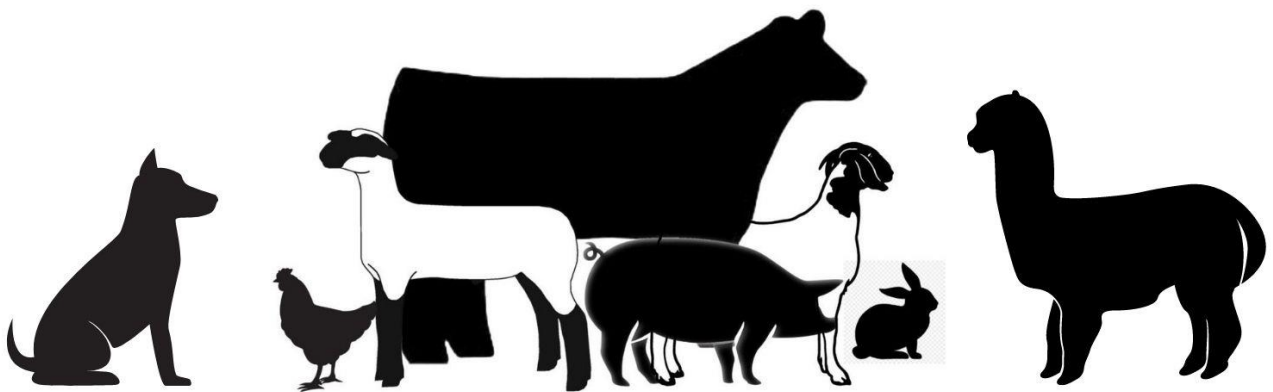


MUSKEGON COUNTY FAIR



EXHIBITOR HANDBOOK 2021



This exhibitor manual has been created for all club leaders, exhibitors and parents to help them get a basic understanding of each livestock, still exhibit and baked goods division requirements and expectations. This guide is not all inclusive. Please refer to the Muskegon County Fair's fair book for detailed rules and regulations regarding participation at the Muskegon County Fair.

Please note that all handicapped exhibitors must be assisted by an adult when exhibiting in the large animal livestock classes and the Superintendent must be informed at least one week prior to the fair of the need for assistance.

*All livestock participants must turn in a Livestock Stall/Pen Fee Registration form by **March 1st** to be eligible to register and exhibit their livestock projects.*

All market livestock exhibitors must read and sign a Drug Free Declaration Form to participate in the Muskegon County Fair.

All exhibitors must submit a signed Code of Conduct Form to participate in the Muskegon County Fair.

All forms can be found online at www.MuskegonFairgrounds.com.

If further information is needed, please contact the Superintendent in charge of the specific area in which you are participating.

EXHIBITOR RULES/REGULATIONS

All leaders, youth exhibitors and parents must read and follow the following rules, regulations and guidelines. These will answer many of your questions and help you to avoid many mistakes. All exhibitors are reminded that they are also on exhibit before the public during the Fair, therefore, they must be neat and clean in their dress and courteous in their manners.

In addition to the dress code and other general Fair guidelines, each exhibit area has individual rules/regulations that are specific to that area and are expected to be followed by all who participate. Participants should read over the information carefully for their project area so they know what will be expected of them.

Dress Code:

Due to numerous concerns from guests, audience members and club leaders, a dress code is being implemented and will be enforced for all livestock participants while in the show/sale ring. We ask our exhibitors to abide by the following simple guidelines while exhibiting in any project area and in the livestock sale ring.

1. Conspicuously thin garments, bare midriffs, tank tops and muscle shirts are not permissible. Professional, tailored, sleeveless clothing will be accepted. Tank tops, spaghetti straps, shorts and mini-skirts are not considered professional and therefore, not accepted. All livestock exhibitors will be expected to wear the approved green *Muskegon County Fair* polo shirt during their show events as well as barn duty and inanimate building duty. Shirts can be ordered from GH Imaging in Muskegon Heights, Michigan and an order form can be found on the fairgrounds website. During the sale, exhibitors may wear their club shirts, if desired.
(read the individual project area guidelines for exceptions to the dress code).
2. No exposed undergarments are permitted. Low-cut shirts are not permitted. Pants must be appropriately fitted and be around the waist, preferably with a belt. No low rise or hip jeans will be allowed.
3. Clothing displaying profanity or vulgar suggestions will not be permitted.
4. Clothing advertising illegal drugs or alcohol, or dealing with death, destruction or suicide will not be worn (no skulls, no blood).
5. Appropriate leather footwear is required. No open-type shoes (i.e. sandals) or tennis shoes are allowed. Leather boots/shoes are preferred for all exhibitors of market animals.
6. Any items of clothing or decorations which impede the exhibitor's vision, hearing or mobility or which may distract the exhibited animal will not be allowed.
7. Beepers and cell phones are not permitted in the show/sale ring.

Each superintendent will use his/her discretion if there is a question as to appropriate attire. Failure to abide by these guidelines could result in disqualification of the show and exclusion from the sale.

ALL SUPERINTENDENTS, LEADERS AND PARENTS ARE ASKED TO SUPPORT AND ENCOURAGE THE ABOVE DRESS CODE.

