



# **POLICY BOOKLET**

**Operating Procedures for the  
Washington County Fair**

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## WHISTLE BLOWER

The Washington County Fair Board requires directors, officers, superintendents, volunteers, exhibitors, and employees to observe high standards of business and personal ethics in conduct of their duties and responsibilities. As representatives of the Washington County Fair Board all the above mentioned must practice honesty and integrity in fulfilling responsibilities and must comply with all policies and regulations.

The Whistle Blower Policy is intended to allow serious concerns to be raised so that WCFB can address and correct inappropriate conduct and actions. Retaliation by anyone will not be tolerated against someone who in good faith reports a violation, or a suspected violation. Questions, concerns, or complaints should be reported in writing to the manager or President of the WCFB. An investigation into reports will begin as soon as appropriate after the written report has been filed in the fair office. All reports will be held in strict confidentiality and kept on file in the office.

## ACCOUNTING / RECORD KEEPING

- ◆ Scholarship & Memorial fund monies will be accounted for separately but will not be held in separate bank accounts.
- ◆ All invoices with the exception of utility bills, prepaid orders, discounted bills and pre-approved projects will be authorized by the Board of Directors for payment.
- ◆ All committees, departments and individuals presenting invoices to the Treasurer for payment will verify that the goods and/or services have been received and the bills presented are correct. Each bill or group of bills will note the specific purpose of the purchase and the person responsible for their certification.
- ◆ Award checks not cashed within the current calendar year will not be reissued. In the case of lost or destroyed checks, replacement will be made if the exhibitor notifies the secretary within the current calendar year and the check is not included with the cancelled checks received from the bank. Checks not cashed within 2 years will be written off.
- ◆ Any checks returned by the bank for “Insufficient Funds” will require that the amount of the check and the amount of any bank fees charged will be paid by the signer in cash or money order prior to the exhibition of any entry.
- ◆ Payroll for fair week will be paid within one (1) week following the close of the fair after review by the Manager.
- ◆ In case of any criminal confrontation, employees should consider personal safety above value of goods and cash.
- ◆ Formula for attendance is as follows:  
EACH DAY:  
TOTAL: # OF SINGLE TICKETS SOLD,  
SEASON PASSES SOLD THAT DAY,  
# OF EXHIBITOR PASSES (on grounds each day),  
# OF COMMERCIAL SPACES ON GROUNDS  
(required to be staffed during Fair hours)  
# OF PROMOTIONAL TICKETS COLLECTED THAT  
DAY  
# OF PIT PASSES SOLD THAT DAY

- ◆ TOTAL ALL OF THE ABOVE and multiple by 1.83 (NOTE: on children's day use 2.08 as a multiplier) = ATENDANCE FOR THE DAY  
\*This multiplier represents children, exhibitors families, sitters for booths, workers for volunteer groups, superintendents and helpers, day pass holders, parkers, security, ticket sellers, grounds & maintenance staff, office and other support staff, assistants for commercial booths, season pass holders, vendors & suppliers, carnival staff, performers and crews, etc.
- ◆ Minute books should be stored in an environmentally safe place accessible to Board & Committee members.
- ◆ Photos should be stored in a safe place accessible to Board and Committee Members.
- ◆ The Washington County Fair Board of Directors will follow the NYS recommendations for Record Retention and Disposition Schedule MU-1.

## **ADVERTISING**

### ***FAIR***

- ◆ The distribution of advertising or promotional goods and materials by entertainment will be at the discretion of the Advertising Committee.
- ◆ An official Fair photographer may be selected prior to each year's fair and be selected by and directed by the the Advertising Committee
- ◆ No for sales signs will be permitted in any area except in contracted commercial space and/or Washington County Fair itself.

### ***LOGO***

- ◆ The official Washington County Fair Logo is the Sunburst, which was adopted in March 1995.
- ◆ The Washington County Fair Logo is to be used only by The Washington County Fair.
- ◆ The Washington County Fair Logo should be used for all letterheads and official fair documents. Enhancements/ exceptions to the logo will be made with the approval of the Advertising Committee and/or the Executive Committee.

## **ALCOHOL**

matters of the Washington County Fair Inc.

## **SUPERINTENDENTS**

- ◆ Superintendents policy for documenting events, shows, competitions etc. held during the Washington County Fair:
  1. The superintendent or organizer responsible for each event shall be encouraged to develop a procedure for that event which will describe the process, equipment, sponsors, help, timeline etc. required to stage the event.
  2. The procedure should include requirements for before, during and after the event. Such documentation will be filed in the fair office to be used in case of emergencies.
  3. Superintendents must fill out a maintenance request form requesting equipment needed for each event, show, competition.
  4. Superintendents needing office supplies must submit an office request from.

## **TRACK EVENTS**

- ◆ All track officials, helpers, volunteers, announcers, etc. must adhere to the rules as outlined in the Motor Sports Manual.
- ◆ Any person (s) working on the track or operating equipment during Fair Week must be 18 years old, or 16 with Superintendent approval, excluding registered participants in their event on their equipment.

## **USE OF GROUNDS**

- ◆ The Fairgrounds are not to be used recreationally by anyone who is not part of a group authorized to use the grounds.

## **VIOLATIONS OF RULES AND REGULATIONS**

- ◆ Violators of fair rules and policy will be penalized by forfeiture of awards and/or not being allowed to exhibit at the fair the following year.

- ◆ Service animals must be harnessed, leashed, or tethered.
- ◆ There are only two permissible inquiries: Is the animal required because of a disability? What work or task has this animal been trained to perform?
- ◆ The work or tasks performed by a service animal must be directly related to the individual's disability.
- ◆ Service animals can be excluded if the animal is out of control and the handler does not take effective action to control it.
- ◆ Proper ID card must be presented upon request.
- ◆ Rabies certificate must be present.

### SIGNS

- ◆ Advertising signs for any event held on the Washington county Fairgrounds will be erected no sooner than eight (8) weeks prior to the event and shall be removed within ten (10) days after the event.
- ◆ Roadside promotional signs for other events will not be displayed during Fair week. No for sale signs will be permitted in any area except in rented commercial space.
- ◆ Post signs at gates if an event has been cancelled.
- ◆ Post "NO REFUNDS" signs at gates.

### SMOKING

- ◆ SMOKING will not be permitted in any outdoor entertainment venues-stage, audience areas, grounds attraction areas, food and seating areas (both enclosed and open food service areas), grandstand areas, and inside buildings, and tents.

