



NJ AGRICULTURAL EXPERIMENT STATION  
**RUTGERS**  
COOPERATIVE RESEARCH & EXTENSION  
OF MIDDLESEX COUNTY

*Everything You*  
*Ever Wanted to Know*  
*About the Middlesex*  
*County Fair...*



Protected Under  
18 U.S.C. 767

- 4-H Exhibits
- Policies
- Guidelines
- Event Information



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18 U.S.C. 767

*2006 Middlesex County 4-H*

**"Middlesex County 4-H:  
Service in Action"**

THE STATE UNIVERSITY OF NEW JERSEY  
**RUTGERS**

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## *County Fair Objectives*

- emphasize a progression in learning and demonstration of skills by providing an opportunity for 4-H'ers to present their project work for the year.
- educate the general public about 4-H Youth Development.
- share knowledge; support each other in a positive way
- to provide an opportunity for 4-Hers to learn about all 4-H projects, not just their own.
- establish new friendships and strengthen old ones.
- provide an opportunity for youth and adults to apply leadership and problem solving skills they have been acquiring through the 4-H project year.

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## *Fair Judging and Awards*

- Judging is by the "classification" system: **Excellent, Very Good, Good and Fair.** Cash premiums, will be paid to **Excellent, Very Good and Good** ratings. Everyone will receive a ribbon. In some events participants will receive plaques and trophies.
- The 4-H Youth Development program includes taking part in events where individuals are judged on their ability. This judging and awarding of scores and ribbons is designed to help youth know how they have performed and progressed towards mastering a particular skill.

### *This We Believe:*

- 4-H boys and girls are more important than 4-H projects.
- Learning how to do a project is more important than the project itself.
- "Learning by doing" through a useful work project is fundamental in any sound educational program and characteristics of the 4-H program.
- There is more than one good way to do most things.
- Our job is to teach 4-Hers how to think, not what to think.
- A balanced program of work and play, geared to the individual's needs, is more important than "grooming winners."
- Competition is a natural human trait and should be recognized as such in 4-H work. But it should be given no more emphasis than other 4-H fundamentals.
- Every 4-H member needs to be noticed, to feel important, to experience success and to be praised.
- No 4-H Award is worth sacrificing the reputation of a 4-H member or 4-H leader.
- A blue ribbon 4-H member with a red ribbon chicken is more desirable than a red ribbon member with a blue ribbon chicken.



\* *From the New Jersey 4-H Leader Training Series, "Understanding Youth and Their Needs."*



## ***General 4-H Fair Policies***

*In order to provide as safe an environment possible for the 4-H youth, leaders, and adult volunteers during their participation in the 4-H Area and Events at Middlesex County Fair, the Middlesex County 4-H Office and 4-H Leaders' Association Inc. has developed a behavior code and documents to be signed by all 4-H participants, youth and adults, in 4-H events and activities at Middlesex County Fair. The following is a statement of Policy re: Behavior Code/Discipline in general.*

### **BEHAVIOR CODE/DISCIPLINE POLICY:**

- Individual project areas (tents) have rules and procedures that govern exhibiting, participating, caretakers behavior/tasks. The adult in charge of the shift in the tent is responsible for seeing that the project area policy is followed.
- All adults are responsible for compliance with the Behavior Code signed by all 4-H Youth and Adults on site at Fair. Failure to follow these policies may result in the adult being asked to leave Fair.
- All youth and adults are expected to abide by the curfews and quiet times set by the Middlesex County 4-H program and by the Middlesex County Fair Association.
- If an adult/youth has violated a behavior code that indicates being removed from Fair, the responsible adult in the project area/tent can tell the concerned parties that they are to remove themselves and their belongings right away. Immediately notify one of the following: 4-H Fair Chairperson, County 4-H Agent, 4-H Program Associate, or the President of the MC4-HA. Or, if the responsible adult does not feel comfortable with enforcing the behavior code, contact one of the above people immediately so they can resolve the situation.
- If anyone in authority/responsible for shift encounters resistance from an adult person who has violated a code that requires dismissal from the 4-H Area of Fair, contact one of the above people who will in turn refer the removal to the police. If one of these people cannot be found, get the police yourself.
- Each organizational leader is responsible for having each 4-H member/volunteer in/for their club sign the Behavior Code and for submitting the signed code to the 4-H office one week prior to Fair.