Market Beef Steer

Superintendent: Matt Wert Email: mlwert76@aol.com

General

- All market beef projects must be purchased and owned by December 1st. You may show a total of one (1) market beef project. All registrations are due **December 1st**, and must be submitted online via the website at www.muskegonfairgrounds.com.
- All livestock exhibitors must submit a Livestock Pen/Stall Reservation Form and pay the stall/pen fee by **March 1st** to be eligible to register livestock project(s); forms must be submitted online via www.muskegonfairgrounds.com. The deadline for any replacement animal (livestock) is June 15th.
- Project record books are due on **Tuesday of fair week by 5:00 p.m.** to the superintendent and must be *completed*; if they are not received, then the animal will not be allowed to be shown or sold.
- All participants must show and sell their own animals.
- ***Mandatory pictures for the buyers will be taken...be prepared and be present! A schedule will be posted at setup.***
- The designated beef area includes the beef barn and interior of the chain link fenced area. All grooming chutes must be placed within the designated beef area. Grooming chutes are not allowed outside of the designated beef area at any time. All grooming and fitting of beef projects must be done within the designated beef area. Failure to comply could result in disqualification.
- Beef livestock are not allowed within the interior (inner circle) of the fairgrounds at any time. All beef animals must travel through the West gate and walk behind the rabbit/poultry and swine barn, entering the fenced area between the swine and sheep/goat barn. Livestock are not allowed to be tied outside of any designated fenced area at any time.
- Beef animals are not allowed outside of the designated beef area (chain link fence) at anytime except when traveling to and from the show/sale ring or wash rack.

Market Beef Weights/Tag Requirements

Fair weigh-in for all market steers will take place on **Sunday from 6:00-8:00 p.m.** All market steers must weigh a minimum of 900 lbs. at Fair weigh-in. If the animal does not make the required weight, it will not be shown or sold – **no exceptions**. All bovine must have a State RFID tag in their ear and also a green MCFA tag or they will not be allowed on the fairgrounds. The Muskegon County Fair will follow whatever TB requirements are in place by the State of Michigan at the time of the fair.

Barn Setup

The Superintendent will determine how the barn is to be set up for Fair week. During Fair setup, the Superintendent will have a map of the barn layout, stall assignments, tack area, etc. All animals will be grouped by club. Non-compliance with the Superintendent's assignment will result in animal being sent home and possible disciplinary action.

A sign should be hung above each animal identifying the owner, club and animal information. Decorations are permitted and encouraged as long as they do not interfere with the animals' safety or the safety of the general public.

Stall Requirements

- All stalls should be kept clean on a daily basis, with stalls cleaned and re-bedded as needed.
- All market beef and feeder steers will be tied out in the rest area at night at 9:00pm and brought back into the barn at 9:00am. All feeding should be done in the tie-out area; no feed will be allowed in the stalls. All market steers should be fed and watered by 9:00 a.m. each morning they are at the fair. A water tank is provided, and exhibitors are encouraged to lead their animals out of the stalls to be watered at the tank a minimum of three times throughout the day; more if the temperatures are hot. However, if exhibitors choose to leave water buckets in their stalls, the buckets must be kept full at all times, and should not be able to be tipped over. Failure to comply with these rules will result in a \$10 fine per animal, per occurrence.
- Animals must be kept clean and free from excessive manure.
- All steers should be tied in their stalls with rope halters; nylon or other halters will *not* be permitted.
- All steers must have neck ropes while tied in the stalls, in addition to rope halters.
- Youth will be responsible, at all times, for the proper care and nutrition of their animals.

Muskegon County Fair Exhibitor Manual
Market Beef Steer (...continued)

Barn Duty

- All participants must sign up for barn duty according to the direction of the Superintendent. Double duty may be required as all time slots must be filled. Barn duty may be shared between beef and dairy exhibitors, depending on the number of participants. Failure to complete assigned number of barn duty responsibilities will result in disciplinary action.
- All participants are on barn duty during the Beef Show and during the Livestock Sale.
- While on barn duty, all exhibitors should wear the approved green Muskegon County Youth Fair shirt.
- Barn duty includes, but is not limited to: keeping manure out of all beef and dairy stalls at all times, keeping isles raked/swept and clean, keeping the wash rack area clean, emptying wheelbarrows before the next set of exhibitors begin their barn duty, greeting the public, answering questions when asked and presenting oneself in a courteous and professional manner.

Showmanship

- All participants should conduct themselves in a professional manner, keeping in mind all aspects of good sportsmanship. Exhibitors will be expected to show their animal to the best of their ability, using the showing procedures, equipment and tools which are standard in the industry.
- Market beef exhibitors are expected to adhere to the dress code as stated, wearing the approved green polo shirt, jeans and leather boots/shoes are mandatory while in the show and sale ring.
- Cattle fitting chutes are to be placed in a row along the west side of the barn. All preparation and fitting of beef animals will be done within the designated fenced area of the beef barn; any fitting done outside of the designated area is cause for disqualification.
- All fitting is to be done by the exhibitor of the animal only; no assistance by professional fitters or parents is allowed.
- All market beef exhibitors will be expected to use an approved show stick and leather show halter. Participants will be expected to follow the standard showman guidelines and conduct themselves accordingly in the show ring at all times.
- The staging area behind the showing is for superintendents, exhibitors, and their livestock only; no parents or bystanders will be allowed in the area unless directed by the superintendent.
- It is expected that each participant takes the initiative to learn more about their market animal with regards to fitting, training and showing. If you need help learning how to prepare and show your project, it is up to you to contact your Club leader or the beef superintendent so that they may be of assistance in teaching you.

