

2021 DELAWARE STATE FAIR



The Delaware State Fair, Inc.
18500 S. DuPont Hwy
P.O. Box 28
Harrington, DE 19952

General Animal Exhibitor Rules

LIVESTOCK DEPARTMENT

SUPERINTENDENTS & ASSISTANTS

BEEF CATTLE

Superintendent: Shelly Winkler Simpson (302) 242-1036

Assistant Superintendents: Karen Breeding (302-841-8427) and Brian Palmer (302-632-1299)

Show Secretaries: Debbie Winkler, Holly Conley and Kathryn Simpson

DAIRY CATTLE

Superintendent: G. Robert Moore (302) 242-3420

Assistant Superintendents: Jesse Vanderwende and Leslie McClements

GOATS

Superintendent: Russ Neal (302) 233-5678

Assistant Superintendents: Justin Blessing and Brandon Yerkes

Show Secretary: Crystal Yerkes

Assistant Show Secretary: Kelly Maloney

Show Assistants: Timothy Maloney and Monica Wheatley

HORSE & PONY

Superintendent: Dave Wilson (302) 270-8707

Honorary Assistant Superintendent: Jim Crothers

Assistant Superintendent: Kay Betts

Secretaries: Carol Fleming and Debbie Kenton

Ring Master: Mark Barczewski

Ring Manager: Christopher Scuse

Gate Man: Matt Fleming

POULTRY & RABBITS

Superintendent: Mike Wasylkowski (302) 233-1030

Assistant Superintendents: Drew Harris

SHEEP

Superintendent: Harry Raughley (302) 632-2030

Assistant Superintendents: Debbie Vanderwende (Show Chairperson) and Jimmy Warren (Ring Master)

SWINE

Superintendent: Brian Somers (302) 593-5131

Assistant Superintendents: John Tigner and Lauren Nickerson

Show Secretary: Carolyn Jernigan

Assistant Show Secretary: Cristine Eskridge and Debbie Hearn

LIVESTOCK COMMITTEE CHAIRPERSON

G. Robert Moore (302) 242-3420

JUNIOR LIVESTOCK AUCTION COMMITTEE CHAIRPERSON

Donald Bullock (302) 233-5813

LIVESTOCK EXTRAVAGANZA COMMITTEE CHAIRPERSON

Harry Raughley (302) 632-2030

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A. PREFACE

1. The purposes of these rules are to:
 - a. Ensure educational and equitable competition;
 - b. Provide competition consistency; and
 - c. Maximize exhibitor and public safety.
2. These rules apply to all animal exhibits.
3. The Delaware State Fair is the final and absolute interpreter of these rules.
4. These general rules will be superseded by any department rules. All exhibitors are encouraged to read both sources for guidance on any particular issue.

B. DEFINITIONS

1. **Premiums** - Monies paid to successful contestants.
2. **Class** - A group of like exhibits that are judged together; a subcategory of a division.
3. **Competition** - A contest between two or more exhibits.
4. **Division** - A generalized category of exhibits or a group of classes.
5. **Entry** - An animal or collection of animals intended for exhibit.
6. **Entry Fees** - A fee charged to enter a competition. All entry fees shall be included with the proper forms on or before the competition deadline.
7. **Exhibit** - An entry becomes an exhibit when it is shown or judged at the fair.
8. **Exhibitor** - The owner of the exhibit.
 - a. All livestock exhibitors in the beef cattle, dairy cattle, goat, horse and pony, sheep and swine departments must be at least five (5) years of age as of January 1 of the current Fair year.
 - b. Junior Exhibitor – Are between the ages of five (5) and twenty-one (21) as of January 1 of the current Fair year.
9. **Judging Systems**
 - a. American - The judging process to rank exhibits against one another and award one first placing, one second, etc.
 - b. Danish - The judging process to compare each exhibit on its own merit against the scorecard or recognized standard and award as many first placing, etc. as merited.

C. ELIGIBILITY

1. **Entry Process**
 - a. Entries can only be made online via the Delaware State Fair's website beginning 9:00 AM April 1, 2021 thru 11:59 PM June 1, 2021.
 - b. By submitting an entry, the exhibitors and their agents, parents and leaders acknowledge and agree that they:
 - i. Understand and have read these rules; and
 - ii. Agree to abide by them; and
 - iii. Certify that all information on the entry form is true and accurate; and
 - iv. Agree to comply with the Fair's decision regarding any alleged violation of these rules.
 - c. Exhibitors are responsible for obtaining entry information & rules from the Fair and submit the entry and any required fees by the closing date as specified in these rules.
 - d. No entry will be accepted after the closing date for entries.
 - e. Requests for refunds must be made in writing to the Fair.

- i. Refunds may only be made on the basis of sickness, accident, or death, cancellation of a class or return of entries for lack of exhibit space.
- ii. Requests for refunds must be made prior to the Fair. Requests involving health or soundness of an animal must be accompanied by a veterinarian's certificate.

2. Ownership

- a. Unless otherwise permitted by individual departments, exhibitors must be the legal owner of all animal exhibits. In order to be eligible to enter a junior show and showmanship class, the junior exhibitor's animal must be registered solely in the junior exhibitor's name. In the event that the animal is owned by a school, FFA chapter or 4-H club, the registration certificate must list the junior exhibitor's name along with the school, chapter or club's name. This does not affect Delaware junior dairy leasing agreements.
- b. Animals must be registered in the name of the exhibitor at least 60 days prior to the start of the Fair.
- c. **It is unethical to ask a buyer before or after the sale for your animal back.**

3. Participation

- a. It is the responsibility of each exhibitor to follow all general and departmental rules including junior show eligibility standards which vary among departments.
- b. All exhibitors must attend the barn meeting scheduled by their department.
- c. The Fair may deny entry or disqualify and remove any exhibit or exhibitor that is ineligible for competition under these rules.
- d. All Junior Exhibitors will be expected to be in their quarters by 12:30 AM and remain there.
- e. Exhibitors shall not decorate or move in barns unless stall/pen space has been assigned by the Superintendent. Exhibitors should keep in mind that animals may have to be moved to make room for other entries.
- f. When showing, all exhibitors must wear appropriate show attire.
 - i. Appropriate show attire includes clean and neat jeans or slacks, a collared or crew neck shirt with sleeves, and closed toe shoes, work-type boots or sneakers. All exhibitors must adhere to department dress and show attire rules.
 - ii. Prohibited show attire includes but is not limited to shorts of any kind, open toed shoes including crocks and sandals or shirts with an open plunging neckline, sleeveless shirt or any clothing bearing inappropriate or offensive messages or graphics.
 - iii. Judges will deduct for inappropriate show attire as this distracts from the overall appearance of the show.
- g. The Fair reserves the right to excuse an exhibit in the case of sickness, accident, death, disciplinary actions requested by a youth program supervisor, or other circumstances which are deemed to be in the best interests of the Fair.
- h. Exhibitor back tag numbers will be supplied by the Delaware State Fair. The number must be worn whenever the animal is in the show ring.
- i. All open and junior exhibitors must have complete control of their animals in the show ring at all times. If, in the opinion of the Fair Official, an animal is unruly to the point of endangering the exhibitor, other exhibitors or animals, that animal will be excused from the show ring and disqualified. All Fair Officials have the obligation to enforce this provision.
- j. Junior Exhibitors must show their own animals in the Junior Show unless there is an emergency. No exceptions! No assistance in the show ring at any time in all junior livestock classes, except that assistance may be given by a designated ring steward/master.