### SOCIAL MEDIA

- ◆ Social media is to be used responsibly as a way to inform the public about all the things Washington County Fair has to offer during fair week and throughout the year.
- ◆ Social media should be used positively to support the various activities held at the fairgrounds.

### SPOKESPERSON

- ◆ The spokesperson for Animal Rights issues, people issues, and emergencies will be the President or someone appointed by the President.
- ◆ The Fair's Attorney will be the one and only voice for all legal

- ◆ During fair week in each year, alcoholic beverages shall be banned from the fairgrounds. The Manager of the fairgrounds and his/her duly appointed agents are hereby authorized to take any and all appropriate action to carry out the intent of this resolution and they are specifically authorized, in their discretion, to bar any persons from the fairgrounds who are found to be in violation of this resolution.
  - **Exception: Tasting and selling events held during specific hours in the County Bounty Building.**
- ◆ For all competitive events, a breathalyzer test may be used at the Management's discretion to ban intoxicated participants.

### ANIMALS

#### *Cattle, Horses, Sheep, Goats & Swine:*

- ◆ Refer to Exhibitor's Handbook for health requirements, health check process, care of livestock and display of animals and dress code.
- ◆ Requirements by NYS Dept. of Ag & Markets is also found in the Exhibitor's Handbook. Washington County Fair requires rabies vaccinations for all animals.
- ◆ Placement of Animals:
  - \*Youth Exhibitors/entries are to be housed in Youth barns/areas.

#### **EXCEPTIONS:**

- 1) Animals being exhibited by youth as part of a family farm herd may be housed in the open barn with the family herd.
  - 2) A "leased"/ non-owned animal exhibited by a youth may be housed in the open barn with the herd the youth is leasing from.
  - 3) Animals belonging to a youth exhibitor but housed at a farm / location other than the youth's home may be housed in the open herd where their cattle are stabled.
- \*Strictly - Youth entries will be placed in the Youth barns first, and then last entries received will be the next ones moved to the Youth barns.
- ◆ **AN OPEN CLASS ENTRY IS DEFINED AS AN EXHIBIT CONSISTING OF AT LEAST ONE ANIMAL ENTERED ONLY IN THE OPEN CLASS SHOWS BY A NON-YOUTH EXHIBITOR.**
  - ◆ All entries of livestock will be limited to the capacity of our facilities and will be recorded in the order received. The Fair reserves the right to reject all entries after the capacity has been reached. In the event that open barns are filled, the last entries received will be the first to be housed in the Youth barns as

space allows.

- ◆ Competition is defined, as a contest for supremacy between two or more products or articles or animals owned by separate exhibitors. Exhibitors having no competition in a class or section will be awarded but one award (the first or second award as the judges think deserved unless otherwise noted under Special Department Rules), and all awards shall be given subject to the action of the Board of Directors.
- ◆ Youth Exhibitors must show their own animals. In case of two (2) entries in a class or group classes, the exhibitor shall choose another youth (under 19) to show the other animal and must notify the Superintendent prior to the show.
- ◆ *Dress Code for Youth Shows:* Farm name and letters are not permitted on show attire. The consequence for not following the stated dress code for each livestock show will be the dropping of one award. (blue to red, red to white, white to no award) Dress code is for all classes, not just showmanship. Violators must correct wardrobe issue before coming back into the show ring.
- ◆ *Youth Showmanship:* If a youth animal exhibitor has only one animal and the animal was sent home or was not able to come, the Youth Show Superintendent can allow the exhibitor to show another youth's animal in showmanship.
- ◆ The Fair will not be responsible for the omission of any article or animal not entered strictly in accordance with its rules.
- ◆ Spaces for all livestock exhibited will be provided without charge throughout Fair week. No feed or bedding of any description will be furnished for animals during exhibition. **EXCEPTIONS:** Poultry/Rabbit Barn & FFA building will receive feed & bedding.
- ◆ Attendants **MUST** be with livestock at **ALL TIMES**.
- ◆ Absolutely no animals may be given away, sold, bartered, or traded in any area of the fairgrounds. **Exception: Livestock auction sponsored by the Fair.**
- ◆ If any animal becomes unmanageable for any reason, the superintendent has the right to excuse the animal from the class. If an animal is excused for safety reason, the exhibitor will be awarded the worthy (white) place value.
- ◆ **ALL RULES AND REGULATIONS AS LISTED IN THE**

- ◆ Anyone who is involved in representing the Fair as a superintendent, announcer, director, volunteer, etc. should not make political endorsements of any officials. Elected officials who represent us may be introduced.
- ◆ Public Perception: We must be careful of how the public sees and hears us at all events.

## **PROTESTS/COMPLAINTS**

- ◆ All protests and complaints must be in writing, must state plainly the complaint and must be delivered to the Main Office within six hours after the incident. **All protests and complaints must be signed.** Picketing will not be allowed on the fairgrounds. Protestors may be escorted off the grounds.

## **PURCHASES**

- ◆ Purchasers must acquire supplies from places that Fair has tax exempt status or prior approval. Unapproved sales tax will not be reimbursed.

## **RECYCLING**

- ◆ All patrons, vendors, exhibitors, etc. will be encouraged to follow established recycling guidelines.

## **SAFETY**

- ◆ NO bare feet allowed.
- ◆ During fair week and set up days prior to fair, any games, toys, recreational equipment and/or activities that jeopardize the SAFETY of patrons and/or exhibitors is forbidden.
- ◆ **ALL SAFETY RULES LISTED IN INDIVIDUAL CONTESTS, CONTRACTS AND OTHER HANDBOOKS APPLY AS PRINTED.**

## **SERVICE ANIMALS**

- ◆ Service animals are limited to one species-dogs.
- ◆ Service animal means any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including physical, sensory, psychiatric, intellectual, or other mental disability.



- ◆ No pets allowed.
- ◆ EXCEPTIONS:
  1. Any pets associated with the carnival or concessionaires should be kept out of sight during fair hours and should be walked discretely. They are to be confined or on a leash and under control at all times. (including in the parking lot) Must have current rabies certificate with them.
  2. Animals entered for exhibition and/or competition. These animals must stay in their designated exhibitor area.
  3. Animals used in law enforcement must stay in their designated area or on a leash.
  4. Owner/trainers, etc. of all of the above are responsible for cleaning up after their animals. (including in the parking lot)
  5. All of the above should have current rabies certificate available upon request.
  6. Service dogs are NOT pets, please see *service animal policy*.