Muskegon County Fair Exhibitor Manual

Dairy Feeder Steer & Beef Feeder Steer

Superintendent: *Same as Beef Superintendent*

General

- All feeder steer projects must be born **after January 1st and purchased/owned by March 1st** of the current fair year. Dairy feeder steers must be a dairy breed (*Holstein, Jersey, Guernsey, Brown Swiss, Milking Shorthorn or Ayrshire*). Beef feeder steers will consist of all beef breeds, including crossbreds. Refer to the fair book for more specific guidelines.
- **The feeder project must be only steers. All animals must be castrated and dehorned by May 1st.**
- All participants must show and sell their own animal. Registration for feeder steers is due **March 1st**, submitting online via the website at www.muskegonfairgrounds.com.
- All livestock exhibitors must submit a Livestock Pen/Stall Reservation Form and pay the stall/pen fee by **March 1st** to be eligible to register livestock project(s); forms must be submitted online via www.muskegonfairgrounds.com.
- Project record books are due on **Tuesday of fair week by 10:00 a.m.** to the superintendent and must be *completed*; if they are not received, the animal will not be allowed to be shown or sold. ***Mandatory pictures for the buyers will be taken...be prepared and be present! A schedule will be posted at setup.***
- The designated beef area includes the beef barn and interior of the chain link fenced area. All grooming chutes must be placed within the designated beef area. Grooming chutes are not allowed outside of the designated beef area at any time. All grooming and fitting of beef projects must be done within the designated beef area. Failure to comply could result in disqualification.
- Beef livestock are not allowed within the interior (inner circle) of the fairgrounds at any time. All beef animals must travel through the West gate and walk behind the rabbit/poultry and swine barn, entering the fenced area between the swine and sheep/goat barn. Livestock are not allowed to be tied outside of any designated fenced area at any time.
- Beef animals are not allowed outside of the designated beef area (chain link fence) at any time except when traveling to and from the show/sale ring or wash rack.

Feeder Steer Weights/Tag Requirements

Beginning weigh-in and tagging date for feeder steers will be determined by Superintendent.

Fair weigh-in for all feeder steers will take place on **Sunday from 6:00-8:00 p.m.**

** All bovine must have an RFID tag and a green MCFA tag in their ear or they will not be allowed on the fairgrounds. The Muskegon County Fair will follow whatever TB requirements are in place by the State of Michigan at the time of the fair.

** All feeder steers must be vaccinated with a 9-way vaccine.

Barn Setup

The Superintendent will determine how the barn is to be set up for Fair week. During Fair setup, the Superintendent will have a map of the barn layout, stall assignments, tack area, etc. All animals will be grouped by club. Non-compliance with the Superintendent's assignment will result in animal being sent home and possible disciplinary action.

A sign should be hung above each animal identifying the owner, club and animal information (breed, age, weight, etc.).

Decorations are permitted and encouraged as long as they do not interfere with the animals' safety or the safety of the general public.

Stall Requirements

- All stalls should be kept clean on a daily basis, with stalls cleaned and re-bedded as needed.
- All market beef and feeder steers will be tied out in the rest area at night at 9:00pm and brought back into the barn at 9:00am. All feeding should be done in the tie-out area; no feed will be allowed in the stalls. All market steers should be fed and watered by 9:00 a.m. each morning they are at the fair. A water tank is provided, and exhibitors are encouraged to lead their animals out of the stalls to be watered at the tank a minimum of three times throughout the day; more if the temperatures are hot. However, if exhibitors choose to leave water buckets in their stalls, the buckets must be kept full at all times, and should not be able to be tipped over. Failure to comply with these rules will result in a \$10 fine per animal, per occurrence.
- Animals must be kept clean and free from excessive manure.
- All steers should be tied in their stalls with rope halters; nylon or other halters will *not* be permitted.
- All steers must have neck ropes while tied in the stalls, in addition to rope halters.
- Exhibitors will be responsible at all times for the proper care and nutrition of their animals.

Dairy Feeder Steer & Beef Feeder Steer (...continued)

Barn Duty

- All participants must sign up for barn duty. Double duty may be required, as all time slots must be filled.
- All participants are on barn duty during the Beef Show and during the Livestock Sale.
- While on barn duty, all exhibitors should wear the approved green Muskegon County Youth Fair shirt.
- Failure to complete number of assigned barn duty responsibilities will result in disciplinary action.
- Barn duty includes, but is not limited to: keeping manure out of all beef and dairy stalls at all times, keeping isles raked/swept and clean, emptying wheelbarrows before the next set of exhibitors begin their barn duty, greeting the public, answering questions when asked and presenting oneself in a courteous and professional manner.

Showmanship

- All participants should conduct themselves in a professional manner, keeping in mind all aspects of good sportsmanship. Exhibitors will be expected to show their animal to the best of their ability, using the showing procedures, equipment and tools which are standard in the industry.
- Cattle fitting chutes are to be placed in a row along the west side of the barn. All preparation and fitting of beef animals will be done within the designated fenced area of the beef barn; any fitting done outside of the designated area is cause for disqualification.
- All fitting is to be done by the exhibitor of the animal only; no assistance by professional fitters or parents is allowed.
- Feeder steer exhibitors are expected to adhere to the dress code as stated, wearing the approved green polo shirt and jeans. Leather boots/shoes are mandatory while in the show and sale ring.
- The staging area behind the showing is for superintendents, exhibitors, and their livestock only; no parents or bystanders will be allowed in the area unless directed by the superintendent.
- All feeder steer exhibitors will be expected to use an approved show stick and leather show halter, following the same procedures as the market beef project. Participants will be expected to adhere to the standard showman guidelines and conduct themselves accordingly in the show ring at all times. Dairy feeder steers should be body clipped before bringing them to the fair. Beef feeder steers should be fitted according to the guidelines of the finished market beef steers.
- It is expected that each participant takes the initiative to learn more about their market animal with regards to fitting, training and showing. If you need help learning how to prepare and show your project, it is up to you to contact your Club leader or the beef superintendent so that they may be of assistance in teaching you.