- k. The exhibitor agrees to defend, indemnify and hold harmless The Delaware State Fair, Inc. from and against any liability, claim, loss or expense (including reasonable attorneys' fees) arising out of any injury or damage which is caused by, arises from or is in any way connected with participation in the Fair, excepting only liability deemed to be the result by the sole and active negligence of the Fair.
- l. No re-weighing of animals will be permitted after each departmental initial weigh in during Fair.
- m. The Fair shall not be responsible for accidents or losses that may occur to any of the exhibitors or exhibits at the fair.
- n. The exhibitor (or parent or guardian of a minor) is responsible for any injury or damage resulting from the exhibitor's participation in the Fair. This includes any injury to others or to the exhibitor or to the exhibitor or Fair's property.
- o. The Delaware State Fair, Inc. reserves the right to adjust any and all premium offerings.
- p. The Fair has the reserved right to cancel or limit entries in any division or class due to insufficient number of entries or available facilities.
- q. All Delaware State Fair exhibitors shall be held to the standards prescribed by the International Association of Fairs and Expositions (IAFE) Code of Show Ring Ethics (Exhibit C) and the Fair's Code of Conduct for Fair Officials (Exhibit D). All exhibitors should become familiar with these codes. Any violation of these codes may subject the exhibitor to forfeiture of premiums, awards, and auction proceeds. A violation may also subject the exhibitor to being barred from future exhibition at the Fair.
- r. In an effort to be more safety conscious and to improve the appearance of the grounds, vehicles will not be allowed to park inside the fairgrounds property of the Delaware State Fair. Those exhibitors who need to make deliveries to their exhibit area are required to do so prior to 12 Noon each day. After 12 Noon, all vehicles will be required to park in the exhibitor lot or in the main parking lot.
- s. Exhibitors are required to maintain their respective area in a clean and orderly condition at all times.
- t. Exhibitors are responsible to feed and maintain their animals for the duration of the Fair until the time of their removal as set forth in these rules. The requirement for continued care and maintenance also applies to animals sold at auction.
- u. All animals must be removed from the fairgrounds by Sunday, August 1 at 6:00 PM with no exceptions.

4. Arrival and Departure Date and Times

DEPARTMENT	ARRIVAL DATE & TIME	DEPARTURE DATE & TIME
Beef Cattle	Tue. July 27 at 8:00 AM to 8:00 PM	Sun. August 1 at 1:00 AM
Dairy Cattle	Tue. July 20 at 8:00 AM to Thurs. July 22 at 8:00 AM	Sun. July 25 at 12:00 Midnight to Mon. July 26 at 12:00 NOON
Goats – Dairy	Fri. July 23 at 6:00 AM to 12:00 NOON	Sat. July 24 following the show
Goats – Pygmy	Sun. July 25 at 6:00 AM to 8:30 AM	Sun. July 25 following the show to Mon. July 26 at 12:00 NOON

Goats – Boer Market	Mon. July 26 at 6:00 AM to 12:00 NOON	Tue. July 27 following the show to Wed. July 28 at 12:00 NOON
Goats – Boer Meat Breed	May arrive with Boer Market Goats or by Wed. July 28 at 12:00 NOON	Thur. July 29 following the show to Sat. July 31 at 12:00 NOON
Horses	Sat. July 24 at 9:00 AM to 2:00 PM	Mon. July 26 following the show to Tue. July 27 at 12:00 NOON
Ponies and Miniature Horses	Wed. July 28 at 9:00 AM to 2:00 PM	Fri. July 30 following the show to Sat. July 31 at 12:00 NOON
Poultry & Rabbits	Fri. July 22 at 9:00 AM to 9:00 PM (Except during the hours of 6:00 PM to 8:00 PM parade in session) and Sat. July 24 9:00 AM to 12:00 NOON	Sun. August 1 at 8:00 AM – 12:00 NOON
Sheep	Tue. July 27 at 8:00 AM to 8:00 PM	Sun. August 1 at 1:00 AM
Swine – Jr. & Open Breed	Wed. July 21 at 8:00 AM to 12:00 MIDNIGHT	Thurs. July 22 at 12:00 MIDNIGHT to Fri. July 23 at 9:00 AM (breed hogs used for showmanship may stay)
Swine – Market, Showmanship & Barrow	Thurs. July 22 at MIDNIGHT to Fri. July 23 at 9:00 AM	Sun. July 25 at MIDNIGHT to Mon. July 26 at 12:00 NOON (with the exception of those who make the auction)

5. Conflict of Interest Avoidance

- a. Anyone directly involved in the judging process, such as department superintendents, assistant superintendents, show secretaries, ring masters, ring managers, directors, or judges should remain vigilant and sensitive to the appearance of a conflict of interest as they exercise their official duties when they or their spouse choose to exhibit in a division in which they are directly involved.
- b. Minor children of department superintendents, assistant superintendents, show secretaries, ring masters, ring managers, directors, judges or anyone else who is directly involved in the judging process may exhibit animals. All other requirements for exhibiting must be met.

D. JUDGING

1. Judges should avoid any appearance of partiality and avoid unnecessary fraternization with exhibitors.
2. No person shall act as a judge in any division in which he/she or a member of his/her immediate family is an exhibitor, is in charge of an exhibit or division, in charge of a group of exhibitors, or a member of a group of exhibitors.
3. No person shall be permitted to interfere with the judge(s) during or after their adjudications, or interfere with the Fair's staff, or show officials in their conduct of duties, nor shall they be permitted to offer any audible criticism of an exhibit or exhibitor. Violators of this rule shall be excused immediately from the competition and shall be subject to additional penalties such as forfeiture of premiums, awards, and auction proceeds and future barring from competition as shall be deemed appropriate.

4. The judge has the authority to:
 - a. Disqualify or transfer to the correct class any exhibit that does not meet the requirements of the division or class in which it is entered; and
 - b. Disqualify any exhibit not properly cleaned or fitted; and
 - c. Disqualify any exhibit that is in the judge's opinion hazardous to public safety; and
 - d. Examine the animals before entering the show ring; and
 - e. Refuse to make award to any animal that shows visible evidence of disease, deformity, or lameness.
 - f. No award will be made to exhibits eliminated under any of the above instances.
5. The judge may not waive these rules.
6. The judge's decision is final. The Fair may not request any changes in a judges' ruling.
7. To encourage high standards, the judge shall award first, second, third place, etc. according to merit. If an animal exhibit is deemed to be without merit, the judge shall not make an award under any circumstances.