### **POLITICAL ACTIVITY AT THE FAIR**

- ◆ The Fair's goal is to be bipartisan. There is a difference between an elected official and a candidate for office.
- ◆ Politicians who have rented space must stay in their rented space if campaigning or distributing literature. *All concessionaires, exhibitors, employees, and volunteers of concessions and exhibits must conduct all business from within space allotted. No person or persons shall solicit business, distribute free samples or literature or promote business in the aisles, walkways or any other area of the Fair. Display must not expand out into the roads or walkways whether located outside or inside a building. No petitioning or sale of items by non registered vendors is allowed on the fairgrounds.*
- ◆ Our elected representatives who visit the Fair may walk around and visit people. They may participate in milking contests, best dressed animal judging, and other fair related events when they are asked.
- ◆ Candidates for Office: They cannot actively campaign on the fairgrounds. No sign, handouts, nor gatherings of people unless from their rented space. They are welcome to tour our fairgrounds and see our exhibits. We are willing to answer any questions they may have.

### EXHIBITOR'S HANDBOOK APPLY TO THIS SECTION.

- ◆ *Dealing with Animal Rights Activists:*
  1. If an animal rights activist confronts you, be calm. Be honest with your answers. **Do not argue** with anyone. Walk away from them or ignore them if possible. To avoid an argument you might say, "I respect your right to have an opinion on animal rights and I hope you will respect mine."
  2. If an animal rights activist creates a disturbance do not interfere with them. Inform the Fair Office and indicate the nature of the disturbance.
  3. The Fair Office will contact the designated spokesperson and have them address the situation.
- ◆ Spokesperson will be the Fair President or someone appointed by the President.

### CATTLE

- ◆ Any cattle exhibitor wishing to remove a part of their exhibit before the specified release time in order to show at NYS Fair must notify the cattle superintendent on or before the opening hour of the WCF and must provide proof of entry upon request.
- ◆ Exhibits may not be removed before the hour specified in the Exhibitor's Handbook.
- ◆ Youth Exhibitors must show their own animals. In the case of two entries in a class or group classes, exhibitor shall chose another youth (under 19) to show the other animal and must notify the superintendent prior to the show.
- ◆ ALL RULES AND REGULATIONS LISTED IN THE EXHIBITOR'S HANDBOOK UNDER DEPARTMENT OPEN & YOUTH REGISTERED DAIRY CATTLE AND OPEN & YOUTH BEEF CATTLE SHALL APPLY.

### HORSES

- ◆ Any adult (18 & Over) riding an exhibited horse at anytime during the Fair, on the Fairgrounds, are strogly encouraged to wear a properly fitted USPC or ASTM/FEI approved safety riding helmet. Youth riders (17 and under) are required to wear a properly fitted USPC or ASTM/FEI approved safety riding helmet.
- ◆ Gymkhana – only a western saddle, and riding boots or hard

sole shoes with a heel will be allowed. No sneakers.

- ◆ NO RIDING DOUBLE AT ANY TIME.
- ◆ NO bare feet allowed.
- ◆ ALL RULES & REGULATIONS LISTED IN THE EXHIBITORS HANDBOOK UNDER OPEN HORSES, DRAFT ANIMAL SHOW AND YOUTH SADDLE HORSE DIVISION SHALL APPLY.

### **BORROWING/LENDING**

(Materials, equipment, etc.)

- ◆ Certain items belonging to the Fair may be borrowed with permission from the Fair office. All items, including but not limited to, pictures, videos, etc. will be signed out and turned back in at the Fair Office in a timely manner. The information needed to release any item is: name, address, phone number and anticipated time of return.

### **BUILDINGS AND STRUCTURES**

- ◆ Any major addition or modification to existing sites and/or structures on Fair property will need the approval of the full Board of Directors.
- ◆ All expense associated with repairs and/or modifications to buildings located on the grounds, but owned or leased by individuals or businesses, shall be the sole responsibility of said individuals or businesses. If requested, full or partial funding may be considered on a case by case basis by the Board of Directors. These requests will be voted on by the full Board of Directors at the next regularly scheduled meeting following the presentation.

### **CAMPERS**

- ◆ Camping facilities will be placed on the grounds at the discretion of the camper committee.
- ◆ Campers & tents on the Fairgrounds must have completed a camping application and submitted the proper fee to the Fair Office by deadline date.
- ◆ Camping Permit must be displayed on camper/tent.
- ◆ Camping facilities are to be parked in assigned areas only.
- ◆ All persons staying on the grounds must have proper passes or an exhibitor's wristband.
- ◆ No one under the age of 18 may occupy a camping facility unless a chaperone is present.

### **PASSES**

- ◆ Lifetime passes will be given to Superintendents, Directors and Employees who have served for 10 years or more and are retired from their duties.
- ◆ Lifetime passes should have the name of the recipient and guest.
- ◆ The guest must be in the company of the recipient in order to use the pass.
- ◆ A lifetime pass is good for the lifetime of the recipient. The pass is no longer valid if the recipient is deceased.
- ◆ Recipients of lifetime passes will be recorded in the minutes.
- ◆ The Association Secretary will keep a list which will be kept in the office safe with the passes.
- ◆ Week pass rates and exhibitor week pass rates are determined by the Washington County Fair Board of Directors.

*Pass Policy for Open Class Exhibitors:*

See Exhibitor Handbook for explanation of passes

*Pass Policy for Youth Exhibitors:*

See Exhibitor Handbook for explanation of passes

1. A Dorm ID will be issued to all youth staying in the dorm fair week. The Dorm ID is good for admission at the gate.
- ◆ Passes:
  1. *Groups from a registered certified facility:* will be admitted free if: 1. they call the office at least 1 day in advance to pre-register. 2. All clients & caregivers will be given wristbands upon arrival. Caregivers will add contact information on back of wristband (group name and phone #). *Military:* A person will be admitted FREE when an active military ID is shown.
  2. Six day passes will be donated as prizes to any school in Washington County and Schuylerville School when they are requested for Prom parties.
  3. *Pit Gate Pass Policy:* refer to the Motor Sports Rule Book.
  4. *Wheelchair person & helper :* Both will pay.
  5. *Concessionaires, County Bounty and Community Living -* see respective manuals for pass policies.