DAIRY

Superintendent: Jim Hawkins Email: Jchawkins7273@gmail.com

General

- All livestock exhibitors must submit a Livestock Pen/Stall Reservation Form and pay the stall/pen fee by **March 1st** to be eligible to register livestock project(s); forms must be submitted online via www.muskegonfairgrounds.com.
- **Dairy registration deadline is June 15th. All registration forms must be submitted** online via the website at www.muskegonfairgrounds.com.
- All bovine must have an RFID tag in their ear or they will not be allowed on the fairgrounds. The Muskegon County Fair will follow whatever TB requirements are in place by the State of Michigan at the time of the fair.
- First year exhibitors are limited to one dairy calf or heifer. However, if member is 14 or over, they may then exhibit a cow. Second year exhibitors and up are allowed to show three animals (dairy), with only one in a class.
- The only bulls allowed are junior calves.
- Exhibitor must provide their own stalls, feed, hay and bedding for their dairy animals.
- **Fair Check-In: Entry of dairy cattle is Sunday from 6pm-8pm.**

Barn Set-up

The Dairy Superintendent will determine how the barn is to be set up for fair week. During fair set up the Dairy Superintendent will have a map of the barn layout, stall assignments, tack area, etc. All animals will be grouped by Club. Non-compliance with the Superintendent's assignments will result in your animal being sent home.

A sign should be hung above each animal identifying the owner/showman and club. Decorations are permitted and encouraged as long as they do not interfere with the animals' safety or the safety of the general public.

Barn Duty

Every participant is required to take part in barn duty. The amount of time allotted will be determined by the number of participants and assigned by the Beef and Dairy Superintendents. While on barn duty, all exhibitors should wear the approved green Muskegon County Youth Fair shirt.

Stall Requirements

All stalls should be kept clean on a daily basis, with stalls cleaned and re-bedded as needed. All Dairy cattle should be fed and watered by 9:00 am each morning they are at the fair. Fresh water should be provided for the animals throughout the day. Failure to comply with these rules will result in a \$10 fine per animal, per occurrence.

Dress Code

Every participant is required to wear black jeans or khaki dress pants with the approved Youth Fair green polo shirt. No shorts are allowed. All participants must wear sturdy leather footwear; no open toes or tennis shoes.

Showmanship:

- All participants should conduct themselves in a professional manner, keeping in mind all aspects of good sportsmanship and showing their animal to the best of their ability
- Exhibitors will be expected to show their animal to the best of their ability, using showmanship guidelines which are standard in the industry.
- It is expected that each participant takes the initiative to learn more about their dairy animal with regards to fitting, training and showing. If you need help learning how to prepare and show your project, it is up to you to contact your Club leader or the dairy superintendent so that they may be of assistance in teaching you.

DOGS

Superintendent: Sarah Boucher Email: flybye119@hotmail.com

General:

Registration forms for the dog class are due June 15th.

Dogs must be at least 6 months old – Dogs need not be registered to compete. All breeds and breed varieties will be accepted.

All dogs will be required to wear the proper training collar when in their respective classes. This means a buckle collar for agility, a breed appropriate collar for showmanship and a choke or “pinch” collar for obedience.

Dogs showing aggression will be asked to leave.

Participants will have water available at all times for their dog.

No excessive training will be allowed on the fairgrounds. Training by anyone other than the exhibitor will cause the exhibitor to be expelled from the Dog Project.

All dogs must be pre-registered and their proof of current vaccinations (DHLLP, Rabies, and Kennel Cough) will be attached to their registration form, or they will be returned.

Dog notebooks will be turned in to the Dog Judge on the day of the Dog Show.
Make sure you follow the guidelines which can be found at the Extension Office.

Dress code will follow that of the State 4-H Dog Show.

GOATS

Superintendent: Monte Gerwig Email: spotshootr@att.net

General

- You may show a total of five (5) goats, one (1) of which can be a market goat.
- All livestock exhibitors must submit a Livestock Pen/Stall Reservation Form and pay the stall/pen fee by **March 1st** to be eligible to register livestock project(s); forms must be submitted online via www.muskegonfairgrounds.com.
- All market goat projects must be purchased and owned by **May 1st**. The Market Goat Registration is due May 1st and the Breeding Stock Registration is due June 15th. Both registration forms must be submitted via the online form found on the website at www.muskegonfairgrounds.com. The deadline for any replacement goat is June 15th.
- All participants must follow the state goat health requirements. For more information about these requirements, go to www.michigan.gov/mda-exhibitinfo.
- Project record books must be completed and are due to the Superintendent before the beginning of the Goat Show. If the project book is not received, the animal(s) will not be allowed to be shown or sold.

Goat Check-in

Goat check-in and market goat weigh-in is Sunday from 6:00 p.m.–8:00 p.m. **All market goats must weigh a minimum of 45 lbs. at fair weigh-in, EXCEPT** small breed market goats (i.e. pygmy) which must weigh a minimum of 25 lbs. If the animal does not make the required weight, it will not be sold.

Barn Setup

All exhibitors are required to help setup and take down the barns. The Goat Superintendent will determine how the barn is to be set up for fair week. All goats will be grouped by Clubs. Non-compliance with the Superintendent's assignments will result in your animal(s) being sent home.

For exhibitors who wish to tie their goats, you will have to provide the chain or rope to tie your goat. It is recommended, but not required, that each pen have a hanging hay feeder. Exhibitors must provide their own water and food buckets. A sign should be hung above each goat identifying the owner and club. Decorations are permitted and encouraged as long as they do not interfere with the animals' safety or the safety of the general public.

Barn Duty Requirements

All pens should be kept clean on a daily basis, with pens re-bedded as needed.

