

**2009 Ohio State Fair Creative Arts
GENERAL GUIDELINES AND INFORMATION**

BUILDING HOURS

July 29 – August 8, 2009 9am-9pm
August 9, 2009 9am-6pm Last day of Fair - building closes at 6pm
August 10, 2009 10am-8pm Release of items first come first serve (see details below)
August 11, 2009 12pm-8pm Release of items first come first serve (see details below)
August 11, 2009 8pm Remaining items will be disposed of by Fair Management

ENTRY INFORMATION

Eligibility

- You are **not** required to win at a county fair in order to enter at the Ohio State Fair.
- Unless otherwise noted within the division notes, one entry per class allowed and entries must have been created within the last two years.
- Exhibitors must be 13 years of age or older as of January 1st of the current year (unless otherwise noted in the specific divisions).
- Exhibitors must reside in the state of Ohio to be eligible to compete.
- Professionals are prohibited from entering (unless otherwise stated within the specific divisions).
- Definition of a professional (non-food divisions): It is income/career based a person who makes their general salary from the arts and crafts industry.
- Definition of a professional (food divisions): A person who prepares and sells food to the public for profit through any food establishment, catering or home based operation.

Entry Fees

- Exhibitors are required to pay a processing fee of \$10.00 (which covers entry in adult divisions 3000 through 3700 and 3900).
- Make checks payable to Ohio State Fair.
- There is a \$1.00 entry fee for each class entered (except the antique appraisal).
- There is a \$5.00 entry fee, per item, for each class entered in Division 3000 Antique Appraisals only.
- Youth Arts Division 3800 and Ugly Cakes Class 2 Division 3606 will not be assessed entry fees; however, **an admission ticket is required to enter the gate from July 29-August 9, 2009.**
- Exhibitors may enter Culinary Arts (Division 3200) on the day of the competition for \$50 per contest.
- Payment must accompany the signed exhibitor form.
- Processing fees and entry fees will not be refunded for cancelled/non-exhibiting entries.
- Overpayments of less than \$5.00 will not be refunded.
- A \$50 processing fee will be charged for late entries received June 21st – June 30th (plus normal class fees). After June 30th, exhibitor forms will not be accepted.
- Dishonored check policy – The Ohio Expositions Commission has established the following policy regarding dishonored checks: Checks dishonored at any financial institution for any reason will be charged a \$30 service fee. This fee, along with the amount of the dishonored check, must be paid to the Entry Department before an exhibitor receives credentials for competition

Entry Deadline

- Entries deadline is June 20th and must be postmarked by this date (see above for entries received June 21-30).
- To register send the exhibitor form and check to Entry Department address listed below OR register online with a bank card at www.ohiostatefair.com/entry.
- Exhibitor admission tickets and parking passes may be purchased at time of registration.

Entry Department

- Entry information (i.e. tags and a letter) will be mailed in July. Upon receipt of the mailing, please confirm all information for accuracy. If there are inaccuracies, please contact the Entry Department (listed below).
- Entry questions (i.e. forms, fees, claim/entry tags, admission tickets/parking passes, etc.) should be addressed to the Entry Office, Barb Prince, b.prince@expo.state.oh.us, 614/644-4052 or fax 614-644-4031

Completing the Exhibitor Form

- Please complete the Exhibitor Form legibly.
- Exhibitor's signature is required on all forms.
- The division and class numbers must be listed.

What Can and Cannot Be Entered

- Items entered for competition must be your own work (unless otherwise stated in the division), and completed anytime during July 2007 – July 2009 (unless otherwise noted in the specific divisions). Antiques, appraisals, collectibles and table settings are considered possessions, rather than handwork).
- Please refer to specific divisions for a listing of items that can be entered.
- Exhibitors are encouraged to enter multiple classes; however, only one entry may be made in any one class (unless otherwise stated in the division).
- Only items listed on the exhibitor form may be shown.
- Articles previously exhibited in the DiSalle Center will not be accepted for display.
- Items entered in the wrong class will be disqualified.

