verbal):** Express verbal opinion on a decision or matter to Wisconsin State Fair Park (WSFP) staff.
- Complaint (Written):** Written opinion submitted to Wisconsin State Fair Park (WSFP) staff via mail, hand delivery or email on a decision or matter and received within seven days of the violation.
- Protest:** Action requesting the review of a decision by the Wisconsin State Fair Park (WSFP) Competitive Exhibits Director; the official Protest must be submitted in writing on a WSFP Protest Form along with a \$50.00 fee (check or money order) via mail, hand delivery or email.
- Appeal:** Action requesting the review of a decision by the Wisconsin State Fair Park Board Competitive Exhibits Committee (WSFPBCEC), made up of the Chief Programs Officer, Competitive Exhibits Director and Department Superintendent. An appeal must be submitted in writing on a WSFP Appeal Form along with a \$100.00 fee (check or money order) via mail, hand delivery or email within seven (7) business days from the date the Protest decision was received.
- Final Appeal:** Action requesting the review of an appeal decision by the Wisconsin State Fair Park Board (WSFPB). A Final Appeal must be submitted in writing on the WSFP Final Appeal Form along with a deposit of \$250.00 (check or money order via mail, hand delivery or email within seven (7) business days from the date the appeal decision was received.

Procedure:

Complaints:

Verbal complaints are considered unofficial, may be received at any time, and do not require action by Staff, Superintendent or Management.

Written complaints are considered official, and do not require formal action or a decision. Written complaints must be signed by the remitting party and dated, with complete contact information. The complaints will be evaluated/discussed within program reviews and/or considered while making program enhancements. Written complaints may be hand-delivered, mailed, or emailed and received within seven days of the rule violation to:

Wisconsin State Fair Park Competitive Exhibits Department
640 S 84 St
West Allis WI 53214
entryoffice@wistatefair.com

The Competitive Exhibits Department staff may or may not choose to respond to a written complaint. Please note: Official written complaints may be subject to open records requests.

Protests:

To challenge a decision, an official Protest must be submitted in writing on an official WSFP Protest Form via mail, hand delivery or email within seven (7) business days of receiving the decision. Additionally, a deposit of \$50.00 (check or money order) will be required with the Protest Form; the deposit will be returned if the decision of the Protest is overturned but retained if the decision of the Protest is not overturned. The Protest process will not begin until the Protest fee has been obtained. The Protest must substantiate the concern and justification for the review of a decision. Protests may be sent to:

Wisconsin State Fair Park Competitive Exhibits Director
c/o Official Protest
640 S 84 St
West Allis WI 53214
jill.albanese@wistatefair.com

The WSFP Competitive Exhibits Director must respond in writing with a decision via mail, hand delivery or email, explaining the rationale for any decision rendered within seven (7) business days of receiving the Protest.

Appeals:

To challenge the WSFP Competitive Exhibits Director's Protest decision, a written WSFP Appeal Form must be submitted and received in care of the WSFP Executive Director /CEO via email, hand delivery or email, within seven (7) business days of receiving the Protest decision. Additionally, a deposit of \$100.00 (check or money order) will be required with the Appeals Form; the deposit will be returned if the decision of the appeal is overturned but retained if the decision of the appeal is not overturned. The appeal process will not begin until the appeal fee has been obtained. The appeal must substantiate the concern and justification for the Protest to be reviewed. Appeals may be sent to:

Wisconsin State Fair Park Executive Director/CEO
c/o Official Appeal
640 S 84 St
West Allis WI 53214
Shari.Black@wistatefair.com

The appeal will be reviewed by Wisconsin State Fair Park Board Competitive Exhibits Committee (WSFPBCEC), made up of the Chief Programs Officer, Competitive Exhibits Director and Department Superintendent. The WSFPBCEC may choose to gather information from the protesting party and/or staff. The WSFPBCEC will respond in writing via mail, hand delivery or email, explaining the rationale for any decision rendered within seven (7) business days of receiving the Appeal.

If Wisconsin State Fair Management's decision on the Appeal overturns the WSFP Competitive Exhibits Director's Protest decision, the WSFP Competitive Exhibits Director may challenge the Appeal decision of Wisconsin State Fair Management to the Wisconsin State Fair Park Board (WSFPB). This Appeal must be submitted and received in care of the WSFPB Chair via mail, hand delivery or email, within seven (7) business days of receiving the WSFPBAC Appeal decision.