All goats should be fed and watered by 9:30 a.m. each morning they are at the fair. Fresh water should be provided for the animals throughout the day. While on barn duty, all exhibitors should wear the approved, green Muskegon County Fair shirt.

Everyone is required to sign up for barn duty. The poster will be available at barn setup and the amount of time each participant will have to serve will be determined by the sheep and goat superintendents. Things to do when on barn duty: sweep the walkway, check to make sure all goats are safe, make sure no one is harassing the goats and answer any questions that people may have, etc.

Showmanship and day of show

- All participants should conduct themselves in a professional manner, keeping in mind all aspects of good sportsmanship and showing their animal to the best of their ability.
- Goat Exhibitors are expected to wear the green Muskegon County Fair shirt, black or white pants, or jeans, and appropriate shoes.
- Exhibitors will be expected to show their animal to the best of their ability, using the showing procedures and equipment which are standard in the industry. Participants will be expected to adhere to the standard showman guidelines and conduct themselves accordingly in the show ring at all times.
- It is the responsibility of each participant to take the initiative to learn more about their animal, regarding feeding, fitting, training, showing, etc. If you are in need of help learning how to prepare and show your project, it is up to you to contact your Club leader or the goat superintendent so that they may be of assistance in teaching you.
- All Participants need to be in the barn for a short meeting 15 minutes prior to the start of the show. The superintendent will go over any last minute show instructions and check to make sure everyone is dressed appropriately.

POULTRY

Superintendent: Trish Vermeer Email: tvermeer@ravennaschools.org
Ricky Behm Email: rickybehm@gmail.com

GENERAL

Ownership and registration:

- All livestock exhibitors must submit a Livestock Pen/Stall Reservation Form and pay the stall/pen fee by **March 1st** to be eligible to register livestock project(s); forms must be submitted online via www.muskegonfairgrounds.com.
- Registrations for both market and breeding poultry are due June 15th and must be submitted online via the website at www.muskegonfairgrounds.com
- Market consists of: chicken (pen of 3), duck (pen of 1) or turkey (pen of 1)
- You may show up to 5 poultry. **You can only show one poultry per class.**
- If you have more than one poultry in a class, you will be asked to take one poultry home. Market Poultry class consists of chicken (pen of 3) or duck (pen of 1) or turkey (pen of 1). The deadline for replacement poultry is before fair. You must contact the poultry superintendent to replace your poultry. Your poultry must come from your own flock.
- You must have a Pullorum test within 90 days of fair.
- There will be a tester on the grounds at coop-in Monday from 4:00p.m. to 8p.m.
- Poultry must be cooped in on Monday at check-in from 4:00p.m. to 8:00p.m. and cannot leave until check out on Sunday at 8:00a.m.

Market Poultry

All poultry will be weighed by the superintendent and assistant at check-in.

Project books for Market Poultry must be handed turned in to Superintendent at check-in.

Barn Setup

You must participate for barn set up and clean up. If you are unable to attend, you must contact your superintendent. The barn will be arranged according to the superintendent's instructions. Your poultry cage will be assigned by the superintendent.

Cage requirements

It is the exhibitor's responsibility to keep their cage clean and poultry feed and watered daily.

All poultry must be fed and cages cleaned by 9:00 a.m. daily. All poultry must have access to water at all times.

Bedding and feed cups will be provided.

Open show poultry are responsible as described in the Youth rules.

Showmanship and show

All participants should conduct themselves in a professional manner, keeping in mind all aspects of good sportsmanship and showing their animal to the best of their ability.

All exhibitors are required to wear their youth exhibitor shirt for the entire show. A lab coat over the exhibitor shirt is preferred but is optional for showmanship. Long pants and closed toed shoes are also required for showmanship. **YOU MUST HAVE OWNERSHIP OF POULTRY EXHIBITED TO DO SHOWMANSHIP.**

Barn duty

All exhibitors are required to do barn duty. A sign-up sheet will be provided at the poultry barn at time of entry. Barn duty consists of watering all poultry raking/sweeping barn and around area, picking up any trash, greeting and answering any questions the public may have. It is the exhibitor's responsibility to represent themselves and youth in a positive manner. Only the superintendent, judge and owner may open cages. Do not feed other exhibitors' birds. Eggs belong to the MCLC.

The Muskegon County Youth Exhibitor Shirts provided must be worn during barn duty.

RABBITS

Superintendent: Misty Carr Email: carmil@icloud.com

General

- Participants may show a total of six (6) rabbits (each in a different class) and (1) market rabbit.
- All livestock exhibitors must submit a Livestock Pen/Stall Reservation Form and pay the stall/pen fee by **March 1st** to be eligible to register livestock project(s); forms must be submitted online via www.muskegonfairgrounds.com.
- All rabbit projects must be purchased and owned by **June 15th**. All rabbit registration forms are due by June 15th and must be submitted online via the website at www.muskegonfairgrounds.com. The deadline for any replacement rabbit is **July 1st** and needs to be recorded with the Superintendent by this date.
- Project record books are due at check-in to the superintendent and must be completed. If books are not received at this time, the animal(s) will not be allowed to be shown or sold.

Rabbit Check-In

Rabbit check-in is Sunday from 6pm-8pm. All market rabbits **must weigh between 3-5 pounds at fair weigh-in**. If the animal does not make the required weight, it will not be sold. Market rabbits must also be of exhibitor's own breeding and be under 70 days of age. Market rabbits may be sold live.

Barn Setup

All participants are required to help set up and take down barns. Date for setup Friday before Fair at 6:00 p.m. Take-down takes place at the close of fair week which is determined by the Fair Board and announced before Fair. A sign-in sheet will be supplied by the superintendent to prove you were present at both events.

