

**Henry County Jr Fair Building  
Booth Guidelines  
4-H Clubs**

In an attempt to maintain and sustain the condition of the renovated Jr Fair Building the following guidelines for individual Jr Fair Booths will be instituted beginning August 2021. The primary purpose of a club's booth is to display member projects.

1. Booth assignment will be completed by the Henry County Extension 4H educator. Booth sizes will be either 8.5 feet high (back wall) by 10 feet wide and 8' deep OR 20 feet wide with same height and depth. Side "walls" will be gates that will be 6' tall.
2. Each booth will have access to an electrical outlet.
3. All electrical or mechanical equipment that is included in the exhibit to create motion or action should be constructed so that it will operate for the duration of the fair.
4. Do not display any item that cannot be replaced. Theft and vandalism, while not frequent, sometimes do occur.
5. Items exhibited must represent the project taken by using pictures, food models, objects made, education poster or display or project books, which highlight the life skills gained or knowledge learned. **FOOD WILL NOT BE EXHIBITED** due to spoilage and attraction of rodents or insects. **NO FIREARMS, AMMUNITION, BOWS, ARROWS, KNIVES**, or other items that could be considered a weapon will be exhibited.
6. **NO** alterations of booth structure will be permitted, including any permanent markings, holes, or fixtures. Any booth section damaged must be replaced as a **section** by and at the expense of the exhibitor/group utilizing the space. Failure to comply will result in a \$100 fine and forfeiture of booth space for the following year, which would prevent members exhibiting projects and forfeiture of members' premiums.
7. Items can hang from above rafters but cannot be attached with anything that will leave a hole or a permanent fastener.
8. Alternative methods are to be utilized when displaying items from wall and gaiters. **NO** fasteners that will leave a hole or residual adhesive can be utilized. See attached for ideas for fastening items.
9. **ALL fasteners must be removed from the booth area at time of booth tear down and no later than the Friday following the close of the fair or the group will be fined \$100.**
10. There will be no painting of booths. There will be no painting of items within the booth building or on the pavements outside of the booth building. Any painting should be completed prior to booth set-up and off fairgrounds.
11. Booth set up will be Monday 12p-8p, Tuesday 10a-8p and Wednesday 10a-4p prior to the opening day of the fair.
12. **Projects can be removed from the booth no earlier than Thursday 5p closing day of the fair and no later than Friday 12 noon following the closing day of the fair. Any objects not removed by 12 noon Friday will be disposed of.**

13. Booths should incorporate the theme of the fair. Youth are encouraged to incorporate the theme throughout the booth design. Booths of 4-H clubs are encouraged to incorporate the 4-H colors and emblem with emphasis on the club membership and activities of the club completed throughout the year.
14. Designing, creating and setting up the booth should be a youth driven activity. Guidance and assistance can be provided by adults for safety purposes. Assistance may be more or less depending on the age and abilities of club members.
15. Exhibiting clubs will be responsible for patrolling the booth building throughout the duration of the fair. Each shift will be 2 hours and covered by 2 to 4 club members. Club total membership defines the number of shifts a club will be responsible for covering. Clubs with 0 to 25 members will cover 1 shift (2 hours); 26 to 50 members will cover 2 shifts (total of 4 hours); 51+ members will cover 3 shifts (6 hours total). There will be a total of 39 shifts to be covered for the duration of the fair.

Henry County Jr. Fair Building  
Booth Guidelines  
General Use

In an attempt to maintain and sustain the condition of the renovated Jr Fair Building the following guidelines for preservation of the renovations will be instituted beginning May 2021.

1. Booth sizes will be either 8.5' or 17' wide and 8' deep. Side "walls" will be gates that will be 6' tall and the back wall will be 8.5' tall.
2. Each booth will have access to an electrical outlet.
3. **NO** alterations to the building, booth dividers or walls will be permitted, including any permanent markings or fixtures. Any booth section damaged must be replaced as a section by and at the expense of the exhibitor/group utilizing the space. Failure to comply will result in a \$200 dollar fine and forfeiture of booth space for future use for one year.
4. **NO** fasteners that will leave a hole or residual adhesive is to be used on the booth structures (gates, walls, rafters, floor).
5. **ALL** fasteners must be removed from the booth area at the conclusion of booth/building use. Failure to do so will result in a \$200 fine and forfeiture of booth space for future use.
6. There will be no painting of booths. There will be no painting of items within the booth building or on the pavements outside of the booth building. Any painting should be completed prior to booth set-up and off fairgrounds.
7. Any objects or litter left in the building/booth space will be disposed of and will result in a \$200 fine and forfeiture of building/booth space for future use.
8. Condition of the booth will be documented with photos before and after the event.

**Alternative Methods for Fastening Items**

Zip Ties

Attach fencing using zip ties to give more area to attach items

Binder clips

Small clamps

## Henry County 4-H Booth Evaluation Sheet

Club Name: \_\_\_\_\_

Booth Size: 10 feet wide

20 feet wide

Criteria	Possible Points	Scores Appointed	Comments
1. Attention-Drawing Power a. Center of Interest attracts attention, arouses curiosity b. Exhibit holds attention of viewer c. Neat and attractive display or representation of projects d. Presents ideas clearly	25		
2. Development of Fair Theme a. Fair Theme present and correct b. Creative and original depiction of theme c. Theme represented throughout booth	25		
3. Promotes 4H a. Use of emblem or logo b. Incorporation of the 4-Hs: Head, Heart, Health, Hands <b>OR</b> Motto <b>OR</b> Pledge c. Club Name d. Identification of Membership e. Club Activities Highlighted f. Other	25		
4. Construction/Display a. Utilizes available space b. Creative use of materials and articles c. Balance and color d. Lettering is legible, clear and concise e. Special effects (moving, lighting) f. Decorations fastened appropriately with materials within guidelines	25		
Comments:			