Display Requirements

- Entries tags must accompany each entry, and should be securely attached with a twistee tie (if possible punch a hole in the edge of disposable plates/cardboards to attach entry tags). If twistee tying the tag is not possible, then please consider using tape. If a single entry includes more than one piece, the exhibitor must label each piece in a set (example: 1 of 3, 2 of 3, 3 of 3, etc.).
- Once an item has been accepted for judging, it will remain in the building until that exhibit/contest closes. If an exhibitor does not leave items on display, all premium dollars and prizes are forfeited. (Except Fashion Art Show divisions and Antique Appraisals not receiving awards.)
- To maintain a proper and fair judging process, exhibitor's names should not be visible on item(s).
- The name and address portion of the entry tag must be covered during judging.
- Exhibitor must not deface entry tags in any way to attempt to mark them with emblems or decals that might be recognizable by a judge (i.e. rubber stamps, passes, etc.).

Disqualification

- Disqualified items will not go on display. Exhibitors of disqualified items will be notified by phone or email, and pick-up procedure will be determined.
- Items deemed, by Fair management, as inappropriate and/or in poor taste.
- Items not meeting specified size requirements or restrictions as indicated in specific divisions.
- Damaged and/or unclean entries.
- Inaccurate identification/classification (articles entered in the wrong division/class).
- Professional and/or non-professional status, refer to specific divisions for clarification.
- Items entered in previous years.
- Items made before date of eligibility (refer to specific division).
- Items deemed, by judges, not up to the class standards
- Exhibitors are not allowed to interfere with the judge, judging process, or Creative Arts staff. Violators will be asked to leave immediately and their entry will be disqualified.
- Exhibitors attempting to influence the judges will forfeit prize monies and be disqualified.

SHIPMENTS & PICK-UP/CHECK-OUT PROCEDURES

Shipments

- Exhibits may be shipped prepaid and should be addressed to: Ohio State Fair, Creative Arts – DiSalle Center, 717 East 17th Avenue, Columbus, OH 43211-2698
- Exhibits should arrive the week of July 13th -17th and should include a list of articles being submitted along with exhibitor's name and address.
- A check MUST accompany the above shipment IF the Ohio State Fair is requested to ship the item back to exhibitor. Items will NOT be shipped back without receiving a prepaid (postage) check/money order.
- Items being returned cannot be delivered to a post office box.
- Make check payable to the Ohio State Fair.

Pick-Up/Check-Out Procedures – UPDATED PROCEDURE

- **Exhibitors are required to pick up their entries on Monday, August 10 from 10am to 8pm or Tuesday, August 11 from 12 pm to 8 pm on a first-come basis both days.**
- If exhibitor requests that someone pick up his/her items, a letter of authorization and claim tag is required.
- Exhibitors must enter from the **west** door (facing the Skyride) proceed immediately to the auditorium to sign in and wait until their name is called.
- When the exhibitor's name is called, a staff member will escort exhibitor (and only the exhibitor; all others will be required to wait in the auditorium/exit door) to designated areas to collect entered items. If you are picking up a large number of entries, it is strongly suggested that your claim tags be sorted by exhibit hall to minimize time spent locating entries.
- When items are collected, the exhibitor will be required to sign and date the exhibitor release card (confirming that all entries have been picked up) and exit through the **north** door. Claim tags will also be attached to the exhibitor's sheet at this time.

- Culinary and Baked Arts entries will be disposed of, and ribbons mailed. First, second and third place ribbons may be picked up any time during the Fair from a staff member.

JUDGING

- At the discretion of competition organizers and/or judges, awards may not be given if the quality of an entry is not deemed deserving of an award.
- Classes having only one exhibit item, may or may not be awarded a first place ribbon.
- Qualified and impartial judges are selected for all competitions.
- No person shall act as a judge in any division where a family member is competing. Volunteers exhibiting may not work or assist judging in the division/class of entry.
- Judging will be based on recognized standards of quality, skill and workmanship.
- Judging guidelines are listed in the specific divisions.
- Judge's decisions are final.
- Judging results will NOT be given out over the phone.
- Judges will select the Best of Show winners from first place winners only. Judges reserve the right not to award a Best of Show.
- Judging competitions are closed to the public unless otherwise stated in the specific divisions as open judging.