### **PET POLICY**

10:00 am to 9:30 pm with the exception of emergency vehicles and service equipment.

- ◆ No motorized devices will be driven faster than a brisk walk!
- ◆ Automobiles and all other vehicles must be parked in space designated by the Management and not elsewhere. The Fair shall not be liable under any circumstances whether of negligence of itself, its agents or otherwise for any personal injury or for any loss or injury to property.
- ◆ There is to be **NO PARKING** around the buildings of the Fairgrounds in accordance with specific handbooks. Violation of this rule by exhibitors will result in loss of awards. Each exhibitor is responsible for vehicles belonging to anyone connected with his/her exhibit. Improperly parked vehicles may be towed at the owner's expense.

#### ***ATV, Golf Carts & Other Non Handicapped Vehicles***

- ◆ Any motorized vehicle not belonging to the fair must be registered at the Fair Office before being used on the grounds.
- ◆ A valid drivers license for all operators and proof of insurance will be required.
- ◆ A license plate will be issued and must be prominently displayed at all times.
- ◆ The person whom the vehicle is registered is responsible for the operation of the vehicle.
- ◆ The vehicle is to be used for fair business only and travel in designated areas. A map of these areas will be provided when registered.
- ◆ No vehicle will be driven at faster than a brisk walk.
- ◆ Violation of the rules will result in a written warning to the registered person.
- ◆ Unsafe operation and repeat violations will result in the suspension of the license and the vehicle will not be allowed to operate on the grounds.

#### ***Electric Mobility Devices***

- ◆ Electric Mobility Devices are allowed to be operated anywhere on the fairgrounds but operated only by the handicapped person.
- ◆ Electric Mobility Devices may not travel faster than a brisk walk.
- ◆ Passengers are not allowed on Electric Mobility Devices.
- ◆ Violations of the rules will result in a written warning.

- ◆ Any fine from the Dept. of Health regarding your camper/ tent will be paid by you, NOT THE FAIR.
- ◆ A lottery system will be used to assign camper spaces around Barns 1, 2, 3, 5, 6, 7, 9. The lottery for the barn areas will be drawn on Thursday evening before Fair and the people selected will be notified that evening.
- ◆ If a farm has more than one camping facility, only one will be allowed around the barns.
- ◆ Camper fees are waived for Directors and Superintendents, and at the discretion of the Camper Committee.
- ◆ Animal Superintendents are exempt from the lottery.

### **CANCELLATION**

- ◆ If conditions warrant the need for cancellation of any Fair event, a special meeting of the Fair Board will be called according to Article VIII, Section 4 of the By-Laws to determine what action is necessary. An effort will be made to contact the Fair Manager and Superintendent of the event to be present at the meeting.
- ◆ Post "NO REFUNDS" signs at the gates.
- ◆ Post signs at gates if an event has been cancelled.
- ◆ Cancellations will be announced through multi-media.

### **COMMITTEE CHARGES**

(List of duties & responsibilities)

- ◆ Only Committee members can vote on an issue.
- ◆ Discussion on sensitive issues will be held with only the committee members present. All committees must submit written minutes at the next Board of Directors meeting to be included in Secretary's books. (excluding Sunshine Committee).
- ◆ Minutes of committees are available in the office upon request.

#### ***ADIRONDACK WOOL & ARTS COMMITTEE***

1. The Adirondack Wool & Arts Festival will be planned under the direction of the Executive Committee.
2. To establish methods of advertising the for the Festival.
3. To review and update the criteria for the applications.
4. To review the applications and choose the participants using the jury selective system.
5. To review and choose food vendors and entertainment.
6. The president will appoint the committee chairperson (s).

***ADVERTISING COMMITTEE***

1. To make recommendations to the Board pertaining to the successful promotion and advertising of the Fair.
2. To manage the multi-media advertising and pre-fair and Fair week promotion of Fair events.
3. To develop and/or work on any fair promotion publication, TV spots, radio commercials, videos, films, sponsorships
4. The committee will select one (1) of their members to chair the committee or the President will appoint the chairperson.

***AG. CENTER COMMITTEE***

1. To assist the Building Superintendent in establishing the goals and mission of the Ag. Center.
2. To work closely with the Building Superintendent to plan in such a way to meet the goals and missions.
3. To work with the Entertainment Committee to determine the entertainment schedule in and around the Ag Center.
4. To make recommendations to the Fair Board when required.
5. The Building Superintendent will serve as chair of the committee or the President will appoint a chairperson.

***AFTER FAIR CELEBRATION COMMITTEE***

1. To plan, organize and carry out the intent of the Board to have an After Fair Celebration Dinner for Directors, Members, Employees, Superintendents, Associated Volunteers, Exhibitors, etc.
2. To plan, coordinate and hire suitable entertainment, if desired.
3. To plan a suitable menu for the celebration, keeping in mind the agricultural nature of the corporation and the intent of the Board to use local agricultural products as much as practical.
4. To prepare the sign-up invitation for the celebration to be circulated during the fair.
5. The committee will select one of their members to chair the committee or the President will appoint the chairperson.

***AUDIT COMMITTEE***

- ◆ Because our annual gross revenue exceeds \$250,000 we are required by law to engage an outside independent auditor to audit the fair records. Due to this, the Audit Committee will meet on an as needed basis.

***BIG PUSH COMMITTEE***

- ◆ Presentations made to the Board by groups or individuals other than Board members will not be acted upon while the group or individual is present at the meeting.
- ◆ When any controversial issue/group is seeking a space at the fair a representative must make a presentation to the Board, the issue will then be referred to a committee or tabled to be discussed by the Board at a later time in private and then a response will be issued.

**MEMORIALS**

- ◆ An in-house memorial fund has been established.
- ◆ Monetary donations to the memorial fund can be made in memory of present and past directors, superintendents and year round employees.
- ◆ Memorial donations of \$50.00 from Fair Funds must be made by a Board motion. This money will be put in a fund and when there is enough money, a tree or other planting and memorial plaques will be purchased. The Buildings and Grounds Committee will decide on the location. The Board Secretary will notify the family.
- ◆ Any private memorial projects must be approved by the Board before doing.
- ◆ Any private memorial donations received will be receipted in the fair office and a list provided to the family by the office secretary.
- ◆ All memorial donations will be sent an acknowledgement from Washington County Fair.

**MISSING PERSONS**

- ◆ To report a missing person of any age, the person making the report must complete the required form before the information is disseminated over the public address system and/or radios.
- ◆ Lost children are reported to the sheriff and they will handle the situation.
- ◆ See Safety Manual.

