

# WISCONSIN STATE FAIR

Presented By  U.S. Cellular

## 2021 YOUTH EXPO GENERAL RULES AND REGULATIONS

### ADMINISTRATIVE OFFICES

Wisconsin State Fair Park  
Tommy G. Thompson Youth Center  
640 S 84th St  
West Allis, WI 53214  
414.266.7050/7051  
[entryoffice@wistatefair.com](mailto:entryoffice@wistatefair.com)

### Eligibility

Junior Division competitions, contests, exhibits, demonstrations and special activity opportunities are provided by Wisconsin State Fair for Wisconsin resident/participants who have a desire to demonstrate outstanding youth achievement. Youth are encouraged to actively participate in youth educational programs/organizations which enhance project awareness but there are NO YOUTH ORGANIZATION MEMBERSHIP REQUIREMENTS to exhibit in Youth Expo or the Junior animal Departments of Wisconsin State Fair. Wisconsin State Fair Park does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), physical ability, marital status, sexual orientation, or military status, in any of its activities or operations.

### Age Requirement

**Youth Expo:** Participation in the Wisconsin State Fair Youth Expo Department is open to any Wisconsin resident 12-19 years of age as of January 1<sup>st</sup> of the current year.

### Wisconsin Residence Requirement

Eligible youth must be residents of Wisconsin or have been approved as eligible by Wisconsin State Fair as of January 1 of the current Fair year. Inquiries for non-resident approval must be made to the Wisconsin State Fair Agriculture Department Director or their designee prior to January 1<sup>st</sup> for the current year's Fair (email [entryoffice@wistatefair.com](mailto:entryoffice@wistatefair.com)). Consideration for approval of non-resident participation will only be reviewed for non-Wisconsin residents who are affiliated with Wisconsin-based youth organizations, Wisconsin County Fairs and who do not exhibit in County/State Fairs in another State.

### Entry Requirements

**Entries** must be submitted per department instructions. Entries are not accepted over the phone. Swapping or reselling of entries is not allowed. Wisconsin State Fair management reserves the right at any time to refuse entry or prohibit the exhibition of any project or performance entry.

Entries will not be considered unless all proper forms and full remittance are completed online. Entries must contain **complete exhibitor information** (including properly completed form W-9). Entries without complete information or fees will be returned.

**No entries accepted after late entry deadline:** All entries must be completed and paid by the late entry deadline.

**No refunds:** Once entries are accepted there are no refunds of entry fees, admission, parking or youth center fees.

Checks returned to Wisconsin State Fair from a financial institution for any reason will be charged a \$20.00 service fee. Payment must be made within 5 business days of notification from Wisconsin State Fair.

## **Junior Show Exhibitor Expectations**

1. All Junior Show exhibitors/participants must behave in accordance with applicable federal, state, and municipal laws. Junior Show exhibitors/participants must behave in ways which are acceptable to other participants and adult advisors and uphold high standards of behavior by respecting the ideas, abilities, and bodies of others. The use of language, gesture, print or media found to be objectionable to others is not permitted. Wisconsin State Fair Staff management or designees will determine the occurrence of inappropriate behavior and take appropriate actions.
2. Junior Show exhibitors/participants should wear program identification to all activities (if applicable) unless removal is specified. Junior Show exhibitors/participants should use good judgment selecting clothing appropriate for weather and occasion, abiding by any established show dress code. Clothing which is revealing, has obscene language/pictures or drug, tobacco or alcohol advertising is inappropriate.
3. Junior Show exhibitors/participants must cooperate with all adult advisors, Wisconsin State Fair Staff or designees and should contact Wisconsin State Fair Staff with any conflicts or challenges during the event.
4. Junior Show participants should refrain from all sexual activity, participating in initiation ceremonies, hazing, harassment and other behaviors which involve humiliation or embarrassment of another person. Such activities will not be tolerated. Kissing and other displays of personal affection are in poor taste and are not acceptable.
5. **Consequences of disciplinary action:**
  - A. Families of participants removed from the program will be responsible for the participants' transportation, including bus/plane fares and supplemental "Unaccompanied Child" fares or expenses for a chaperone. Registration, lodging or other participant fees will not be refunded.
  - B. If damage/destruction of property occurred, participants will be assessed the cost of damages/repairs.
  - C. Participants removed from the program may be required to relinquish all prize money to meet his/her financial obligations for activities.
  - D. Youth participants who do not follow the guidelines listed in this document may be required to appear before a Disciplinary Review Committee in addition to consequences which occur during the event.
  - E. Disciplinary action may result in a restricted opportunity or loss of privileges to participate in future Wisconsin State Fair related activities for the involved participant.
  - F. Youth who break public laws will be subject to legal action by law enforcement authorities in addition to potential Wisconsin State Fair disciplinary actions.