The rabbit superintendent will determine how the barn will be set up for fair week, based on the size of the cage requested and the number of rabbits registered. During fair setup, the rabbit superintendent will have a map of the barn layout, cage assignment, barn duty sign-up sheet, etc. All rabbits will be grouped by clubs. Non-compliance with the superintendent's assignments will result in your animals being sent home.

Each club is responsible for providing cage bottoms for all registered rabbits to be housed on the fairgrounds. Sawdust and tarpaper will be provided for setup. Each participant will have to provide their own water and food, along with dishes for each animal. A sign should be hung on each rabbit cage, identifying the owner, club and breed of the rabbit. Decorations are permitted and encouraged as long as they do not interfere with the animal's safety or the safety of the general public.

Barn Duty Requirements

All cages should be kept clean daily. All rabbits should be fed and watered by 9:30 a.m. each morning. Fresh water should be provided for the animal(s) throughout the day.

All participants are required to sign up for barn duty. The poster will be available at barn setup. The amount of time each participant will need to serve will be determined by the superintendent and noted on the poster. Things to do while on barn duty include sweeping the walk areas, checking to make sure all rabbits are safe, making sure no one is harassing the rabbits, making sure all rabbits have water and answer any questions visitors may have. Participants are not permitted to take out any rabbit from their cage unless it is their own.

Showmanship

All participants should conduct themselves in a professional manner, keeping in mind all aspects of good sportsmanship and showing their animal to the best of their ability.

Rabbit exhibitors are expected to wear a white lab coat, black pants and appropriate shoes. No shorts or sandals will be allowed. Exhibitors will be expected to show their animal to the best of their ability, using the showing procedures and equipment standard in the industry. Participants will be expected to adhere to the standard showman guidelines and conduct themselves accordingly at the exhibit, at all times.

It is the responsibility of each participant to take the initiative to learn more about their animal regarding caring for, feeding, training, showing, etc. If you need help learning how to prepare and show your project, it is up to you to contact your Club leader or the rabbit superintendent so that they may be of assistance in teaching you.

Open Class

Registration is due by 8:00 p.m. the Wednesday of fair week to the superintendent. **NO EXCEPTIONS!** Registration sheets are available from the rabbit superintendent. You must distinguish buck or doe on all registration sheets.

SHEEP

Superintendent: Paul Borgman Email: arnolds_autoglass@msn.com

General

- All livestock exhibitors must submit a Livestock Pen/Stall Reservation Form and pay the stall/pen fee by **March 1st** to be eligible to register livestock project(s); forms must be submitted online via www.muskegonfairgrounds.com.
- All market lamb projects must be purchased and owned by May 1st. Sheep Registration form is due May 1st and must be submitted online via www.muskegonfairgrounds.com. Exhibitors may show a total of one (1) market lamb project.
- The deadline for any replacement animal (livestock) is June 15th and must be reported to the superintendent before the deadline.
- Project record books are due on before the start of the Sheep Show to the superintendent and must be *completed*. If project books are not received, the animal will not be allowed to be shown or sold. All participants must show and sell their own animal. ***Mandatory pictures for the buyers will be taken following the market classes...be prepared and be present!***

Market Lamb Weights

Fair weigh-in for all market lambs will take place on Sunday from 6:00-8:00 p.m. All lambs must weigh a **minimum of 80 lbs.** at Fair weigh-in with the exception of exotic breeds which will be at the Superintendent discretion. If the animal does not make the minimum required weight, it will not be shown or sold – **no exceptions**. **** All lambs must have a scrapies tag in their ear at the time of weigh-in or they will not be allowed off the trailer.**

Barn Setup

The Sheep Superintendent will determine how the barn is to be set up for Fair week. During Fair setup, the Sheep Superintendent will have a map of the barn layout, stall assignments, tack area, etc. All animals will be grouped by Club. Non-compliance with the Superintendent's assignments will result in your animal being sent home.

A sign should be hung above each animal identifying the owner and club. Decorations are permitted and encouraged as long as they do not interfere with the animals' safety or the safety of the general public.

Stall Requirements

All stalls should be kept clean on a daily basis, with stalls cleaned and re-bedded as needed. Each exhibitor is responsible for providing the bedding and feed for their animals. All market lambs should be fed and watered by 9:00 a.m. each morning they are at the fair. Fresh water should be provided for the animals throughout the day. Youth will be responsible at all times for the proper care and nutrition of their animals. Failure to comply with these rules will result in a \$10 fine per animal, per occurrence.

Barn Duty

- All participants must sign up for barn duty – number of times required will be determined by the Superintendent.
- Barn duty includes, but is not limited to, keeping isles swept and clean, emptying wheelbarrows before the next set of exhibitors begin their barn duty, greeting the public, answering questions when asked and presenting oneself in a courteous and respectful manner. The approved Youth Fair polo shirts must be worn during barn duty. Failure to complete required barn duty responsibilities will result in disciplinary action.

Showmanship

- All participants should conduct themselves in a professional manner, keeping in mind all aspects of good sportsmanship and showing their animal to the best of their ability.
- Sheep exhibitors are expected to adhere to the dress code as stated, wearing the approved green polo shirt, jeans and boots while in the show ring.
- Exhibitors will be expected to show their animal to the best of their ability, using the showing procedures, equipment and tools which are standard in the industry. All sheep should be sheared sometime in May to take off the thick wool. **All lambs should be slick shorn one to two weeks prior to the fair.**
- Participants will be expected to adhere to the standard showman guidelines and conduct themselves accordingly in the show ring at all times.
- It is expected that each participant takes the initiative to learn more about their market animal with regards to fitting, training and showing. If you need help learning how to prepare and show your project, it is up to you to contact your Club leader or the sheep superintendent so that they may be of assistance in teaching you.