**MOTORIZED DEVICES(VEHICLES)**

- ◆ There will be **NO MOVING VEHICLES** on the Fairgrounds from Monday thru Saturday 10:00 am to 10:30 pm and Sunday

## **LIABILITY**

- ◆ Every possible protection and courtesy will be extended to exhibitors at the Washington County Fair, but the Fair Board shall not be responsible for any loss of exhibits, animals, or equipment from fire, theft or loss from any other cause, and the Fair will not assume any liability for personal injury sustained either by exhibitors, helpers, visitors or guests.
- ◆ The Fair will use diligence to insure the safety of articles entered for exhibition after their arrival and placement, but under no circumstances will it be responsible for any loss, injury or damage done to or occasioned by, or arising from, any article on exhibition, and the exhibitor shall indemnify the Fair and Management thereof, against all legal or other proceedings in regard thereto.
- ◆ Automobiles and all other vehicles must be parked in space designated by the Management and not elsewhere.
- ◆ The Fair shall not be liable under any circumstances whether of negligence of itself, it's agents or otherwise for any personal injury or for any loss or injury to property.

## **LOST & FOUND (objects)**

- ◆ All items are to be taken to the Main Office. Do not hold items at locations other than the Main Office. Direct all inquiries to the Main Office.
- ◆ For lost people – see MISSING PERSONS

## **MEETINGS**

- ◆ All regular meetings of the Board of Directors will begin at 7:30p.m.
- ◆ Notification of meetings - refer to Washington County Fair Inc. By-Laws.
- ◆ Any individual who attends conventions, dinner meetings, seminars, etc. at the expense of the Washington County Fair, Inc., carries a responsibility to the Board of Directors to share with other directors, volunteers and personnel, information they have acquired.
- ◆ Said individuals will be required to register for and attend scheduled workshops, round table discussions, etc.
- ◆ Issues brought before the Board after 10:00pm and requiring a vote will not be acted upon until the following meeting.

1. To give fairgoers the opportunity to witness the miracle of live birth.
2. To educate fairgoers about the dairy industry.
3. To tell and showcase the care that dairy farmers provide for their animals.
4. The committee will select one of their members to chair the committee or the President will appoint one.

## ***BUDGET COMMITTEE***

1. To develop yearly a balanced budget for the management of the corporation and the operation of the Fair.
2. To coordinate budget planning with the Treasurer of the Corporation and review the past years income and expenditures. Also to solicit from the Manager, Superintendents and committees the projected expenditures for such items as maintenance and capital improvements in order to arrive at a balanced budget.
3. A budget proposal will be presented to the Board for approval at the November annual meeting.
4. The committee will select one of their members to chair the committee or the President will appoint the chairperson.

## ***BUILDINGS & GROUNDS COMMITTEE***

1. To familiarize yourselves with all buildings and areas of the fairgrounds to enable you to make recommendations and accurate assessments of building repair and upkeep.
2. To make recommendations to the Board on major building projects or grounds modifications.
3. To work with the Fair Manager to envision that the needs of the fair may be 3 to 10 years in the future.
4. To prioritize projects, set a time table for completion.
5. To do an after fair review of the facilities.
6. To work with the Manager to try to establish accurate costs of next year's buildings and grounds improvements to be included in the budget.
7. To retain the agricultural environment of the fair when making recommendations for changes, while planning for obtaining maximum revenue during off season.
8. To strive to keep our property well maintained, well organized, and in good repair.
9. The committee will select one of their members to chair the committee or the President will appoint the chairperson.

**BYLAWS COMMITTEE**

1. To review the bylaws of the Washington County Fair Corporation periodically, or at the request of the Fair Board of Directors.
2. To make changes if needed, and recommend them to the Board of Directors for action as allowed by Article XIII, Section 1 of the bylaws.
3. The committee will select one of their members to be chair of the committee or the President will appoint one.

**CAMPER COMMITTEE**

1. To recommend to the board a yearly fee schedule for campers/tents placed on our grounds Fair week.
2. To recommend to the Board a policy for the free use of camper space.
3. To be responsible for the sighting of campers/tents other than the carnival/concession campground.
4. To be responsible for assigning exhibitor camper spaces by a lottery system.
5. To compile the camper information forms, issue window stickers, camper permits, etc.
6. To coordinate with the Manager proper locations for campers and in cooperation with the NYS Dept. of Health work to insure that all campers are in compliance with camper & safety rules.
7. The committee will select one of their members to chair the committee or the President will appoint the chairperson.

**CAPITAL CAMPAIGN**

1. The mission is to organize events to support the progress of raising money for new buildings expansion projects or improvements to our fairgrounds.
2. This committee is an intense effort on the part of a nonprofit organization to raise significant dollars in a specified period of time.

**CATTLE COMMITTEE**

1. Committee can advise, make suggestions but cannot dictate policy.
2. To make recommendations to the Fair Board for class and award changes.
3. To assist, when requested, the Barn Superintendents with placement of exhibitors in the barns and/or discern the need

- ◆ Judging will commence at the time & dates specified in the Exhibitor's Handbook.
- ◆ No person or persons will be allowed to interfere with the judges in the discharge of their duties. Persons wishing to explain in regard to their exhibits can do so through the Superintendent of the Department. Violation of this rule will automatically disqualify the violator's exhibits in that Department.
- ◆ In case an animal or article has not been entered, the Judge must not issue an award or have it entered after entries close. No consideration should be given by the Judge to any article to which the entry tag is not attached.
- ◆ When the judges have reason to doubt the pedigree of any animal or bird, or the representations made of any article, they must report at once to the Superintendent of that Department, who will gather such evidence as he/she can at the Entry Secretary's office or by other methods.
- ◆ At the time of judging, the Judge or Clerk assisting him/her shall cross out in the Judge's Record the Exhibit # of all entries that are not on exhibition.
- ◆ No Entry Clerk shall under any circumstances allow the entry books of the Fair to go from his/her possession, or to be inspected by anyone except clerks and officers of the Fair.
- ◆ Any exhibitor or person acting for an exhibitor found looking through the entry books of the exhibits would forfeit all awards or money won.
- ◆ No additions or changes in the Judge's Record shall be made by any person except the Entry Secretary. Where exhibits have been erroneously entered by the Entry Office, the Judges may have them corrected by the Entry Secretary before they judge the class but not after.
- ◆ The decision of the Judges shall be final in all cases, except where mistakes, frauds or misrepresentations are shown. In such cases the Directors, or such referee that the Directors may select, shall decide.
- ◆ All protests must be in writing, plainly stating the reason for the protest and delivered to the Fair Office within six (6) hours of the incident. All protests must be signed.