### **DEALING WITH PROBLEMS AT FAIR:**

- Any problems or conflict situations should first be brought to the club leader in charge of the tent or the 4-H program being held.
- If this does not resolve the problem, the Fair Chairpersons should be contacted.
- The Fair Chairpersons will contact the County 4-H Agent, 4-H Program Assistant and./or the Middlesex County 4-H Association President if assistance is needed with the issue.
- The Fair Chairpersons, County 4-H Agent, 4-H Program Assistant, and 4-H Association President will work together to solve and problems occurring at the Fair. Final decisions will rest with the County 4-H Agent if necessary.

### **PERSONAL PROPERTY AND FAIR PROPERTY:**

Private property is off limits in the 4-H exhibit section and the Fair Association exhibit section of Fair! Anyone caught destroying exhibits or taking that which does not belong to them will be sent home and banned from 4-H activities and the 4-H section of fair.



## *4-H Overnight Policy*

Please note that staying overnight at the Fair is considered to be a privilege. It is expected that all 4-H youth, leaders and adult chaperones will adhere to the policies listed below.

### 4-H FAIR OVERNIGHT POLICIES:

- Only 4-H members with specific fair responsibilities and approved volunteers (parents or 4-H leaders) can remain at the fairgrounds overnight.
- No 4-Her can stay overnight without a signed permission form that is on file with the 4-H Agent and in the appropriate tent.
- All adults who stay overnight must have a signed permission form that is on file with the 4-H Agent.
- 4-Hers can only stay overnight with the permission of the 4-H leader in charge and/or a responsible adult who will be in charge of that specific tent.
- The required ratio of adults\* to youth for overnight events is *1 adult for every 3 youth.*  
(\*The definition of an adult for this activity is someone 21 years or older.)
- A minimum of one adult (preferably two) must be physically in the tent throughout the night.
- All 4-Hers and parents staying overnight are expected to adhere to quiet hours on the fairgrounds.
- Youth may visit other 4-H tents, but must be in their assigned tent by 12:00 AM.
- Youth members must be accompanied by an adult to the bathroom after 12:00 AM.
- No one is allowed out of the 4-H area after 11:00 PM (when the Fair closes).
- All guests must leave the fairgrounds at 11:00 PM, unless a 4-H activity is planned for 4-H volunteers and their families.
- Adult leaders and parent volunteers are responsible for all youth in their assigned tent.



## ***4-H Exhibits at the Middlesex County Fair***

### **WHO CAN EXHIBIT?**

- Only regularly enrolled Middlesex County 4-H members are eligible to exhibit at the fair. All 4-H exhibits must be the work of the exhibitor.
- 4-H members may receive premiums for exhibits only in divisions in which they are enrolled in a project area. 4-Hers must hand in a record book or the leader must notify the 4-H Office that a record book has been completed. Record books are due to leaders on October 1 of each year.
- 4-H members may exhibit in almost any division in which they are not an enrolled as a project member, *(exception: sheep, goat, and horse where there are special membership requirements) but they will not receive a premium.*
- Entries not meeting class requirements as listed in this Premium List may be disqualified.

### **WHAT CAN BE EXHIBITED?**

- All 4-H Project work for the current 4-H year can be exhibited.
- Premium lists will be sent to all 4-H families and club leaders.



### **ARRIVAL AND REMOVAL OF EXHIBITS**

*Refer to the current Middlesex County Fair 4-H schedule.*

- It is the responsibility of club members and their parents to make arrangements for getting exhibits to and from fair. It is not the responsibility of the 4-H leader to do so!
- Any exhibit removed from the fairgrounds before 7:00 PM, SUNDAY, will result in loss of premiums. Any extraordinary circumstances need to be cleared with the 4-H Agent.

### **PROTECTION OF EXHIBITS**

- Although precautions will be taken to protect your exhibits, neither the Middlesex County Fair Association or the County 4-H Office will be responsible for damage to, or loss of, exhibits.
- Upon arrival at the Fair, all 4-Hers should go through the 4-H Fair check in process, (in the 4-h center, the log cabin). They will know where the entries belong, where club booths are located and can help with any problems.