## **Judging**

1. Judges have been carefully selected. All exhibitors making entry for the Fair accept these judges and agree to abide by their decisions. No exhibitor should socialize, fraternize, or visit with a judge during the show(s). If any exhibitor, exhibitor's family member, employee, or adult facilitator attempts to interfere with the judge in any manner, the exhibitor shall forfeit all prize money awarded and may be excluded from further competition/activities. The decision of the judge will be final in all cases. Judges will not be permitted to show in classes they are judging. Wisconsin State Fair reserves the right to change judges at any time.
2. Any exhibitor who misses his/her activity/performance forfeits prize money offered.
3. If only one exhibitor is competing in any class, the judge may recommend any placing at his or her discretion. Judges will not place unworthy entries.
4. The decision of the judge will be final in all cases except where mistake, fraud, misrepresentation, or collusion not discovered at the time of the award is proven. The Agriculture Director reserves the right to consult with the Wisconsin State Fair Agriculture Committee on any or all cases.
5. **Junior Exhibitor Conduct:** Wisconsin State Fair Management has the authority without liability or recourse to the Wisconsin State Fair Park Board to bar any exhibitor or his/her representatives in the event of a discourteous act to a judge or an official of the Fair, and will have the power to disqualify the entry/entries of said exhibitor. In the event of such disqualification, the exhibitor forfeits all fees paid as well as any prize money and awards won.

## **Prize Money and Awards**

1. Prize money will be paid as soon as possible after the end of Wisconsin State Fair.

2. To receive prize money exhibitors must submit a W-9 form to Wisconsin State Fair with their entry. The individual information listed on Form W-9 MUST match the individual on the entry form. This information will be used for tax reporting purposes.
3. The signed judging sheets are the only recognized basis for payment.
4. Any combination of winnings and prize money could be subject to taxable reporting and will result in a 1099 being generated and submitted to the IRS for tax purposes.
5. Questions and/or discrepancies noted in issued prize money checks must be submitted in writing to the Wisconsin State Fair Agriculture Department prior to **September 30, 2021** for resolution (email: [entryoffice@wistatefair.com](mailto:entryoffice@wistatefair.com), fax to Wisconsin State Fair Agriculture Department 414.266.7007 or write to Wisconsin State Fair Agriculture Department, 640 South 84<sup>th</sup> Street, West Allis WI 53214). Please include department, division, class and explain any discrepancy. Prize money records will be considered closed on **September 30, 2021** and the exhibitor's right of protest or re-issue is thereafter relinquished.
6. All checks are void one (1) year after they are issued. Checks not cashed result in forfeiture of prize money won.

### **Rule Interpretation and Enforcement**

In the event Wisconsin State Fair rules conflict with other affiliated organizations/associations, the 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 regard thereto, or otherwise arising out of, connected with or incident to the 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 to Wisconsin State Fair Rules and Regulations and Wisconsin Administrative codes and state statutes. Any person who violates any of the following or special rules will forfeit all privileges and prize money and be subject to such penalty as the Wisconsin State Fair management may order (Failure to comply may result in award(s) and prize money forfeiture; and/or dismissal from the fairgrounds; and /or being barred from competition immediately in the department in which the violation has occurred and/or from all departments entered; and/or in future competition in the 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 a rule violation: The Department Superintendent will question the exhibitor and/or parties involved. If it is felt a violation has occurred, the Department Superintendent will make a ruling.