The Competitive Exhibits Director's Appeal will be reviewed by the WSFPB Chair who will determine if the Final Appeal has merit to be reviewed by the WSFPB Directors.

If the WSFPB Chair rules the Final Appeal has merit for an Appeal, the WSFPB Directors will be presented with the Appeal. The WSFPB Chair/Directors may choose to speak with the WSFP Competitive Exhibits Director and/or Wisconsin State Fair Management and/or other WSFP Staff. The WSFPB Chair or designee will respond with a decision in writing via mail, hand delivery or email, explaining the rationale for any decision rendered within seven (7) business days of receiving the Competitive Exhibits Director's Appeal.

Final Appeal:

To challenge the Wisconsin State Fair Park Board Competitive Exhibits Committee's (WSFPBCEC)—(made up of the Chief Programs Officer, Competitive Exhibits Director and Department Superintendent)—Appeal response, a written WSFP Final Appeal Form must be submitted and received in care of the WSFP Board Chair via mail, hand delivery or email, within seven (7) business days of receiving the Appeal decision. Additionally, a deposit of \$250 (check or money order) will be required with Final Appeal submission; the deposit will be returned if the decision of the Appeal is overturned but retained if the decision of the Final Appeal is not overturned. The deposit is a recovery mechanism to offset labor costs incurred during the entire decision review process. The Final Appeal process will not begin until the Final Appeal fee has been obtained. Final Appeals must be sent to:

Wisconsin State Fair Park Board Chair
c/o Official Final Appeal
640 S 84 St
West Allis WI 53214
Shari.Black@wistatefair.com

The Appeal will be reviewed by the WSFP Board Chair who will determine if the Final Appeal has merit to be reviewed by the WSFP Board of Directors.

If the WSFPB Chair rules the Final Appeal does not merit consideration by the WSFPB the WSFPB Chair or designee will respond in writing via mail, hand delivery or email, explaining the rationale for any decision rendered within seven (7) business days of receiving the Final Appeal. The decision of the WSFPB and/or Board Chair is final and not subject to further Appeal.

If the WSFPB Chair rules the Final Appeal has merit for an Appeal the WSFPB of Directors will be presented with the Final Appeal. The WSFPB Chair/Directors may choose to speak with the protesting party and/or the WSFPB Competitive Exhibits Committee and/or WSFP Management. The WSFPB Chair or designee will respond in writing via mail, hand delivery or email, explaining the rationale for any decision rendered within seven (7) business days of receiving the Final Appeal. The decision of the WSFPB Directors/Chair is final and not subject to further Appeal.

The WSFPB's: Chair, Directors, Competitive Exhibits Committee Members and the WSFP Executive Director/CEO and Competitive Exhibits Director reserve the right to discuss the Protest/Appeal/Final Appeal with legal counsel, or other parties relevant to render a conclusion to a Protest/Appeal/Final Appeal.

Judges, judging and/or awards reviews:

Verbal complaints are considered unofficial, may be received at any time, and do not require action by Staff, Superintendent or Management.

Written Complaints are considered official. The written complaint must clearly state the concern(s) and justifications. Written complaints will follow the "Written Complaints" protocol as listed above. Of special note:

Written complaints pertaining to judge qualifications/potential conflicts of interest must be submitted in writing a minimum of two (2) weeks prior to the judging date. Judges are selected through a formal review process prior to WSFP issuing a service agreement. In consideration of this process, complaints based solely on unsubstantiated concerns questioning the competency of judges will not be considered. Parties involved will be notified and given the opportunity to submit evidence to the WSFP Competitive Exhibits Director whose decision is final and not subject to Appeal.

Protests and Appeals: Protests and Appeals must clearly state the concern(s) and justifications. Protests and Appeals will follow the decision review protocol listed above. Of special note:

Award Protests must be submitted to the WSFP Competitive Exhibits Director within 36 hours of the award being posted online. An award is deemed posted online when the official results are made available at wistatefair.com. Overturning a judging decision will only be considered if it is determined an award has been made in violation of the rules governing the exhibit.