E. AWARDS AND SCORING

1. The Fair is not responsible for entry errors committed by an exhibitor. No exhibitor shall be entitled to an award that has been disallowed as the result of his/her own error.
2. Depending upon the show, divisions or classes will be judged under the American system or Danish system.
3. Premiums will be paid only in accordance with the placement as recorded on the judging sheet. Premiums will only be paid to the name of the exhibitor.
4. The Delaware State Fair reserves the right to adjust any and all premium offerings.
5. The Fair shall withhold the payment of awards for exhibits that are deemed to be ineligible under these rules. The Fair may seek recovery of erroneously paid awards.
6. No exhibitor shall receive more than two cash awards in any one class.
7. Placing of ribbons does not guarantee correct judging placement. Only the official placing referenced on the judging sheet(s) constitutes the final placement.

F. PROTEST

1. In certain circumstances, exhibitors have the right to bring their concerns to the attention of the Fair through the Chairperson of the Livestock Committee and ultimately Fair management without fear of reprisal or recrimination.
2. Concerns, protests and appeals will be considered only if there has been a violation of the rules or codes of conduct.
3. Decisions of judges, veterinarians and weigh masters cannot be protested. Their decisions are final.
4. Exhibitors should use the following guidelines in expressing their concerns, protests or appeals:
 - a. Exhibitors must submit their concerns, protest or appeals using the written form prescribed by these rules (Exhibitors Right of Appeal - Exhibit C). The form (Exhibitors Appeal Form - Exhibit D) should be completed in full. The form must identify the writer and bear the writers signature. Anonymously prepared forms will not be accepted or considered. The signed and completed form must be turned in to the Fair office. Upon submission, it will then be forwarded to the appropriate individuals (Livestock Committee Chairperson or Competitive Exhibits Chairperson and General Manager).
 - b. An exhibitor's appeal form must be filed prior to the end of the current Fair in order to be considered timely. Appeal forms are available at the Delaware State Fair's Administration Office and on the Fair's website. The form should be completed in full and include name, address, cell

phone, e-mail address, etc. and indicate along with an indication as to the best means to contact the exhibitor with the Fair's response.

- c. It is critical that any concerns, protests or appeals be properly and timely communicated in the fashion set forth in these rules. It is imperative that all concerns, protests or appeals be brought to the attention of management while the Fair is underway so that all parties who might need to be involved in a discussion are on site. A timely response will be made by management and communicated to the person who filed the concern, protest or appeal.
- d. Any opinion or decision rendered by the Chairperson of the Livestock Committee may be appealed to the Fair's General Manager, who in his or her discretion may consult with any additional parties needed to render a decision. The General Manager's decision will be made and communicated within 24 hours. The General Manager's decision shall be considered final.
- e. The Fair, through the exercise of the Chairperson of the Livestock Committee and General Manger's discretion may rule that a concern, protest or appeal is not protestable within the meaning of these rules. Such a decision when made by the Chairperson followed by the General Manager shall be final.

G. ANIMAL HEALTH RULES

All animals are subject to inspection for good general health upon presentation for admission. Any animal showing any sign of infectious or contagious disease will NOT be eligible for exhibition and will be asked to leave the grounds. Animals are the owner/exhibitor's responsibility. Exhibitors should be on the lookout for any signs of disease and should report any suspicions to the Superintendent.

In the case of out-of-state animals, and unless otherwise noted by specific departments, all out-of-state animals must be accompanied by an official health certificate from the state of origin, signed by an accredited veterinarian. The health certificate must contain the name and address of the owner, an accurate identification by ear tag, registration number, or tattoo of each animal and indicate the health status of the animal(s), including results of any required tests. Health certificates shall be valid for thirty (30) days after issuance. This health certificate must be kept available at all times.

1. Cattle

- a. Any animal(s) showing signs of any infectious or contagious disease (i.e. pink eye, ringworm, pneumonia, etc.) will not be eligible for entry and will be asked to leave the grounds.
- b. All animals from outside the state of Delaware must be accompanied by an interstate health certificate issued by their private veterinarian within thirty (30) days of arrival into Delaware and approved by their State Veterinarian. This document shall identify each animal(s) and be kept with the animal(s) at all times for inspection upon request.
- c. It is strongly recommended that all cattle receive at least one dose of shipping fever vaccine not less than fifteen (15) days prior to entry.

2. Goats

- a. Any animal(s) showing signs of any infectious or contagious disease (i.e. ring worm, pink eye, foot rot, sore mouth, external parasites, fungal infections, abscesses, etc.) will not be eligible for entry and will be asked to leave the grounds.
- b. All goats must have official scrapie identification. This identification may be by official scrapie ear tag, scrapie tattoo, breed registry tattoo, or microchip. This identification requirement also applies to market animals regardless of age or gender.
- c. All animals from outside the state of Delaware must be accompanied by an interstate health certificate issued by their private veterinarian within thirty (30) days of arrival into Delaware and

approved by their State Veterinarian. This document shall identify each animal(s) and be kept with the animal(s) at all times for inspection upon request.

3. Horse & Pony

- a. Any animal(s) showing signs of any infectious or contagious disease will not be eligible for entry and will be asked to leave the grounds.
- b. In order to enter the fairgrounds, each animal must be presented at the gate along with:
 - i. The results of an up-to-date Coggins Test administered within the last 12 months; and
 - ii. A Certificate of Vaccination for Equine Influenza and Rhino pneumonitis (EHV) administered within the last 180 days.
- c. All animals from outside the state of Delaware must be accompanied by an interstate health certificate issued by their private veterinarian within thirty (30) days of arrival into Delaware and approved by their State Veterinarian. This document shall identify each animal(s) and be kept with the animal(s) at all times for inspection upon request.

4. Poultry

- a. All poultry exhibitors must contact the Department of Agriculture prior to June 1 to have their birds blood tested for pullorum-typhoid and avian influenza.
- b. The Delaware State Fair, in consultation with the Delaware Department of Agriculture, reserves the right to cancel a show if, in its opinion, the continuation of the show poses a threat to the Delmarva poultry industry due to conditions related to avian influenza and other serious diseases.
- c. The Delaware Department of Agriculture reserves the right to periodically inspect all poultry during the conduct of the Fair. In the event that a positive diagnosis is made, the Delaware Department of Agriculture shall take whatever steps are necessary including the quarantine and destruction of affected animals.
- d. All poultry except waterfowl and pigeons, whether from in-state or not, must be accompanied by a VS9-2 Form, which shall certify that the animal is free of pullorum-typhoid and has been tested within the last 12 months. The form must be signed by a Delaware Department of Agriculture official or someone in a comparable position and authority in the case of out-of-state animals.
- e. No coops used for transporting live birds shall be allowed in the exhibiting area.
- f. It is strongly advised that each exhibitor isolate exhibited poultry for a period of 10 days following the Fair before co-mingling with the remaining poultry on the premises. They should be closely observed for any signs of disease and if any are noted, it should be reported immediately to the State Veterinarian at the Dept. of Agriculture.