### **General Rules**

1. **Pre-Fair: Monday, August 2, 2021 through Wednesday, August 4, 2021** exhibitors will be asked to display admission tickets or parking passes at the gate but they are not required for admittance. **All parking restrictions are in effect and must be obeyed.**
2. No trucks, vehicles or trailers are permitted to park around the livestock barns and buildings. No camping is allowed in or around the livestock barns. Wisconsin State Fair livestock barns are not approved for overnight sleeping accommodations by the local fire department. Overnight sleeping in the barns is not permitted.
3. Grilling or barbequing in or around the barns is **STRICTLY PROHIBITED.**
4. **Electrical equipment policy.** To prevent electrical and safety issues caused by worn, ungrounded and/or unapproved equipment all equipment not properly grounded or not conforming to the manufacturer's specifications for safety and usage will be disconnected. Exhibitors with faulty/unapproved equipment will be warned and if proper corrective action is not taken the electrical cord will be cut to prevent further use while at Wisconsin State Fair Park.
5. **Advertising Restrictions:** Under no circumstances will any person, firm, club, or association be allowed to place any advertising matter upon or within buildings, trees, or any place on the grounds, nor will it be permitted to distribute advertising matter outside the place assigned them.
6. Wisconsin State Fair management reserves the right to remove any images, displays, materials, slogans within exhibits/displays/stalls that may be considered/perceived as inappropriate.
7. Wisconsin State Fair participants are occasionally photographed and/or videotaped for Wisconsin State Fair promotional or educational materials. No personal information about the participant such as name, age or address

will be used with photos or videos in promotional program materials nor will any compensation be provided. However, photos may be release for local publication where participants may be identified.

**Alcohol/Illegal Substance Abuse Policy:** The use of alcohol by exhibitors, adults, adult facilitators or Fairgoers in the livestock barns or other areas where youth are present is strongly discouraged. Exhibitors ticketed by law enforcement personnel for underage drinking and/or possession/use of illegal substances at any point during the Fair will not be allowed to exhibit or show for the duration of the Fair. Entry fees, Youth Center fees and prize money will not be paid or refunded. Exhibitors will lose eligibility for the following year's Fair as well.

**Automated/Golf Carts:** The use of automated/golf carts is limited while the Fair Park is open to the public. All carts must have a valid permit (available for purchase through the Admissions Office) visibly displayed on the hood. While the Fair is open to the public, carts can only be driven from the RV Park to the Cart corral located near "North Point" (Turn 4 of the Racetrack near the Sky Glider ride); or the barns via the Hank Aaron Trail. Carts cannot cross "North Point" while the Fair is open to the public. Before 9 am and after 9 pm (when the Fair is closed to the public) carts can be driven and parked on 5<sup>th</sup> Street near the Double Deck Barn.

**Disability Accommodations:** Those participating in the Wisconsin State Fair may request reasonable accommodations for disabilities by contacting the Agriculture Department via email ([entryoffice@wistatefair.com](mailto:entryoffice@wistatefair.com)), via phone (414.266.7051) or by writing 640 S 84th St, West Allis, WI 53214 one month in advance of Fair events. The Agriculture department will contact the participants as soon as possible to discuss the requests for accommodations and will notify the appropriate State Fair Officials of accommodations that have been approved.

**Exhibit 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, 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, State Fair Park, or its employees or agents shall be liable for any loss to an exhibitor occasioned by animal health, fire, accident, condition of structure, terrorism, vehicle, or damage caused by weather to any exhibit, article, equipment, or commercial exhibit left in the building or on the grounds after the close of the Fair.

Exhibitors or owners of animals, vehicles and/or machinery, while stationary or in motion, and any other exhibits or equipment which may cause accidents, injury or damage to persons or animals or property coming in contact with or in proximity to them, shall guard their exhibits, vehicles or machinery, and protect the public from coming in contact therewith at all times while on the Fairgrounds, and every such exhibitor or owner shall indemnify the State of Wisconsin, the Fair Park Board, and 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 State Fair Park rules, policies or directives. Liability insurance to comply with indemnity provisions is required. Presentation of an entry form shall be deemed acceptance of this provision.

Neither the State of Wisconsin, Wisconsin State Fair Park, nor any of its officers, employees or agents shall be responsible for any bodily injury, damage, or other loss to any Exhibitor or his or her property while off-grounds of the Wisconsin State Fair Park during Wisconsin State Fair.

### **Exhibit Release**

1. Exhibit release time is per each department's regulations or as approved by the Superintendent. Fair management has the authority to change the time of release in any department.
2. Any exhibit removed prior to its official release by the Department Superintendent will forfeit all privileges and prize money, and are subject to such penalty as Management may order. Failure to comply may result in award(s) and prize money forfeiture; and/or dismissal from the Fairgrounds; and or being barred from competition immediately in the department in which the violation has occurred and/or from all departments entered; and/or being barred from future competition in the Wisconsin State Fair.
3. Exhibits that are not removed by the exhibitor by the pick up deadline will be removed or disposed of as Fair Management sees fit.