SWINE

Superintendent: Alicia Kantola Email: akantola@aol.com

General

- Only one animal may be shown per exhibitor, and it **must be a barrow**.
- All livestock exhibitors must submit a Livestock Pen/Stall Reservation Form and pay the stall/pen fee by **March 1st** to be eligible to register livestock project(s); forms must be submitted online via www.muskegonfairgrounds.com.
- All pigs must be purchased and in your possession by May 1st; registration forms must be submitted online via the website at www.muskegonfairgrounds.com.
- **** Any registrations received without clear identification on the animal will not be accepted!**
- **** Any registrations received without clear view of the assigned USDA Premises tag in the pigs ear will not be accepted!**
- Project record books are due to the superintendent before the start of the Swine Show and must be *completed*; if they are not received, then the animal will not be allowed to be shown or sold.
- All participants must show and sell their own animal. Any exceptions must be made prior to the fair; ruling will be decided upon by the Livestock Committee. Any emergencies during the week of the fair are at the discretion of the Livestock Committee.
- ***Mandatory pictures for the buyers will be taken following the market classes...be prepared and be present!***

Swine Weights

Market Hogs will be weighed from 6:30-7:30 AM on Wednesday. Any pig under 220 lbs. or over 320 lbs. will not be eligible to compete in the Market Class. They will stay and may compete in the Showmanship Class only. At the conclusion of fair, these animals will be transported to the Ravenna Livestock Sale and sold with the check being sent to the exhibitor. Owners may make slaughter arrangements for the pigs that stay but did not make weight. These arrangements are to be approved by the Superintendent prior to the conclusion of fair. If the pig is deemed unfit to stay by the superintendent, it will be sent home. All other rules apply to these "Showmanship Only" exhibitors. *Only one trip across the scale is allowed.*

Barn Setup

The Swine Superintendent will determine how the barn is to be set up for Fair week. During Fair setup, the Swine Superintendent will have a map of the barn layout, stall assignments, tack area, etc. All Clubs will have their animals placed in the same general area. All participants must comply with the Superintendents assignments.

A sign should be hung above each pen identifying the owner and club. Decorations are permitted and encouraged as long as they do not interfere with the animals' safety or the safety of the general public.

Pen Requirements

All swine exhibitors must have their animals fed and the pens cleaned by 9:00 a.m. each day. Pens will be cleaned and bedded with fresh shavings daily. Failure to comply with this rule may result in a \$10 fine per animal, per occurrence. No straw is allowed for bedding.

We respectfully request that pigs are washed and cleaned before they are brought to weigh-in.

Showmanship

- All participants should conduct themselves in a professional manner, keeping in mind all aspects of good sportsmanship and showing their animal to the best of their ability.
- Market swine exhibitors are expected to adhere to the dress code as stated.
- Exhibitors will be expected to show their animal to the best of their ability, using the showing procedures, equipment and tools which that are standard in the industry.
- All market swine exhibitors will be expected to use an approved hog cane during the showing of their animal, adhere to the standard showman guidelines, and conduct themselves accordingly in the show ring at all times.
- It is the responsibility of each participant to take the initiative to learn more about their market animal regarding feeding, fitting, training, showing, etc. If you need help learning how to prepare and show your project, it is up to you to contact your Club leader or the swine superintendent so that they may be of assistance in teaching you.

Llamas / Alpacas

Superintendent: Katrina Wetmore Email: bootskoot@gmail.com

General

- All livestock exhibitors must submit a Livestock Pen/Stall Reservation Form and pay the stall/pen fee by **March 1st** to be eligible to register livestock project(s); forms must be submitted online via www.muskegonfairgrounds.com.
- All registration papers are due **June 15th** by submitting online via the website at www.muskegonfairgrounds.com. The deadline for any replacement animal (livestock) is June 15th and must be reported to the superintendent before the deadline.

Barn Setup

The Superintendent will determine how the barn is to be set up for Fair week. During Fair setup, the Superintendent will have a map of the barn layout, stall assignments, tack area, etc. All animals will be grouped by Club. Non-compliance with the Superintendent's assignments will result in your animal being sent home.

A sign should be hung above each animal identifying the owner and club. Decorations are permitted and encouraged as long as they do not interfere with the animals' safety or the safety of the general public.

Stall Requirements

All stalls should be kept clean on a daily basis, with stalls cleaned as needed. Each exhibitor is responsible for providing the stall mat and feed for their animals. Fresh water should be provided for the animals throughout the day. Youth will be responsible at all times for the proper care and nutrition of their animals. Failure to comply with these rules will result in a \$10 fine per animal, per occurrence.

Barn Duty

- All participants must sign up for barn duty – number of times required will be determined by the Superintendent.
- Barn duty includes, but is not limited to, keeping isles swept and clean, emptying wheelbarrows before the next set of exhibitors begin their barn duty, greeting the public, answering questions when asked and presenting oneself in a courteous and respectful manner. The approved Fair shirts must be worn during barn duty. Failure to complete required barn duty responsibilities will result in disciplinary action.

Showmanship

- All participants should conduct themselves in a professional manner, keeping in mind all aspects of good sportsmanship and showing their animal to the best of their ability.
- Exhibitors are expected to adhere to the dress code as stated, wearing the approved green polo shirt, jeans and boots while in the show ring.
- Exhibitors will be expected to show their animal to the best of their ability, using the showing procedures, equipment and tools which are standard in the industry.
- It is required that all llamas and alpacas are shown in a black halter and lead while in the show ring.
- Participants will be expected to adhere to the standard showman guidelines and conduct themselves accordingly in the show ring at all times.
- It is expected that each participant takes the initiative to learn more about their livestock project regarding fitting, training and showing. If you need help learning how to prepare and show your project, it is up to you to contact your Club leader or the superintendent so that they may be of assistance in teaching you.