5. Sheep

- a. Any animal(s) showing signs of any infectious or contagious disease (i.e. pink eye, ringworm, sore mouth, foot rot, etc.) will not be eligible for entry and will be asked to leave the grounds.
- b. All sheep must have official scrapie identification. This identification may be by official scrapie ear tag, scrapie tattoo, breed registry tattoo, or microchip. This identification requirement also applies to market animals regardless of age or gender.
- c. All animals from outside the state of Delaware must be accompanied by an interstate health certificate issued by their private veterinarian within thirty (30) days of arrival into Delaware and approved by their State Veterinarian. This document shall identify each animal(s), be kept with the animal(s) at all times for inspection upon request, and certify that the flock is free of any infectious or contagious disease including sore mouth and foot rot and there has been no evidence of scrapie within the past year.

6. Swine

- a. Any animal(s) showing signs of any infectious or contagious disease (i.e. pig pox, ring worm, atrophic rhinitis, external parasites, etc.) will not be eligible for entry and will be asked to leave the grounds.
- b. All animals from outside the state of Delaware must be accompanied by an interstate health certificate issued by their private veterinarian within thirty (30) days of arrival into Delaware and approved by their State Veterinarian. This document shall identify each animal(s), be kept with the animal(s) at all times for inspection upon request, and certify that the animals are from a pseudorabies monitored or qualified negative herd or be from a stage V or pseudorabies free state.

H. MARKET ANIMAL RULES

1. As a convenience to exhibitors who have determined that they consider the Fair as a terminal event for their market animal(s), the Fair has solicited one or more private/ independent buyers to contact Exhibitors about purchasing their animal(s). The Fair exercises best efforts to identify reliable and dependable buyers, however the Fair will not under any circumstances be responsible for any issue(s) that may develop between the exhibitors and the buyers. None of these requirements are meant to preclude an exhibitor from entering into a private sale with whomever they decide. None of these Buyers have any affiliation with the Fair. Exhibitors who decide to sell their animals to any Buyer are reminded of the following: (1) all terms and conditions of each sale such as price, animal weight, total consideration to be paid, when payment is to be made, the time and date the animal(s) will be transferred to the Buyer, etc. are matters strictly between the Exhibitor and the Buyer. The Fair is not in any way responsible for any aspect of the transaction including payment and transfer of ownership and possession of the animal; and (2) the Exhibitor is responsible for caring for the animal until the Buyer takes possession; and (3) selling an animal to a Buyer does not relieve the Exhibitor from the obligation to have the animal(s) removed from the fairgrounds by the scheduled release time(s).
2. The use of any drug or chemical compound that is not approved by the Food and Drug Administration for use in meat animals is prohibited. The illegal administration of approved drugs and compounds is also prohibited. All animals shall be subject to tests for substances that exceed the acceptable levels established by the United States Department of Agriculture, the Food and Drug Administration, The Food Animal Residue Avoidance Databank and the Environmental Protection Agency. A positive test will result in the forfeiter of all premiums earned by the animal, trophies, special awards and auction proceeds, as well as the need to reimburse the processor the costs incurred in processing the tainted market animal be forfeited. No animal shall be presented for sale that contains any prohibited drug residue. The owner, exhibitor and caretaker are responsible for strict adherence to FDA regulations concerning withdrawal time of all medication.
3. All market animals presented for sale at the Junior Livestock Auction must be free of any and all prohibited drug or substance residue. If an animal is found in violation of the Wholesome Meat Act or any other drug or residue rules, all premiums earned by the animal, trophies, special awards and auction proceeds shall be forfeited. Testing positive for any prohibited substance residue at slaughter and which renders the food product unsafe shall subject the junior livestock exhibitor to forfeiture of auction proceeds as well as the need to reimburse the processor the costs incurred in processing the tainted market animal.

4. All junior market animal exhibitors MUST complete a Youth for the Quality Care of Animals (YQCA) training certification class (online or in-person), unless they have an existing Youth Pork Quality Assurance (YPQA) certification that is valid through July 31, 2021. The YQCA training certification course can be done either in person or online, but must be completed prior to the start of the 2021 Delaware State Fair (July 22, 2021).
 - a. This mandatory training requirement shall apply to all those exhibiting market animals. The training certification is not limited to only market animal exhibitors and all exhibitors are encouraged to consider completing this course.
 - b. If you are a junior market animal exhibitor and have not attended or completed the online YQCA course nor currently have an existing YPQA valid certification by the start of the 2021 Delaware State Fair (July 22, 2021), you will not be permitted to show your market animal(s) and will be asked to remove your animal from the grounds.
 - c. For more detailed information about the YQCA requirement and how to fulfill the requirements please visit the Fair’s website at: <https://www.delawarestatefair.com/livestock-general-information>

I. EXHIBIT A

2021 LIVESTOCK DEPARTMENT GATE PASS AND EXHIBITOR PARKING / GATE 2 COMBINATION HANGTAG POLICY

This policy provides guidance on the issuance of livestock exhibitor badges, gate passes and Gate2/Exhibitor Parking Lot hangtags.

The policy represents major improvements over how passes and hangtags have been issued in the past. The most significant improvement is that badges, passes and hangtags will be processed and **MAILED** to exhibitors and their households approximately two weeks **BEFORE** the start of Fair.

This policy is best explained by way of a series of questions and answers that are set forth below.

If you have any questions, please feel free to call Caitlyn Hendricks, the manager of the Entries Department at 302-398-7002.

QUESTION: What does this policy cover?

ANSWER: This policy covers the issuance of **exhibitor badges, gate admission passes and parking hangtags.**

QUESTION: As a livestock exhibitor, am I eligible to receive an admission (gate) pass?

ANSWER: Yes, all livestock exhibitors will receive one personalized plastic admission badge that will serve as your gate pass and is scannable at all gates for admission to the fairgrounds. If you are eligible, you will receive your plastic badge by mail prior to Fair. This policy does not apply to those showing exclusively in the Poultry and Rabbit Department.

QUESTION: If I need help from my parent or guardian caring for my animal(s) on the fairgrounds, can I get an admission pass for that parent or guardian?