AWARDS/PREMIUMS

- Exhibitors eligible for division awards, special awards, or culinary ribbons, should remember to request award(s).
- Awards are available through the generosity of many companies and individuals, which are listed in divisions.
- **All monetary awards will be paid out by check after the Fair. Exhibitors who do not receive monies by September 30th should notify the Entry Department (listed previously). All checks are void 90 days after they are issued and will be considered an automatic forfeit of dollars if not cashed during the 90 days.**
- Gifts and gift certificates will be distributed at the conclusion of the Fair.
- The IRS requires us to report winnings for exhibitors winning \$500 and up. You will be contacted by the Entry Department should this be needed.
- The State requires that if a payment to an exhibitor is not received (i.e. missed, lost in the mail, etc.) and it becomes necessary to submit for a new payment, a W-9 form will then be required in order to process the new payment.
- Premium awards are subject to change without notification.

GIFT DRAWING

Available only to CA exhibitors - An audio system has been donated courtesy of the All Ohio State Fair Band and the All Ohio State Fair Band Alumni Association. A drawing for the system will take place the last day of the Fair at 2 pm. This drawing will only include Creative Arts adult exhibitors. Each exhibitor's name (with delivered entry) will go into the drawing one time allowing equal opportunity for all exhibitors. The winner will be notified by telephone.

POLICIES AND PROCEDURES

Indemnification – The Ohio State Fair management reserves the final and absolute right to interpret the rules and regulations and to arbitrarily settle and determine all matters, questions, or differences in regard thereto, or otherwise arising out of, connected with, or incident at the Ohio State Fair. It further reserves the right to determine unforeseen matters not covered by these rules, to amend or add to these rules as in its judgment it may determine, and to withdraw all premium offerings in all departments/divisions should any emergency exist and circumstances demand it. Exhibitor agrees to indemnify and hold harmless the Ohio Expositions Commission, its members, officers, employees, agents, and sponsors for damages, costs, loss or any other claims arising from or related to exhibitor's participation in the Ohio State Fair.

Conduct – While on the grounds of the Ohio Expo Center, exhibitors shall conform to socially acceptable standards of conduct as determined by the Ohio Expositions Commission or the State Highway Patrol. The Ohio Expositions Commission and the State Highway Patrol reserve the right to remove any exhibitor from the Ohio Expo Center for engaging in socially unacceptable behavior, illegal activity, or any other conduct, which might endanger the health, welfare, or safety of any other person on the premises.

Protests and Appeals

- Protests must be made in writing, signed by party or parties making the protest.
- Protests shall be submitted to the General Manager no later than 12pm the day following the competition/issue. If the protest involves an issue on items judged prior to the opening of the Fair, the protest shall be submitted no later than 24 hours after the beginning of the Fair.
- Any party making a protest shall submit a fee of \$100, which will be retained by the Ohio Exposition Commission if the protest is not sustained.
- The General Manager shall hold a meeting regarding the protest at which time the party making the protest may present evidence or argument in support of the protest.
- A written decision of the General Manager shall be final and shall be served by mail on the party making the protest within ten days of the date on which the protest was heard.

Rule Violations

In the question of a rule violation, the following due process will be used: Fair officials will question the exhibitor and/or parties involved. If a violation is believed to have occurred, Fair officials will make recommendations to the designated committee member(s) of the Ohio Expositions Commission.

After the committee hears the case, and Fair officials have presented recommendations, they will decide if the case should be brought before the full Commission. In the decision of a case being brought before the Commission, all parties involved will be notified of a hearing date with all parties having the right to present their case. Upon hearing the case, the Ohio Expositions Commission will make a ruling.

If/when the Ohio State Fair management has satisfactory evidence of a violation of rule(s); the exhibitor and/or exhibitor's family may be barred from showing in any future Ohio State Fair. There is a three-year waiting period before the exhibitor is allowed the right of review. In the case that premium dollars have been awarded to an exhibitor in violation of a rule, the Ohio State Fair management will require the exhibitor to refund all premiums, trophies, awards, and ribbons under such violation. Unless fraud and/or deception are involved, all placings stand.