### **CHECK IN OF LIVESTOCK**

- All livestock must be checked on the owners property 30 days before fair. You must have a health certificate indicating the check occurred 30 days before fair and that the animals are healthy!
- The decision of the person inspecting animals and okaying them for exhibition at Middlesex County Fair will be final. Our intent is NOT to keep people from exhibiting, but to protect all the animals. *All animals susceptible to rabies should be inoculated as soon as possible.*



## RECEIVING PREMIUMS FOR EXHIBITING

- Project Record Books must be completed to date and sent into the County 4-H Office in order to qualify for any cash premiums, or must be checked and approved by the club leader. The club leader must notify the 4-H Office if record books are complete and qualify for premiums, but will not be submitted for judging.. The date your records are due for checking may be obtained from your 4-H leader.
- Please note: Any exhibit removed from the fairgrounds before 7:00 PM Sunday, without prior permission from the County 4-H Agent will result in loss of premiums.
- Any 4-H'er may exhibit in almost any division, (EXCEPTIONS: Sheep, Goats, Horses where there are special membership requirements) but must be enrolled in the project and complete a record book to receive a premium.

## EXHIBITOR'S TAGS

- Every entry, except large animals, must have an exhibit tag. Tags are needed for rabbits and poultry. Tags can be obtained from club leaders, and should be completed using the 4-H premium list. For questions, please see the County 4-H Agent or Program Associate.
- All exhibit cards must be filled out completely - both halves.
- Please use the correct division and class number. If you are not sure which number to use, please ask!
- Failure to complete all of the information may result a loss of premiums.

4-H						
DIVISION No.	_____	CLASS No.	_____			
ARTICLE	_____	AGE	_____			
EXHIBITOR'S NAME	_____					
ADDRESS	_____					
<small>(No., Street, Town)</small>						
CLUB	_____					
AWARD	EX	VG.	G.	F.	NO AWARD	
-----						
<small>(FILL OUT BOTH HALVES - DO NOT TEAR APART)</small>						
AWARD	EX	VG.	G.	F.	NO AWARD	
DIVISION No.	_____	CLASS No.	_____			
ARTICLE	_____	AGE	_____			
EXHIBITOR'S NAME	_____					
ADDRESS	_____					
<small>(No., Street, Town)</small>						
CLUB	_____					

## REQUIRED LABELS/LIVESTOCK CARDS

- CANNING LABELS - Each jar must have canning label. Place the label one (1) inch from the bottom on the smoothest side of the jar. Get labels and tags from your 4-H Club Leader.
- CLOTHING LABELS - Labels must be taped or sewn on any article in the clothing classes. They must be put in an inconspicuous place. An exhibit tag must also be on each article. Get both labels and tags from your 4-H Leader.
- LIVESTOCK CARDS - Cards will be available from the 4-H Office or at the fair. Secure the tag over the pen of the animal or on the tie rail. Poultry and rabbits use exhibit tags and coop cards.

All small animal, livestock and horse members should refer to their individual exhibit handbooks for details.



## Conducting Club Fund Raisers at the County Fair

- Individual fund raisers conducted by 4-H clubs may not duplicate the 4-H Association Fund Raisers. MC4-HA fund raisers which support the 4-H Center, liability insurance, and 4-H Youth Programs have priority. Individual club fund raisers should not duplicate another club's fund raiser.
- 4-H Leaders/Volunteers who have personal businesses may not sell items from their businesses in the 4-H Area of the Fair Grounds. Space is available for lease for commercial booths from the Middlesex County 4-H Fair on the other end of the Fair Grounds.
- 4-H Leaders/Volunteers who wish to donate commodities/services for their 4-H club to sell for raising funds may do so, but must present their proposal for the fund raiser in writing to the 4-H Club.

### How to Request a Fund Raiser for your club:

- Put your club's request in writing to the 4-H Association Board of Directors
- Either fax or mail care of the 4-H Office.
- All fund raising requests are due by APRIL 1 of the current 4-H year.
- Any clubs who would like to have a "raffle" type fund raiser are responsible for submitting the appropriate paperwork through the township and for securing a raffle license in advance of the County Fair. All raffle licenses will be submitted under the 4-H Association and will require signatures from the Executive Board. If interested in conducting a raffle, clubs should contact the 4-H Association by MARCH 1, and they will get clubs the information needed to request this license.
- All requests are first come-first served.
- Clubs will be notified by May 1 as to whether their proposal has been accepted or rejected. (It is advised that clubs submit more than one proposal since club fund raisers may not duplicate others or the MC4-HA fund raisers.

If more than one club asks to do the same fund raiser, they will be referred to each other to work out a shared fund raiser.

- Clubs who have a large surplus to sell of an approved 4-H fund raiser may ask another tent to help sell the item. Profit sharing with the second parties is required, and should worked out with the parties concerned. Please note: Any clubs who have sold items for their club during the year may not bring that item to fair to sell the surplus unless it has been submitted to the Board of Directors in writing by April 1st and has been approved.