ANSWER: As a livestock exhibitor, if you meet all three of the following criteria: (1) you are 21 or younger **AND** (2) your parent or guardian is not camping on the fairgrounds **AND** (3) the same parent or guardian does not have access to any other free forms of gate admission (i.e. they are not a shareholder, director or a recipient of a free gate admission pass from any other fair department), you are eligible to receive an additional admission pass for the use by your parent or guardian in assisting you with the care, feeding and maintenance of your animals. If you and your parent or guardian meet all 3 of the criteria, you can claim this admission pass at the time you enter your animals in ShoWorks. After a review of your submission, if you are determined to be eligible by the entry department staff, the additional gate pass will be mailed to you prior to Fair.

If you have very special and unique circumstances involving the care and maintenance of your animals, which you feel, requires an additional parent or guardian who meets all 3 of the criteria listed above, once you arrive on the fairgrounds, please direct your request to your superintendent (assuming you are showing only one species). In the event you are showing more than one species, you should direct your request to the first department superintendent appearing on the following list which represents one of the species that you are showing:

- A. Dairy
- B. Swine
- C. Horses/Ponies
- D. Goats
- E. Beef
- F. Sheep

If considered eligible by the appropriate superintendent, you will receive a voucher which you will need to present and exchange at the credentials trailer for a gate pass for the additional parent or guardian assisting with your animals.

Careful records are being kept regarding the issuance of these vouchers, so please do not abuse this very special privilege.

As in the case of all badges and gate passes being issued, if the Fair determines that you are not eligible to have received it or them, the privileges associated with the badge and/or gate pass will be revoked and the badge and/or paper gate pass(es) will be rendered un-scannable (deactivated) and cannot be used at any gate (pedestrian and vehicular).

QUESTION: What if I have a relative or two or three or four that want to attend my shows or visit me during Fair. Are there any multi-day discounted passes available to purchase?

ANSWER: Why of course. In the case of relatives or friends who want to attend your livestock show(s) or just visit with you on the fairgrounds, heavily discounted 5-day admission passes redeemable any 5 days or nights during the 2021 Fair can be purchased online for \$30 at <https://www.delawarestatefair.com/admissions>

QUESTION: As a livestock exhibitor, am I eligible to receive a vehicle hangtag that will enable me to drive my vehicle and animals through Gate 2 and to park my vehicle in the exhibitors' parking lot (the Green Lot)?

ANSWER: Yes indeed. Each household or farm (as documented in the ShoWorks online entry system) with up to 2 livestock exhibitors will receive one (1) combination Exhibitors' Gate 2/Exhibitors' Parking Lot hangtag. Households or farms with 3 or more exhibitors residing there will receive two (2) combination Exhibitors' Gate 2/Exhibitors' Parking Lot hangtags. Prior to Fair, the hangtag(s) will be mailed to your household address as it is shown in the ShoWorks online entry system.

QUESTION: How does the vehicle hangtag work at Gate 2 or in the exhibitors' parking lot?

ANSWER: The term "hangtag" refers to the rearview mirror hangtag used to obtain vehicular access through Gate 2 and to park a vehicle in the exhibitors' parking lot (the Green Lot).

All combination Gate 2/ Exhibitors' Parking Lot hangtags will feature a barcode unique to each eligible exhibitor. In order to obtain vehicular access to the livestock part of the fairgrounds (only via Gate 2) or to park the vehicle in the exhibitors' parking lot, **THE VEHICLE MUST DISPLAY** the combination Gate2 / Exhibitors' Parking hangtag from the vehicle's rear-view mirror. At Gate 2, Security will scan the barcode on each hangtag before admitting the vehicle onto the fairgrounds. The driver and all other vehicle occupants six and older must present their badge or gate pass for scanning in order to be admitted to the fairgrounds in the vehicle. Anyone six and older occupying the vehicle will not be admitted without a valid scannable gate pass or exhibitor's badge. Also, please be aware that during certain hours each day and evening, the hangtag must be scanned by Security before the vehicle can enter the exhibitors' parking lot. Once the vehicle is parked in the exhibitors' parking lot, the hangtag must remain visible in the vehicle hanging from the rear-view mirror. Any vehicle found in the exhibitors' parking lot at any time, day or night without a visible hangtag hanging from the rear-view mirror is subject to towing by the Fair's parking and security personnel.

On the day of your species scheduled arrival date and times, the hangtag will admit your animals and the vehicle (plus trailer) to the livestock portion of the fairgrounds for initial animal delivery. Remember, the driver and any passengers 6 and older must also display and have scanned a valid exhibitor's admission badge or gate pass. On a daily basis starting Sunday July 25th, all livestock vehicles must be removed from the fairgrounds by 12-noon.

All on-grounds vehicle visits are limited to 20 minutes and will be monitored closely by Fair parking and security personnel. The Fair reserves the right to tow any vehicle either improperly parked or parked beyond the 20-minute limit in the livestock area of the fairgrounds

The hangtag admits only the vehicle and trailer through Gate 2. All vehicle occupants over the age of 6 must have their own form of gate admission (badge or paper pass) and should present their admission pass for scanning at the gate by security. Occupants who do not possess a badge or admission pass should exit the vehicle before entering the gate and purchase an admission pass at the Gate 2 ticket booth and have it scanned by Fair Security.

As in the case of all vehicle hangtags being issued, if the Fair determines that you are not eligible to have received it or them, the privileges associated with the hangtag will be revoked and the hangtag will be rendered un-scannable (deactivated) and cannot be used at any gate or parking facility.

QUESTION: Any chance for an additional hangtag?

ANSWER: Maybe. If you have very special and unique circumstances which dictate the need for an additional vehicle to support the care and maintenance of your animals, by an additional parent or guardian who meets all 3 of the criteria listed above, once you arrive on the fairgrounds, please direct your request to your superintendent (if you are showing only one species).

In the event you are showing more than one species, you should direct your request to the ***first*** department superintendent appearing on the following list which represents one of the species that you are showing:

- A. Dairy
- B. Swine
- C. Horses/Ponies
- D. Goats
- E. Beef
- F. Sheep

If considered eligible by the appropriate superintendent, you will receive a voucher which you will need to present and exchange at the credentials trailer for a hangtag for the vehicle being used to support additional parent or guardian assisting with your animals. Careful records are being kept regarding the issuance of these vouchers, so please do not abuse this very special privilege.

Careful records are being kept regarding the issuance of these vouchers, so please do not abuse this very special privilege.

QUESTION: Is a parking spot in the exhibitors' parking lot (the Green Lot) guaranteed if I have a hangtag?

ANSWER: No. Parking spots in the exhibitors' parking lot are available on a first-come first-served basis. **The exhibitors' parking lot is not meant for long-term parking** where someone might consider leaving their vehicle unmoved for the duration of Fair.

During certain hours, you will be required to display and have your hangtag scanned in order to drive your vehicle into the exhibitors' parking lot.

No hangtag = No parking.

When the lot reaches capacity as determined by parking staff, your vehicle may not be admitted to the parking lot and you will be directed to park your vehicle in any one of several general parking lots.