RISKS

- Creative Arts staff will monitor and make every effort to protect displayed items; however, items will be displayed at the risk of the exhibitor. Where possible, exhibits will be displayed in locked cabinets.
- Exhibitor should arrange for term insurance for valuable articles, especially for antiques, quilts and wall hangings (i.e. homeowners insurance, etc.). Exhibitor must declare the value of the insured item(s). Exhibitor is required to sign a release and waiver of liability to the Ohio Expo Center and State Fair.

PHOTOGRAPHS

By signing your entry form, you are allowing the Ohio State Fair permission to use photographs at the Fair's discretion, without compensation or further approval.

PURCHASES – ADMISSION TICKETS/PARKING PASSES

- **ALL exhibitors are required an admission ticket to deliver exhibits during the Ohio State Fair July 29 through August 9, 2009.**
- Parking passes will allow the exhibitor to enter a specified gate and park in preferred parking spaces on a first-come basis. Vehicles entering the Ohio Expo Center grounds with a pre-paid parking permit will be admitted at no additional parking charge and may leave and re-enter at no additional parking charge. **Vehicles without the prepaid permit must pay \$5.00 each time entering the Ohio Expo Center grounds and must park in the main parking lot for all Fair patrons.**

DIRECTIONS

July Deliveries - Exit I-71 at 17th Avenue then proceed west. You will pass the Ohio State Highway Patrol Academy and Velma Avenue on your right. The DiSalle Center will be on your right, immediately west of Velma Avenue. Go past the DiSalle Center and enter where you see the overhead Sky Glider. As you drive toward the building, go to the north side to make your pre-Fair deliveries.

Fair Deliveries – Exit I-71 at 17th Avenue and go west. When you arrive at the Fair's parking plaza, travel in the left lane to the parking booth. Show the attendant your Gate 2 Unload/Load parking pass (this pass will be sent from Entry Office in July with your exhibitor tag). Proceed to Gate 2. Show the attendant your Gate 2 Unload/Load parking pass. **All exhibitors will be required to pay admission. You will have 15 minutes to deliver your exhibit. You will then move your vehicle and pay \$5.00 to park into the main parking lot for all Fair patrons. This same procedure will be used for all culinary competitions that have drop off dates during the Fair. NOTE: All exhibitors will be required to pay admission each day of the Fair.**

REMEMBER TO...

- Complete all required forms for each division entered.
- One entry blank per exhibitor is to be used for all entries in divisions 3000-3700 and 3900. Division 3800 is the only division that requires a separate entry form. See Youth Creative Arts Entry Form online.
- The entry deadline is June 20th. Entry forms and money must be postmarked (not received) by this date. Remember metered mail is not acceptable.
- Late entry (June 21st-30th) requires a late entry \$50 processing fee. The fee, per class, remains the same. Exhibitors may enter Culinary Arts (Division 3200) on the day of the competition for \$50 per contest.
- Checks must be made payable to: Ohio State Fair, Entry Department, 717 East 17th Avenue, Columbus, OH 43211-2698
- **An admission ticket is required for each person each day of the Fair.** If you leave and plan to return the same day, please request a hand stamp at the exit gate.
- Parking Passes
 - Each exhibitor may purchase only one \$40 parking pass (six-day).
 - Additional parking passes are for the entire Fair (\$75).
 - Parking in a designated area is always on a first-come basis. If the designated area is full, the pass allows for general parking.
- Premium/Best of Show/Cash Awards (amount following class information within the divisions) are processed and mailed at the conclusion of the Fair. Exhibitors, who have not received premium/award money by September 30th, should immediately notify the Entry Department at the above noted number or address.

CONTACT INFORMATION

Delilah Hetterscheidt, Director of Creative Artsd.hetterscheidt@expo.state.oh.us
419-768-3102 home and 614-644-4019 (07/13/09 – 08/12/09)

Barb Prince, Entry Department..... 614-644-4052.....b.prince@expo.state.oh.us

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