

2022 General Rules and Regulations – Wisconsin State Fair

Exhibitors are expected to read and understand all rules prior to submitting an entry for the Fair.

General Rules and Regulations

Wisconsin State Fair management reserves the final and absolute right to interpret these rules and regulations and to arbitrarily settle and determine all matters, questions or differences in regards thereto, or otherwise arising out of, connected with, or incident to Wisconsin State Fair. It further reserves the right to determine unforeseen matters not covered by these rules, to amend or add to these rules as they, in their judgment, may deem advisable.

All exhibitors are expected to conform with Wisconsin State Fair Rules and Regulations. Any person who violates any of the following special rules will forfeit all privileges and prize money and be subject to such penalty as the management may order. Failure to comply may result in award(s) and prize money forfeiture, dismissal from the Fairgrounds, and being barred from competition immediately in the department in which the violation occurred and from all departments entered, and/or in future competition in Wisconsin State Fair. In the event of conflict between the general rules and the special rules governing the various departments, the special rules will govern.

The following due process will be used in the questions of rule violation: The exhibitor and/or parties involved will be questioned by the Department Superintendent. If it is felt that a violation has occurred, the Department Superintendent will make a ruling. The ruling of the Department Superintendent will be final. See Wisconsin State Fair Park Competitive Exhibits Department Decision Review Procedures.

Administrative Offices

Any correspondence should be addressed to:
Wisconsin State Fair Park, 640 S 84 St, West Allis, WI 53214.

Admission Tickets

See entry form to order tickets. Ticket orders will be limited to 50 tickets per exhibitor. Tickets will be mailed out in the beginning of June.

Entry Questions

For information and questions, please call the Entry Office at 414/313-2767.

Entry Requirements

Application for entries in all departments must be made on the printed entry form and must be in full compliance with the printed instructions. **There are no refunds of entry fees or late fees.** Entries will be disqualified if not entered under the name of the person who made the item. All entries must be made by the exhibitor unless otherwise stated in the entry information. Violation of this rule will forfeit any prize money awarded to such exhibitor in all departments at the Fair. Wisconsin State Fair management reserves the right at any time to refuse entries or items entered. Entry deadlines are specified under each department's rules. Exhibits that have been erroneously entered in a division, and/or do not meet the specifications of the class can be transferred to a proper class or disqualified by the superintendent prior to judging. If such classes already have been judged, they shall not be reopened. No employee of the Wisconsin State Fair, or member of his/her immediate family shall be allowed to exhibit in the department in which he/she is employed. Any exhibitor's check(s) returned from a financial institution for any reason will be charged a \$20.00 service fee.

Note: Entry forms will be returned if not filled out completely.

Exhibit Release

Exhibits will be released according to each department's regulations. The Fair Director or his/her designee may change the time of release in any department at his/her discretion. Competitive exhibits which have not been claimed by exhibitors by 6:00 pm on Tuesday after the Fair will be disposed of and/or donated by management as they see fit.

Judging of Exhibits

Judges have been carefully selected. All exhibitors submitting exhibits for the Fair accept these judges and agree to abide by their decisions. The judging schedule is printed at the beginning of each department in the Exhibitors Guide and Prize Listing. If any exhibitor attempts to interfere with the judge in any manner, the exhibitor shall forfeit all prize money awarded and will be excluded from further competition. Judges will not be permitted to show in divisions they judge. Unworthy exhibits will not be placed by the judge. The decision of the judge will be final in all cases.

Prize Money/Awards

Prize money will be mailed around September 1, 2022. In paying prize money, no evidence of awards will be recognized except the signed Judging Sheets. Any prize money discrepancies must be mailed to Wisconsin State Fair no later than October 1, 2022. Exhibitors should contact Wisconsin State Fair in writing at 640 S 84 St, West Allis, WI 53214. Please include your name, department, division, class and explanation of the discrepancy. All checks are void one (1) year after they are issued. Any checks not cashed causes automatic forfeit of prize money won.

Liability

Wisconsin State Fair will take reasonable precaution to protect the safety of the exhibits sent to the Fair, but owners themselves take the risk of exhibiting them. Should any exhibit or portion thereof be injured, damaged, lost or stolen, Wisconsin State Fair Park personnel will give assistance toward recovery of the same, but will not be liable or make any payment for the value thereof.

Neither the State of Wisconsin, Wisconsin State Fair Park, its agents or employees shall be liable for any loss to an exhibitor occasioned by fire, accident, condition of structure, or damage caused by weather to any exhibit, article, item, equipment or commercial exhibit left in the building or on the grounds after the close of the Fair.

Exhibitors and/or machinery, while stationary or in motion, and any other exhibits or equipment which may cause accidents, injury or damage to persons or property coming in contact with or in proximity to them, shall guard their exhibits or machinery, and protect the public from coming in contact therewith at all times while on the Fairgrounds, and every such exhibitor or owners shall indemnify the State of Wisconsin, Wisconsin State Fair Park Board, its agents and employees from and against claims and demands, costs, charges and expenses which it or they might incur, suffer or be put to by reason of failure to take the precaution above referred to or failure to comply with Wisconsin State Fair Park rules, policies or directives. Liability insurance to comply with indemnity provisions is required. Presentation of an exhibitors' receipt shall be deemed acceptance of this provision.

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.