## EXHIBITOR'S HANDBOOK

- ◆ All rules and regulations printed in the Exhibitor's Handbook apply.
- ◆ Dedication of the Exhibitor's Handbook may be at the discretion of the Board of Directors.

### GATES

- ◆ The Fair officially opens at 5:00 p.m. on Monday. All exhibits will be on the grounds at that time although some may not have been judged. To avoid confusion and reduce congestion, the gates will be manned all day on Monday and admission charged to those people not directly involved in setting up exhibits and concessions.
- ◆ The daily closing hour of the Fair has been set for 12 midnight. Gates will be locked at 12:30 am. Closing of the Fair is Sunday at 9:00 pm.
- ◆ Gates to grounds will be locked except during business hours during the rest of the year.
- ◆ Post "NO REFUNDS" signs at all gates.
- ◆ Post signs at gates if an event has been cancelled.

### HARASSMENT

- ◆ Persistent and unwelcome conduct or action will not be tolerated. Anyone who intimidates, is hostile, abusive, or disruptive could be escorted off the grounds.
- ◆ Reports of such behavior are to be made in writing and submitted to the Fair Office. Such reports will be kept confidential.
- ◆ Reports will be investigated and kept on file at the Fair Office. If further action is needed it will be referred to the executive committee.
- ◆ Sexual Harassment training will be done according to NYS guidelines.

### JUDGES/JUDGE

- ◆ As far as possible, the single judge system will rule.
- ◆ Animal Judges will be secured through the specific committees.
- ◆ Judges will receive their books from the Entry Secretary and when the award is completed, the books properly signed by the judges in every case, must be immediately returned to the Entry Secretary.

for additional housing and make recommendations to the Fair Board.

4. To assist, when requested, the Barn, Show, and Herdsmanship Superintendents with issues or problems that arise prior to or during the Fair.
5. One of the Barn Superintendents will serve as chair of the committee or the President will appoint the chairperson.

### CONCESSIONS COMMITTEE

1. To review the applications and choose the participants using the jury selective system.
2. Make recommendations for vendor fees, percentage, footage that is paid to the Fair.
3. To formulate a plan and judging criteria for the evaluation of our concessions in order to enhance our Fair with the highest quality of concessions.
4. To set up an impartial panel of judges to carry out the concession judging.
5. Two or more people shall be tabulating the scores.
6. To design and purchase concession awards to be awarded to the concessions which were judged to be worthy of awards in their categories.
7. To observe concessions during Fair week and advise the Concession committee of violations of concession rules, unscheduled early departure, etc. The committee will select one of their members to chair the committee or the President will appoint the chairperson.

### CONVENTION/ANNIVERSARY COMMITTEE

1. To work closely with the Fair Manager to plan that portion of the convention that is required by the State Fair Association in conjunction to any office held by the manager or a member of the Washington County Fair Board of Directors.
2. To plan for and organize any celebrations pertaining to the anniversaries of the beginning of the Washington County Fair and/or its location on the land known as the Washington County Fairgrounds, as determined by the Fair Board of Directors.
3. The committee will select one of their members to be chair of the committee or the President will appoint one.

### COUNTY BOUNTY/COMMUNITY LIVING COMMITTEE

1. To assist the building superintendent in establishing the goals

and mission of the County Bounty/Community Living building.

2. To work closely with the building superintendent to plan the exhibits in such a way that they meet the goals and mission of the building.
3. To make recommendations to the Fair Board when required.
4. The Building Superintendent will serve as chair of the committee or the President will appoint a chairperson.
5. Further info in County Bounty Handbook.

#### ***DRAFT ANIMAL COMMITTEE***

1. To plan the layout of the draft animal tent.
2. To educate the public by setting up and maintaining educational exhibits throughout the week.
3. The president will appoint a chairperson.

#### ***ENTERTAINMENT / SCHEDULING COMMITTEE***

1. To be responsible for the booking and scheduling of Fair entertainment, Performers, Events, etc.
2. All contracts must be co-signed by two of the following: Fair Manager, Fair Board President, or Fair Association Secretary.
3. To be authorized to make entertainment contacts with booking agents, promoters, entertainers, etc. as agents of the Washington County Fair, Inc. To include negotiating booking details, contract language and preparation of contracts for signing.
4. To strive to present a variety of affordable, high quality entertainment in keeping with the family nature of our Fair.
5. Copies of all contracts are to be maintained in the Fair Office.
6. To work with building superintendents to determine entertainment schedules in and around their areas, ie: County bounty, Museum.
7. The committee will select one of their members to chair the committee or the President will appoint the chairperson.

#### ***EQUINE COMMITTEE***

1. To work closely with the barn superintendents, show superintendents and the Extension Educators to determine a need for an Equine Exhibitor's handbook. To create one if needed. The handbook should outline the rules and regulations pertaining to all aspects of the horse shows and

- ◆ In paying awards, no evidence of award shall be recognized except the Judge's books properly signed by the judges. Ribbons that may be attached to exhibits are not considered proof of awards as ribbons may become changed.
- ◆ Should stormy weather, unavoidable occurrence or drastic reduction in state funds interpose at any fair to reduce the net receipts below the requirements for awards, the Fair reserves the right to pay awards on a pro-rated basis after all expense is paid.

#### **EXHIBITS / EXHIBITORS**

- ◆ During fair week and set up days prior to fair, any games, toys, recreational equipment and/or activities that jeopardize the SAFETY of patrons and/or exhibitors is forbidden.
- ◆ Exhibits may not be removed before the hour specified in the Exhibitor's Handbook. Violation of this rule will result in loss of awards.
- ◆ All sound producing equipment must be of such nature as not to cause annoyance or inconvenience to fair patrons or other exhibitors.
- ◆ All vehicles must be parked on space designated by the Management and not elsewhere.
- ◆ The Fair shall not be liable under any circumstances whether of negligence of itself, its agents or otherwise for any personal injury or for any loss or injury to property.
- ◆ There is to be NO PARKING around the buildings on the Fairgrounds in accordance with the Exhibitor's Handbook. Violation of this rule by exhibitors will result in loss of awards. Each exhibitor is responsible for vehicles belonging to anyone connected with his/her exhibit. Improperly parked vehicles may be towed away at the owner's expense.
- ◆ Curfew for youth under 18 will be 12:30 am from Saturday night prior to the opening of fair through the last Saturday of the fair. Overnight exhibitors should be in their designated sleeping areas at that time.
- ◆ See Entry/Entries section in Exhibitor's Handbook for additional rules.



youth exhibitors who qualify.