QUESTION: Under what circumstances, can or will my badge, admission pass(es) and/or hangtag(s) be revoked or deactivated in the scanning system so that they cannot be used?

ANSWER: Badges, passes and hangtags will be revoked and deactivated in the scanning system if you report them lost or stolen or if it is determined that you are not eligible to use them.

For example, if you have failed to confirm to show at least one livestock species including the requirement of having to meet weight or are determined not to be eligible to receive or continue to use either the passes and/or hangtags, the Fair's credentials department will deactivate all badges,

passes and hangtags that were previously issued. Violations of certain livestock exhibitors' rules and camping rules and regulations may also trigger the need for the Fair to revoke and deactivate badges, passes and hangtags.

Once deactivated, they cannot be used at any of the gates or used to enter or remain parked in the exhibitors' parking lot.

J. EXHIBIT B

2021 Quality Assurance Certification Requirement for Delaware State Fair Market Animal Exhibitors

All Delaware State Fair junior exhibitors showing a market animal (steer, market lamb, market goat or market hog) are required to have a current quality assurance certification in order to exhibit in a market class at the Delaware State Fair. The Swine Department will accept either an existing Youth PQA certification that is still valid through July of 2021 or a current Youth for the Quality Care of Animals (YQCA) certification. The Youth PQA program no longer exists to train new youth or recertify. The YQCA program is a national certification that now covers all livestock species with a single certification for all youth ages 8-21 nationwide. Program ages are calculated as of January 1 of the current year. Options for obtaining a qualifying quality assurance certification in order to be able to show a market animal at the 2021 DSF are:

- Ages 5-6- A parent, guardian or responsible adult must have a current quality assurance certification. Options to fulfill this requirement include PQA(Pork Quality Assurance) or BQA (Beef Quality Assurance <https://www.bqa.org/certification/online-certification>) adult online trainings or parents can either attend a YQCA classroom training session(email Susan directly to register) with their 5-6 year old to obtain a valid QA certification to meet the DSF requirement. Please contact Susan Garey if you would like to be granted access to the online Adult PQA certification training to cover youth ages 5-6. An email address is required.
- Ages 7-18- The youth market exhibitor must have a current YQCA certification obtained either through an YQCA classroom training session or YQCA online.
- Ages 19-21- The youth market exhibitor must have a current YQCA certification that can **only be obtained online as per the YQCA program rules.**

Youth YQCA certification is valid for one year.

In order for youth ages 7-21 to participate in either an online or in person classroom YQCA training session, they must register and create a profile at <http://yqca.org> For youth age 7-12, parents are required to register their youth on the YQCA website. Once registered select the appropriate class you plan to attend. Fees will be charged at the time of registration and can be paid by credit card.

The YQCA classroom training costs \$3.00 and the online training costs \$12.00. These fees are paid online and go directly to YQCA even if you are attending an in person training. This should be completed prior to coming to the in person training. Youth completing the online YQCA training will take the online module that corresponds to their age as of January 1 of the current year.

In order to be able to comply with COVID health protocols and allow sufficient space, in person training classes will be held at the Delaware State Fairgrounds in 2021. Mask wearing and social distancing between family groups will be enforced during training classes. The following YQCA in person class training dates have been scheduled for this spring:

- *Thursday, May 27, 2021- Delaware State Fairgrounds 6:30-8:00 pm- registration required in advance- must register by May 25*
- *Wednesday, June 9, 2021- Delaware State Fairgrounds 6:30-8:00 pm- registration required in advance- must register by June 7*

Additional date(s) may be added as interest warrants. If you plan on attending any of these sessions, you must register in advance so that we can ensure enough space and training materials. Please contact Susan Garey truehart@udel.edu or (302)242-1510 if you have any questions or concerns in regards to Quality Assurance/YQCA certification needs.

K. EXHIBIT C

IAFE (International Association of Fairs and Expositions) NATIONAL CODE OF SHOW RING ETHICS

1. Exhibitors of animals at livestock shows shall at all times deport themselves with honesty and good sportsmanship. Their conduct in this competitive environment shall always reflect the highest standards of honor and dignity to promote the advancement of agricultural education. This code applies to junior as well as open class exhibitors who compete in structured classes of competition. This code applies to all livestock offered in any event at a livestock show. In addition to the "IAFE National Code of Show Ring Ethics," fairs and livestock shows may have rules and regulations which they impose on the local, county, state, provincial and national levels.
2. All youth leaders working with junior exhibitors are under an affirmative responsibility to do more than avoid improper conduct or questionable acts. Their moral values must be so certain and positive that those younger and more pliable will be influenced by their fine example. Owners, exhibitors, fitters, and absolutely responsible persons who violate the code of ethics will forfeit premiums, awards and auction proceeds and shall be prohibited from future exhibition in accordance with the rules adopted by the respective fairs and livestock shows. Exhibitors who violate this code of ethics demean the integrity of all livestock exhibitors and should be prohibited from competition at all livestock shows in the United States and Canada.
3. The following is a list of guidelines for all exhibitors and all livestock in competitive events:
 - a. All exhibitors must present, upon request of fair and livestock show officials, proof of ownership, length of ownership and age of all animals entered. Misrepresentation of ownership, age, or any facts relating thereto is prohibited.
 - b. Owners, exhibitors, fitters, trainers, or absolutely responsible persons shall provide animal health certificates from licensed veterinarians upon request by fair or livestock show officials.
 - c. Junior exhibitors are expected to care for and groom their animals while at fairs or livestock shows.
 - d. Animals shall be presented to show events where they will enter the food chain free of volatile drug residues. The act of entering an animal in a livestock show is the giving of consent by the owner, exhibitor, fitter, trainer and/or absolutely responsible person for show management to obtain any specimens of urine, saliva, blood, or other substances from the animal to be used in testing. Animals not entered in an event which culminates with the animal entering the food chain

shall not be administered drugs other than in accordance with applicable federal, state and provincial statutes, regulations and rules. Livestock shall not be exhibited if the drugs administered in accordance with federal, state and provincial statutes, regulations and rules affect the animal's performance or appearance at the event.