*(Profit sharing with the MC4-HA will be negotiated if necessary on certain fund raisers. It is not the intent of the MC4-HA to block the needed fund raising of an individual club. Where it is possible a club is requested to consider a donation to the MC4-HA for the common good of the entire 4-H Youth Development Program.*

### Criteria for Fund Raiser Acceptance:

- Proposal does not conflict with a fund raiser planned by the MC4-HA.
- Fund raiser is appropriate for the County Fair and if is a raffle, proof of license request (copy of paperwork submitted to township) has been submitted with fund raiser request.
- If a proposal conflicts with another 4-H Club's approved fund raiser, where fund raisers could be combined by clubs, the executive board will make the recommendation to concerned clubs work together.





## *Helpful Hints for Fair Exhibitors*

### CRAFT & CLOTHING EXHIBITS

- All garments should be clean, pressed and covered with a clear plastic bag, which will be available at the Fair.
- All arts & crafts and clothing entries **MUST** be judged **BEFORE** Fair time. They must be checked in through the Fair Entry committee and be logged for premiums before displaying in club project booth.

### NEEDLEWORK, KNITTING, CROCHETING

- All work should be protected in plastic bags (clear).



### FOODS

- Bring the required number of food items on paper plates covered with plastic wrap.

### VEGETABLES

- Entries will be accepted on paper plates, in a clear plastic bag, sealed with a tie and with an exhibit tag affixed.

## *4-H Club Booth Exhibits*

### The purpose of Club Booth exhibits is to:

- show off your own special club project area,
- reflect the history of your club in Middlesex County or,
- use the theme, "4-H, Learning to Value Differences and Celebrate Diversity"

*There will not be separate exhibit booths for clothing, food/nutrition, crafts, etc. All entries are to be exhibited in your club booth after being judged.*

### Club Booth Judging Criteria:

- Club booth effectively shows what project area(s) members are involved in.
- Club booth clearly tells anyone looking at your booth what club name is and where your club is located.
- Booth has effective attention getters: pictures, posters, items made etc., that tell the story of your club, officers, community service, special events, projects.
- Club booth gives the "story" quickly and clearly. Makes the person looking at your exhibit think (say), "This is great, fantastic. I live in this town, I want to join their club!!"
- Booth is not cluttered and shows that 4-H youth got together, discussed, planned and put together the club's total story.
- Club booth represents clearly one of the three theme categories above.



## *Smoking Policy for the Middlesex County Fair and 4-H*

- It is a safety standard as stated by the MC4-HA and the Fire Department that smoking is prohibited by anyone inside a tent. Smoking in the tents poses a dire fire hazard. **SMOKING MAY NOT OCCUR ANY CLOSER THAN 10 FEET OF TENTS/BUILDINGS.**
- Smoking is also prohibited in all of the 4-H Buildings, including the outside area behind the Green Building and White Building. This is a highly utilized area (heavily populated), close to buildings and tents, therefore poses a fire hazard.
- Please note that the 4-H Association strongly encourages adults not to smoke when working with and supervising youth. It is up to the adult volunteers and parents to set a positive example for youth.
- It is against the law for anyone under the age of 18 to purchase cigarettes. Youth under this age will refrain from smoking at any 4-H event or activity. Any underage 4-H youth can and will be sent home for not complying with this law.

## *Use of the 4-H Center and Office During the County Fair*

Please note that the office in the 4-H Center is used primarily used during the Fair for storage of ribbons, trophies, score sheet, 4-H exhibit cards, and fair handbooks.

- It is also used by the 4-H Association to tallying and keeping records of fund raising efforts and for storing fund raising supplies.
- 4-H Leaders/Volunteers (adult & youth) who are responsible for distributing ribbons and trophies, exhibit cards, score sheets will have access to the office.
- 4-H Association members and other volunteers in charge of fund raising will also have access to the office.
- The office is off-limits to all others and should not be used for personal storage. Individuals and clubs may not store items in the 4-H Office. Entries, posters, presentation props, etc. may be stored in the cellar until you are ready to use them. Please note: Anything stored in the cellar during fair that is not removed within one week after fair will be discarded.
- Extra furniture including chairs, tables, storage racks, etc. are to be stored in the cellar.