- ◆ Youth exhibitors must be residents of Washington County, those attending school in the County, or members of these Washington County Youth Organizations - 4-H, FFA, Scouts; and being 5 years of age as of December 1st of current year and under 19 years of age as of January 1<sup>st</sup> of the current year.
- ◆ Youth exhibitors may enter articles in open class by paying entry fee prior to entry deadline or in livestock (cattle, sheep, etc.) by winning a blue ribbon in Youth Department and paying the entry fee.
- ◆ Residency for livestock exhibitors:  
If the primary farm is owned and operated in Washington County but the owner is not a resident of Washington County, they may exhibit their animals at the fair.
- ◆ Any checks returned by the bank for Insufficient Funds will require that the amount of the check and the amount of any bank fees charged will be paid by the signer in cash or money order prior to the exhibition of any entry.
- ◆ Time and place for making entries is as specified in the Exhibitor's Handbook.
- ◆ **No entries will be accepted after the deadline date (except for dairy group classes at check in).**
- ◆ Entries to be made in Owner's name. The entries must be made in the name of the actual grower, producer, owner or manufacturer. Exhibits must be owned 30 days before the closing entry date.
- ◆ If animal is leased, the open department entry must be in the owner's name— residency rules apply.
- ◆ The judges will not issue an award to any animal or article which has not been properly entered.
- ◆ Entry Fees must accompany entries. For amount of fees, refer to each department.
- ◆ The Washington County Fair will mail award checks to the winners of the various awards as shown by the Judge's records.
- ◆ Exhibitors desiring their award money paid to an agent or employee must furnish same with written order of power of attorney to this effect. No more that two (2) awards in any class per exhibitor in Open Classes.

exhibits.

2. To make recommendations to the Fair Board for class and award changes.
3. To assist, when requested all barn and show superintendents with issues or problems that arise prior to or during the Fair.
4. To work with the Fair Manager to determine the need for additional housing and make recommendations to the Fair Board.
5. The President will appoint the chairperson.

#### ***EXECUTIVE COMMITTEE***

1. The Executive Committee will consist of the President, Vice-president, Secretary, Treasurer and three Directors-at-large to be elected at the organizational meeting of the Board of Directors, and will be chaired by the President.
2. To have the power to hire a Manager, set his/her salary and review the salaries of other employees hired by the manager.
3. To assume responsibility for the management of the Corporation and to make decisions of a business nature which do not require Board approval.
4. To make recommendations to the Board on issues that the Board feels uncomfortable with and requests that the committee research further etc.
5. To be authorized to hire lawyers, accountants or specialists on other fields as necessary for the proper management of the Corporation.
6. To assume the responsibility as a grievance committee.

#### ***FAIRBOOK COMMITTEE***

1. To proof read the Exhibitor's Handbook before printing to try to insure that all changes are correct and that all information is current and accurate.
2. The Entry Secretary shall chair this committee.

#### ***FAIR STORE COMMITTEE***

1. To determine what merchandise should be offered in the store.
2. To determine the staffing needs of the store in conjunction with the Fair Information Booth.
3. To review the sales of the store on an annual basis and determine what items need to be replenished, discontinued, and added to the merchandise list.
4. To determine giveaways for after fair celebration.
5. To make recommendations to the Fair Board when required.
6. The committee will select one of their members to chair the committee or the President will appoint the chairperson.

***GRIEVANCE COMMITTEE***

1. The Executive Committee will act as the grievance committee.
2. To solicit appropriate information from staff and committees.
- 3.

***GROUNDS USE COMMITTEE***

1. This committee shall be comprised of the Executive Committee plus the Fair Manager and others based on the event.
2. To solicit appropriate information from staff and committees for recommendations to the Board on proper use of the grounds, fee schedules for storage, etc.
3. To make decisions on sales, leasing, rental, etc. of real estate and make recommendations to the Board for approval.
4. The President shall chair this committee.

***HISTORY/MUSEUM COMMITTEE***

1. To make recommendations to the Board of Directors as to the preservation, beautification and educational uses of the museum complex.
2. To compile all available historical information both visual and printed. Make copies of same to be preserved in two (2) different locations and made available for authorized uses.
3. To devise a plan to manage the affairs of the museum complex.
4. To strive to upgrade the exhibits in your charge. To attempt to change the theme, content, appearance, or manner of exhibition in a way so as to give the fairgoer a new experience from year to year. (Refer to the Collection Management Policy)
5. To oversee the workings of the History Education Committee. The history sub committee will coordinate, plan, and expand interactive displays and promote the use of the museum complex outside of fair week.
6. Absolutely no donations of money may be solicited from the public during Fair week.
7. The President will appoint the chairperson.

***JUNIOR FAIR COMMITTEE***

1. Members are youth 14-18 years old.
2. To work together to learn how Washington County Fair

acknowledgement of the gift from the fair. The acknowledgement should include the amount of cash and a statement indicating whether Washington County Fair, INC. provided any goods or services in return for the contribution.

**DORMITORY FEES**

- ◆ Washington County 4-H sponsored events - no fee.
- ◆ Out of County 4-H events - a fee per person will be charged.
- ◆ All other groups will be charged a fee as per set schedule.
- ◆ Other youth groups - schedule first through the fair office and the fair office will contact 4-H Youth Development Leader with specific dates in order to get permits for temporary residence. Then the Department of Health has to inspect. If not a youth group, the fair needs to get the permit. Communications between the Fair Office and the 4-H Youth Development Leader is necessary.

**DRAFT ANIMALS**

- ◆ To exhibit a variety of draft animals, breeds, and equipment.
- ◆ To educate the public on the history and use.
- ◆ To demonstrate equipment used by draft animals.
- ◆ To promote safety while handling the draft animals and equipment.
- ◆ To maintain good animal husbandry.
- ◆ To set up and maintain educational exhibits during fair.