**Vehicles:** Between 9 am and 9 pm vehicles CANNOT cross Grandstand Avenue (the intersection between the upper Livestock Barns/Youth Expo Building and the Race Track). The only exceptions will be during major changeovers. Please plan accordingly.

**Wisconsin State Fair Employees and Conflicts of Interest:** Wisconsin State Fair Park employees, including but not limited to those involved in determining the eligibility for and the outcome of competitive events of the Wisconsin State Fair, are required to avoid situations and actions which could create doubt on the fairness of competitions. Participants in competitions and the public must have confidence that Wisconsin State Fair competitions remain above reproach. To this end, Wisconsin State Fair Park employees shall abide by the State of Wisconsin's ethics and conflict of interest statutes and administrative rules as well as Wisconsin State Fair Park Board policies. See the Wisconsin State Fair Park Ethics document located on the website at [www.wistatefair.com](http://www.wistatefair.com) for more information.

## WISCONSIN STATE FAIR PARK AGRICULTURE 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.
- Protest:** Action requesting the review of a decision by the Wisconsin State Fair Park (WSFP) Agriculture Director; the official protest must be submitted in writing on a WSFP Protest Form via mail, hand delivery or email. The WSFP Agriculture Director must respond in writing via mail, hand delivery or email within seven (7) business days of receiving the Protest.
- Appeal:** Action requesting the review of a decision by the Wisconsin State Fair Park Board Agriculture Committee (WSFPBAC). An Appeal must be submitted in writing on a WSFP Appeal form via mail, hand delivery or email within seven (7) business days from the date the protest decision was received. The WSFPBAC Chair or designee must respond with a decision in writing via mail, hand delivery or email within seven (7) business days of receiving the Appeal.
- 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 (check or money order via mail, hand delivery or email within seven (7) business days from the date the Appeal decision was received. The WSFPB Chair will review the Final Appeal and has the authority to determine if this appeal will be reviewed by the WSFPB of Directors. The WSFPB Chair or designee must respond with a written decision via mail, hand delivery or email within seven (7) business days of receiving the Final Appeal.

### 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 to:

Wisconsin State Fair Park Agriculture Department  
640 South 84<sup>th</sup> Street  
West Allis, WI 53214  
[entryoffice@wistatefair.com](mailto:entryoffice@wistatefair.com)

Agriculture 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.

**Protest:**

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. The Protest must substantiate the concern and justification for the review of a decision and sent to:

Wisconsin State Fair Park Agriculture Director  
C/O Official Protest  
640 South 84<sup>th</sup> Street  
West Allis, WI 53214  
[Brian.bolan@wistatefair.com](mailto:Brian.bolan@wistatefair.com)

The WSFP Agriculture 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.

**Appeal:**

To challenge the WSFP Agriculture Director's Protest decision, a written WSFP Appeal Form must be submitted and received in care of the WSFP CEO via email, hand delivery or email, within seven (7) business days of receiving the protest decision. The Appeal must substantiate the concern and justification for the Protest to be reviewed. Appeals may be sent to:

Wisconsin State Fair Park CEO  
c/o Official Appeal  
640 South 84<sup>th</sup> Street  
West Allis, WI 53214  
[Kathleen.OLeary@wistatefair.com](mailto:Kathleen.OLeary@wistatefair.com)

The appeal will be reviewed by the Wisconsin State Fair Park Board Agriculture Committee (WSFPBAC). The WSFPBAC may choose to gather information from the protesting party and/or WSFP Management. The WSFPBAC 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 Appeal.

If the WSFPBAC decision on the Appeal overturns the WSFP Agriculture Director's Protest decision, the WSFP Agriculture Director may challenge the Appeal decision of the WSFPBAC 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 Agriculture 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 Agriculture Director and/or the WSFPBAC and/or other WSFP Management. 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 Agriculture Directors Appeal. The decision of the WSFPB Directors/Chair is final and not subject to further appeal.

**Final Appeal:**

To challenge the WSFPBAC's 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. Final Appeals must be sent to:

Wisconsin State Fair Park Board Chair  
c/o Official Final Appeal  
640 South 84<sup>th</sup> Street  
West Allis, WI 53214  
[Kathleen.OLeary@wistatefair.com](mailto:Kathleen.OLeary@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 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 Agriculture 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, Agriculture Committee Members and the WSFP CEO/Executive Director and Agriculture 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 Agriculture 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 Agriculture Director within five (5) hours of the award being presented. An award is deemed presented when the notation of the decision is entered on the official judging sheets. 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.