- e. If the laboratory report on the analysis of saliva, urine, blood, or other sample taken from livestock indicates the presence of forbidden drugs or medication, this shall be prima facie evidence such substance has been administered to the animal either internally or externally. It is presumed that the sample of urine, saliva, blood, or other substance tested by the laboratory to which it is sent is the one taken from the animal in question, its integrity is preserved and all procedures of said collection and preservation, transfer to the laboratory and analysis of the sample are correct and accurate and the report received from the laboratory pertains to the sample taken from animal in question and correctly reflects the condition of the animal at the time the sample was taken, with the burden on the owner, exhibitor, fitter, trainer, or absolutely responsible person to prove otherwise. At any time after an animal arrives on the fair or livestock show premises, all treatments involving the use of drugs and/or medications for the sole purpose of protecting the health of the animal shall be administered by a licensed veterinarian.
- f. Any surgical procedure or injection of any foreign substance or drug or the external application of any substance (irritant, counterirritant, or similar substance) which could affect the animal's performance or alter its natural contour, confirmation, or appearance, except external applications of substances to the hoofs or horns of animals which affect appearance only and except for surgical procedures performed by a duly licensed veterinarian for the sole purpose of protecting the health of the animal, is prohibited.
- g. The use of showing and/or handling practices or devices such as striking animals to cause swelling, using electrical contrivance, or other similar practices are not acceptable and are prohibited.
- h. Direct criticism or interference with the judge, fair or livestock show management, other exhibitors, breed representatives, or show officials before, during, or after the competitive event is prohibited. In the furtherance of their official duty, all judges, fair and livestock show management, or other show officials shall be treated with courtesy, cooperation and respect and no person shall direct abusive or threatening conduct toward them.
- i. No owner, exhibitor, fitter, trainer, or absolutely responsible person shall conspire with another person or persons to intentionally violate this code of ethics or knowingly contribute or cooperate with another person or persons either by affirmative action or inaction to violate this code of ethics. Violation of this rule shall subject such individual to disciplinary action.
- j. The application of this code of ethics provides for absolute responsibility for an animal's condition by an owner, exhibitor, fitter, trainer, or participant whether or not he or she was actually instrumental in or had actual knowledge of the treatment of the animal in contravention of this code of ethics.
- k. The act of entering an animal is the giving of consent by the owner, exhibitor, fitter, trainer, or absolutely responsible person to have disciplinary action taken by the fair or livestock show for violation of this Code of Show Ring Ethics and any other rules of competition of the fair or livestock show without recourse against the fair or livestock show. The act of entering an animal is the giving of consent that any proceedings or disciplinary action taken by the fair or livestock show may be published with the name of the violator or violators in any publication of the International Association of Fairs and Expositions, including Fairs and Expositions and any special notices to members.
- l. The act of entering of an animal in a fair or livestock show is the giving of verification by the owner, exhibitor, fitter, trainer, or absolutely responsible person that he or she has read the IAFE National Code of Show Ring Ethics and understands the consequences of and penalties provided for actions prohibited by the code. It is further a consent that any action which contravenes these rules and is

also in violation of federal, state, or provincial statutes, regulations, or rules may be released to appropriate law enforcement authorities with jurisdiction over such infractions.

L. EXHIBIT D

Code of Conduct for Fair Officials Involved in Competitive Exhibition Superintendent's Job Description

1. Preface

- a. Fair Officials at the Delaware State Fair include the livestock committee chairperson, department superintendents, assistant superintendents, judges and competitive exhibition officials. Delaware State Fair animal superintendents and other competitive exhibition officials are a very important part of the Fair. They receive no compensation for the services they provide to the exhibitors. The Fair's Board of Directors expects animal superintendents and Fair officials to represent the Fair and help conduct activities related to the Fair's competitive livestock exhibits and programs.
- b. Animal superintendents and Fair officials must work in harmony with the livestock committee, its chairperson, and ultimately the Fair's general manager. The chairperson of the livestock committee has the overall responsibility for all animal departments. In the event of a disagreement, the matters and issues may be referred to the Fair's general manager for ultimate resolution.
- c. To many exhibitors, department superintendents are their only fair contacts. The most important obligation of any fair official is to present positive public relations, be a good listener and help exhibitors with their problems.
- d. Animal superintendents must be knowledgeable of the animal department for which he/she is responsible. They must be familiar with all rules governing their department and the Fair in general.
- e. Animal superintendents and Fair officials involved in competitive exhibition are to promote, organize, support and insure fairness at all times.
- f. Animal superintendents, Fair officials, and all others who are governed by this code shall strictly comply with all of the provisions in this code of conduct.
- g. All superintendents and Fair officials (superintendents and assistant superintendents) involved in Competitive Exhibition will be required on an annual basis, to sign off on an acknowledgement form acknowledging their receipt and understanding of the Code of Conduct for Fair Officials, Superintendents' Job Description and The National Code of Show Ring Ethics (IAFE) Superintendents Job Description and the Policy Handbook and Code of Conduct.

2. Before the Fair

- a. Review rules and regulations and entry classes early and submit changes to the fair office by deadline established by staff.
- b. Coordinate with the Delaware State Fair's livestock committee chairperson and/ or designated committee members the establishment of the superintendent's department capacity for the number of entries for the ensuing fair, a description of all classes for competition and the scheduling (as to time and place) of all shows during Fair.
- c. Encourage entries in the Fair and inform potential exhibitors about the online entry process.
- d. Each department superintendent should utilize assistants to help carry out the duties described herein. Names of new assistants must be submitted to the general manager for approval.

- e. Conduct an early inspection of your department. Take an inventory of all supplies on hand and submit timely request for repairs, supplies and display structures. If you require any special items, submit a request to Fair management prior to the deadline established by staff.
- f. Coordinate with the Delaware State Fair's staff to arrange for tents, adequate penning, shavings, sawdust, seating and/or sound systems. Submit all requests by the deadline established by staff.
- g. Each animal department superintendent shall submit to the administrative assistant a minimum of three (3) names of prospective judges by the deadline established by staff. All names for consideration must come from the superintendents. This list must include accurate contact information including all available phone numbers. The administrative assistant shall select the Judge from the submitted list on the basis of availability and cost. If additional names are required, such a request will be directed to the superintendent who should respond in timely manner. If one of the recommended names of judges is unable to be confirmed, staff may revert to other recognized sources for recommendations. The superintendent may not participate in the selection process beyond submission of the names. In submitting names, the superintendent should be sensitive to the level of familiarity that the potential judge might have with the Fair's personnel, volunteers and exhibitors in terms of social interaction, prior judging and/or raising and sale of livestock.
- h. On the dates and times for each of the department's shows during Fair, select and arrange to have a departmental clerk enter all winners' information into a Fair supplied electronic device to ensure timely electronic submission of competitive results.
- i. Livestock Department Superintendents will be exclusively responsible for assigning pens/stalls prior to the opening day of the fair. Fair staff (full and part-time) shall not participate or assist in assigning stalls or pens or making any interpretative decisions regarding entry entitlement. These decisions are to be made solely by the Superintendents with assistance as necessary coming from the Chairman of the Competitive Exhibits Committee. Preparations shall be made to post stall/pen assignments in a conspicuous place to avoid any confusion during exhibitor check-in. A central check-in point shall be established and maintained until all entries are received. All questions from exhibitors posed about decisions made in conjunction with the entry process and pen/stall assignments if received by staff (full or part-time) shall be referred directly to the Superintendents who will be responsible for dealing directly with the exhibitor and to appropriately apprise staff of his or her decision.
- j. Superintendents and assistant superintendents must be present during check-in. Superintendent or at least one assistant shall be available to address needs and concerns of exhibitors. All department superintendents and their assistants should plan together and divide responsibilities appropriately. A suggestion would be to create a chart showing who is to be present or available and responsible during the times an exhibit is open to the public, during check out time at the close of the Fair, and for the maintenance of good housekeeping procedures throughout.
- k. Superintendents shall be familiar with recommendations for managing public and animal contact areas and shall ensure compliance with established measures to reduce the potential for injuries or disease transmission and to increase the probability that incidents or problems identified with animal contact settings will be reported, documented, and handled appropriately.
- l. It is the responsibility of each Superintendent to meet with the accounting department each October to establish a monetary budget for their respective department.
- m. All superintendents and assistant superintendents shall be required to attend an annual pre-fair meeting during which that year's overall animal program is reviewed. This meeting shall be conducted by the chairman of the livestock committee. Depending upon each department's unique circumstances, attendance at additional meetings may be necessary.