### ***4-H Center Bathroom Use***

- The 4-H Center bathroom is to be used only by 4-H families during the County Fair. It is not for use by the general public.
- Everyone using the bathroom is expected to clean up behind themselves. If the bathrooms are not kept clean, they may become off-limits to everyone.
- Please do not use the outlets in the 4-H Center bathroom to dry hair; use the outlets in the basement instead.
- If the bathroom is in need of paper supplies, please notify the Fair Chairperson or the Building and Grounds Manager.

### ***4-H Center Kitchen***



- The kitchen is only to be used for storage of supplies for 4-H Association fund raisers, and for 4-H and Association events.
- Any clubs or individuals who would like to use the kitchen for club use (eg. preparing food for club dinners in tents, etc.) need to get permission from the 4-H Fair Chairpersons. Any club using the kitchen for any reason is expected to clean up after themselves. If they do not, they will not be allowed to use the kitchen for the remainder of the Fair.

### ***4-H Center Shower Use Policy***



- The shower is to be used only by those parents, leaders and youth who stay overnight at the Fair.
- Priority is for adults or teens who stay overnight and must go directly to work in the morning.
- All showers should be kept to 5 minutes or less, and anyone using the shower is expected to clean up after themselves.
- The shower will be kept locked at all times. To obtain the key, please see the Fair Chairpersons, Building Manager, an Association Board Member, Betty Ann or Laura.



## *County Fair Passes and 4-H ID Cards*

- Parents who are WORKING as chaperones, with club events, or with fund raisers, will be issued a 4-H Volunteer ID card for the week of fair. Please keep this pass with you at all times.
- 4-H ID cards will be issued through the club leader to all 4-H members, volunteers (parents) and leaders who have completed and submitted the County Fair Permission/Hold Harmless forms. These forms are available from 4-H club leaders and are required in order to participate in the County Fair.
- Please note that ID cards are not interchangeable. Your name is on your card. Please do not give your 4-H ID card to anyone to use at any time. If you do, you will lose your privilege of free entry to fair.
- Parents who are not volunteering during the County Fair and siblings who are not registered will not be given 4-H ID cards.

## *Parking at the County Fair*

- All volunteers will receive a pass for parking. *This does not guarantee you parking!!* It will get you into the back entrance to the 4-H Parking area, which is reserved for 4-H use. If anyone gives you a difficult time about coming into the back lot, please send someone to find a Fair Chairperson or County 4-H Agent.
- NO cars will be allowed inside the fence during fair hours. After the fair closes, night caretakers and chaperones may move their cars inside for the night.
- Horse trailers will be allowed in for *horse show times only.*





## *Manure Maintenance*

*The Middlesex County Fair Association will provide two containers for manure storage. One will be near the horse tent, and one will be near the other animal tents. The Fair Association will be responsible for emptying the containers.*

- All animal tents and clubs involved are responsible for loading manure into the CONTAINERS.
- Loading onto the CONTAINERS is ALWAYS FROM THE FRONT TO THEBACK.
  - √ Definition of "Front"—the far end of the container away from the opening.
  - √ Definition of "Back" - the open end of the container.
- When the containers are full, please notify the Fair Chairperson(s), the County 4-H Agent or Program Associate.. They will notify the Fair Association.
- No manure is to be dumped on the loading dock (ground at the opening of the container) or even near it!!!!!! Manure will be kept in the tent area until container has been emptied and returned.

## *Fair Expenses*

- Please give all bills that the Fair Association is to pay to the County 4-H Agent.
- All delivery tickets and receipts are to be given to the County 4-H Agent for reimbursement. Do not put anything on Agway Account OR ANY OTHER ACCOUNT before checking with the County 4-H Agent - thank you!



## *Dunking Stool and Mini-Golf Course*

- 4-H members are encouraged to help with the Dunking Stool/ Miniature Golf Course.
- Information on eligibility by age/grade and times of operations will be distributed to all 4-H families with each year's Fair information. In order to sit on the dunking stool, a 4-Her must have a permission form signed by a parent. Non 4-H members are not allowed to sit on the dunking stool.
- All 4-H members helping with the Dunking Stool or Golf Course are expected to follow the guidelines set forth by the 4-H Teen and Junior Councils. Anyone not doing so, will not be allowed to continue to take part.





MIDDLESEX COUNTY 4-H  
COUNTY FAIR HANDBOOK

published by

RUTGERS COOPERATIVE EXTENSION  
OF MIDDLESEX COUNTY  
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*The 4-H Youth Development program is part of Rutgers Cooperative Extension. 4-H educational programs offered to all youth, grades K-13, on an age-appropriate basis, without regard to race, religion, color, national origin, gender, sexual orientation, or disability.*