BAKED GOODS

Superintendent: Toni Wert Email: tonisu08@aol.com

REQUIREMENTS FOR ENTERING THE BAKED GOODS DIVISION AT THE MUSKEGON COUNTY YOUTH FAIR

1. Each exhibitor must fill out a Baked Goods Record Book which you should be able to obtain from the Muskegon County Fairgrounds website at www.muskegonfairgrounds.com. A Record Book and Exhibitor Tag must be completed for each baked good and preservation project.
2. All foods in Sections 3 (Cookies), 4 (Brownies, Bars, and Nutritious Snacks), and 5 (Breads), must be on a disposable plate and in a plastic sealed bag. Plastic wrap is not acceptable.
3. Exhibitors must bring in the entire project if entering a pie, cake, or specialty desserts. Along with the project, you must bring a disposable plate, and a sealable plastic bag. The judge will cut a portion for display. The rest of the project can then be taken home. Decorated cakes will be kept in their entirety.
4. If you plan on auctioning off your project at the Baked Goods Auction held at 10:00am on the Saturday of fair week, you must sign the sale order sheet that will be at the entrance of the judging room. Your item will be auctioned in the order that you have signed up in, so if you are unable to make it to the auction due to a conflicting event, please do not sign up to auction. No exceptions will be made. On the day of the auction, bring a freshly baked item. Exhibitor needs to be at the sale ring (30) minutes prior to the start time of the auction to identify your item and receive your sale order number.
5. Consider showing appreciation to your buyer on the day of the auction with a thank you card and small gift with your item (i.e. serving plate, basket with linen, etc). Be creative!
6. All baked goods exhibitors will be required to sign up for building duty.
7. Each section will receive a 1st through 5th place ribbon and one Grand Champion, Reserve Champion, and Honorable Mention Rosette will be awarded.
8. All exhibitors entering a baked goods project will be required to help clean the area used for baked goods on the day of Inanimate Barn set up.

Please Note:

*Cloverbuds are allowed to participate with a baked goods exhibit, however, Cloverbuds are **not eligible** to auction off their baked goods project in the Baked Goods Auction.*

INANIMATES

Superintendent: Lori Stevens Email: lstevens124@hotmail.com

General

All inanimate projects **MUST** be pre-registered by June 15th by submitting the registration form online – forms can be found the website at www.muskegonfairgrounds.com

Judging

1. Takes place on Saturday from 1pm – 4pm. **NO EXCEPTIONS!**
2. Exhibitor cards are green for Cloverbuds and white for Youth exhibitors. One exhibitor card should be filled out for each project.
3. All exhibitor cards need to have the exhibitor's number and all other information filled out in full before seeing the judge.
4. All exhibitors are expected to wear their green Muskegon County Fair shirt.

Building Requirements

1. All exhibitors are required to sign up for building duty, NOT by club.
2. All exhibitors need to help clean the building on cleanup day.
3. All clubs need to setup their booth on setup day. (*Watch newsletters for dates.*)
4. While on building duty exhibitors need to:
 - a. Walk around to check on projects. Inform Superintendent if you notice any damage to projects.
 - b. Make sure projects do not leave the building.
 - c. Make sure there is **NO** horsing around or running in the building.
 - d. Sweep if needed.
5. **NO** project is to be removed from booth or building before Sunday from 8am – 10am.
6. **NO** parents at the judging tables while the exhibitors are being judged.
7. Exhibitors who are unable to enter their project on the designated day may have project(s) entered by someone else. The following rules will apply: 1) Exhibitor will write a report telling the Judge how he/she made the project. 2) What the exhibitor learned. 3) Exhibitor must sign the report confirming it to be his/her own work.

Muskegon County Fair Exhibitor Manual
INANIMATES -- SILENT AUCTION

Superintendent: Lori Stevens Email: lstevens124@hotmail.com

General

- The Auction is open to youth members 8 years old and over and Open Community Exhibitors with inanimate projects.
- Exhibitors are limited to (1) auction item.
- Auction items are non-perishable only.
- Auction item must be entered and judged prior to entering the silent auction.
- Auction item must be registered at the registration table after it has been judged.
- Each inanimate project will be given an item # on a tag to be placed on project. The project will then be placed in the silent auction booth with tag for identification. This will be given at the time of registration.
- Each participant must sign up for 1-2 hours to help with the bidding table. All open community entering projects into the silent auction must sign up for one hour of volunteer time at the bidding table.
- Hours of the auction will be: **Tues, 1-8 p.m., Wed. and Thurs. 11 a.m.-8 p.m., Fri. 11 a.m.-2 p.m., Sat. 11 a.m.-1 p.m. The Auction will close at 1 p.m. on Saturday.**
- All items are to stay in the Inanimate Building in the silent auction booth until the official release time on Sunday.
- A responsible adult must oversee the transaction of the individual youth members to contact the highest bidder and to deliver the project to them. This is to protect the youth members from any possible harm or harassment. The bid sheet will be picked up with your project at release time. Open class exhibitors under 19 years of age, supervision for transaction is to be by a responsible adult.
- Payment is to be made by cash or money order only. There will be no checks allowed for payment.
- The seller has the right to refuse the last bid and not sell his or her project.
- The seller must make their transaction within one week of the auction closing date.