3. During the Fair

- a. The Fair's credentials department shall issue all gate passes and parking permits to all animal department superintendents. Superintendents shall be responsible for the fair and equitable distribution of all gate passes and/or parking permits to all exhibitors. Superintendents must keep accurate records of all gate passes and parking permits as to whom they are distributed. Records shall be maintained as prescribed by staff. Pass and permit issuance records must be turned in at the end of the Fair to the credentials department.
- b. Each superintendent or his/her designee shall assist in the collection of accurate entry and judging information for the conduct of the junior livestock auction.
- c. Superintendents and fair officials involved in competitive exhibition are to interpret the Fair's rules, policies and regulations as they apply to their respective department. Superintendents should accept only those exhibits that meet the requirements set forth in the General and Departmental Animal Rules. Keep a copy of the Exhibitor's Handbook handy to answer questions. It is very important that superintendents be available to answer questions at the times noted in the Exhibitor's Handbook.
- d. Superintendents and fair officials, including volunteers, shall exercise best efforts to avoid any inappropriate contact with the show ring judge in order to avoid the appearance of any impropriety or conduct that may be interpreted by the public as lacking fairness and good sportsmanship.
- e. Post conspicuously persons who are on duty in your exhibit building. Superintendent or assistant superintendent on duty should always review the exhibit area for cleanliness, neatness and care of the animals.
- f. Receive the exhibits, checking to see that exhibitors have properly entered their exhibit according to procedures set forth in the General and Department Animal Rules. Work with clerks to be certain that exhibits are entered in the proper categories and that exhibitor tags or numbers are on all entries. Animal department superintendents should pay special attention that all exhibited animals have been properly entered. Superintendents or designated assistant superintendent shall ensure that the registration and animal health papers of all animals have been checked and verified.
- g. Plan a space for judging and set up the space with the proper equipment needed. Prior to judging, spend some time with the judges. Acquaint judges with the system used in your department. Obtain ribbons from the Fair's administration office, and return the unused ribbons along with judging results as soon as judging is complete. Make sure your clerk is in place at the judging event to record winners. Double check exhibitor records to be certain there are no discrepancies.
- h. Superintendents should encourage exhibitors to meet visitors, and to answer questions at all times during the days livestock exhibits are open to the public.
- i. Animal superintendents should continuously view all animals for obvious illnesses and address any immediate concerns with the proper authority (Department of Agriculture or on site veterinarian).
- j. When necessary and without violating the Code of Conduct for Fair Officials, superintendents should be in the ring to support the judge as a clerk or to clarify any issues regarding the rules and regulations of the show.
- k. Superintendents shall ensure that all aisles are kept clean of manure and that manure and soiled bedding is removed from animal areas to designated areas restricted from public access.

Superintendents shall periodically check all hand-washing stations in their respective areas to ensure an adequate supply of lotion, water and towels are available at all times. The person responsible for re-stocking these supplies should be notified immediately when stocks are low.

- l. Upon conclusion of judging, each superintendent is responsible for ensuring that the department results and digital media is made available immediately at the conclusion of judging for the entry department staff for processing of results and payment of premiums.
- m. Superintendent shall instruct entry department when, to whom and in what form all points information shall be forwarded as required by any sanctioned livestock show.

4. After the Fair

- a. Work with facilities department, as requested, to return items to their proper places, and otherwise assist, as requested, in the process to clean up your respective department after the Fair.
- b. Thank your judges, assistants and volunteers for their valuable time and efforts.
- c. Make notes of any changes you wish to make in your department for the following year. Involve all those who assisted in your department for ideas and suggestions. Solicit comments and suggestions from exhibitors.
- d. Inventory the remaining ribbon supply for your department.

M. EXHIBIT E

Exhibitor's Right of Appeal

Any and all Exhibitors have a right to bring any of their concerns to the attention of the Delaware State Fair through the Chairperson of the Fair's Livestock Committee or Competitive Exhibits Committee whichever is applicable and ultimately Fair management without fear of reprisal or recrimination.

Exhibitors should use the following guidelines in expressing these concerns.

1. Please submit in written form a brief summary of your observations. Provide as much detail as possible, and present the summary based on the facts. Hand-written summaries are welcomed, but must bear the writer's signature. Anonymously written summaries will not be accepted. Submission should be turned in at the Administrative Office where it will then be forwarded to the appropriate individual (Livestock Committee Chairperson or Competitive Exhibits Committee Chairperson and General Manager).
2. An Exhibitor's Right of Appeal form must be used and filed prior to end of current Fair. Appeal forms are available at the Delaware State Fair's Administration Office. Please complete all required information fields including your name, address, cell phone, e-mail address, etc. along with the best means to contact you with the Fair's response.
3. It is critical that any concerns be properly communicated in the fashion set forth above in a timely fashion. It is imperative that all concerns be brought to the attention of management while the Fair is underway so that all parties who might need to be involved in a discussion are on site. A timely response will be made by management and communicated to the person who filed the appeal.
4. Any opinion or decision rendered by the Chairperson of the Livestock Committee or Competitive Exhibits Committee may be immediately appealed to the Fair's General Manager, who in his or her discretion may consult with any additional parties needed to render a decision. The General Manager's decision on an appeal shall be considered final.

N. EXHIBIT F
Exhibitor's Right of Appeal Form

An Exhibitor's Right of Appeal form must be used and filed prior to the end of the current fair. Appeal forms are available at the Delaware State Fair's Administration Office and on the website. Please complete all required information fields including name, address, cell phone, e-mail address, etc. along with the best means to contact you with the Fair's response.

Contact Information of person filing appeal:

Name: _____

Address: _____

City: _____ State: _____

Phone: _____ Cell: _____

E-mail: _____

Please indicate best way to reach you during Fair: _____

Please indicate best way to reach you after Fair: _____

Date of complaint: _____

Approx. time of complaint _____

Summary of original complaint:

Decision rendered by the General Manager:

Date decision rendered: _____ Time: _____