**DRAWINGS AND GIVE-AWAYS**

- ◆ All must be drawn at the Fair, results must be posted daily, a list turned into the Fair Office, and the prize awarded during the duration of the fair.

**ENTRIES/ENTRY FEES**

**(Refer to the Exhibitor's Handbook for specific rules)**

- ◆ Washington County Fair will be open to residents of Washington County **ONLY with these exceptions:** Ox Pull, Tractor Pull, Open Horse Show, Open Gymkhana, Horse Pull, Demolition Derby, Draft Animal Show, Truck Pull, and all

the Fair Manager, Fair Board President or Fair Association Secretary.

## **DIRECTORS**

- ◆ Any individual who attends conventions, dinner meetings, seminars, etc. at the expense of the Washington County Fair, Inc., carries a responsibility to the Board of directors to share with other directors, volunteers and personnel, information they have acquired. Said individuals will be required to register for and attend scheduled workshops, round table discussions, etc.
- ◆ Social Media - When using social media be mindful that you represent the fair and use it in a respectful and responsible way. Controversial issues that come before the board should not be put out on social media. Personal opinions you may have regarding board decisions are not to be aired on social media. It is your job to support the educational and agricultural messages the fair strives to achieve.
- ◆ Directors needing equipment from the shop must fill out a maintenance request form. Directors needing supplies from the office must fill out a office request form.
- ◆ Directors receive ONE (1) space/piece for winter storage.
- ◆ Lifetime passes will be given to Superintendents and Directors who have served for 10 years or more and are retired from their duties.
- ◆ See passes for further information.

## **DONATIONS**

- ◆ No solicitation of funds for any purpose during Fair Week.
- ◆ Donation containers are not permitted on the premises.
- ◆ No raffle tickets can be sold.
- ◆ The Washington County Fair will not donate to fund appeals from individuals.
- ◆ Six day passes will be donated as prizes to any school in Washington County and Schuylerville School when they are requested for Prom parties.

## **DONOR/SUPPORTER ACKNOWLEDGEMENT**

A donor/supporter who makes a cash contribution of \$250 or more to the Washington County Fair will receive an

comes together each year.

3. To help prepare them to become future leaders and decision makers of the Washington County Fair.
4. The group will be guided by members of the fair association and friends of the fair.

## ***MOTOR SPORTS COMMITTEE***

1. To be responsible for all the rules and regulations governing the operation of all motor sports events and their participants.
2. To make recommendations to the Board of Directors for approval of any additions or changes that are deemed to be in the best interest of the fair, the safety of the participants and the spectators, and important for the operation and promotion of motor sports events.
3. To be responsible for all contracts required or pertaining to the holding of any motor sport event for approval and authorized signature.
4. To make recommendations to the Board for maintenance of the pulling area.
5. To assist the superintendent in organizing events and make necessary decisions at the time of each event for the safety and welfare of all concerned. In the event a decision cannot be reached, the issue will be referred to the Fair President and Executive Committee.
6. To be responsible for the necessary volunteers for personnel and equipment needed for each event.
7. The President will appoint the committee chairperson .

## ***POLICY COMMITTEE***

1. To research and develop current policies, procedure, resolutions, etc. of the Washington County Fair, Inc.
2. To blend viable old policy and current policy into useable form for our Corporation. While doing this, we need to adhere to the plan of consolidation and the Bylaws of the Corporation.
3. To present to the Board for approval all policies, procedures, resolutions, etc. as written by the committee.
4. Proposals of changes made by advisory committees must be approved by the Board to be included in Exhibitor's Handbook or other fair related manuals or handbooks.
5. To develop Policies & Procedures Manual for all approved policies, procedures, resolutions, etc. that are determined to be necessary for the operation of the Corporation. Copies of the

manual will be kept in several selected locations so as to be accessible to all authorized persons for reference.

6. The committee will select one of its members to chair the committee or the President will appoint the chairperson.

#### ***RODEO COMMITTEE***

1. To work closely with the Fair Manager and the rodeo organizers and Entertainment Committee to determine the day and time of a rodeo.
2. To work with the Fair Manager and rodeo organizers.
3. The President will appoint the committee chairperson.

#### ***SAFETY COMMITTEE***

1. To be responsible for drafting rules & regulations governing the safety of all employees, volunteers, exhibitors, concessionaires and fair patrons on our property.
2. To make recommendations to the Board on such safety rules for approval.
3. To work to ensure that the safety rules and policy as approved are well published or posted for reference.
4. At Fair week: To make an inspection of the grounds early in the week to ensure that all concessionaires are in compliance with safety rules and enforce as necessary.
5. To make periodic inspections of the grounds Fair week and enforce safety rules or policy as necessary. These inspections to include Motor Sports Events, Concerts, Competitive Events, Exhibitions, Camper Areas, display and/or exhibit areas, etc.
6. To be responsible for overseeing and providing security during fair week.
7. The committee will select one of their members to chair the committee or the President will appoint the chairperson.

#### ***SCHOLARSHIP COMMITTEE***

1. To establish the scholarship application criteria.
2. To review on a regular basis and recommend to the Board of Directors any changes approved by the committee.
3. To be present during the judging process to determine eligibility of the applicants, tabulate the scores and award the scholarships.
4. The committee will select one of their members to chair the committee or the President will appoint the chairperson.

#### ***SMALL ANIMALS COMMITTEE***

3. Failure to carry out the duties as required may result in forfeiting the superintendent position.

**CODE OF ETHICS - to be added**

### **CONCESSIONS**

- ◆ During Fair week any games, toys, or recreational equipment and/or activities that jeopardize the SAFETY of patrons and/or exhibitors is forbidden.
- ◆ The 4-H Food Booth shall have the right for first refusal for the food stand at all non-fair events.
- ◆ The 4-H division of Cornell Cooperative Extension shall be exempt from fees or percentages arising from use of the Fairgrounds or from the 4-H Food Booth or the Leader's Milkshake Booth.
- ◆ **FOR WASHINGTON COUNTY FAIR CONCESSION RULES - SEE THE CONCESSIONAIRES MANUAL.**

### **CONFLICT OF INTEREST**

A conflict of interest is defined as an actual or perceived interest by any staff member or director in an action that results in or has the appearance of resulting in, personal, organizational, or professional gain. Washington County Fair Board of Directors are obligated to always act in the best interest of the organization. At all times, the Directors of the WCF are prohibited from using their job title or the organization's name or property, for private profit or benefit.

- ◆ The WCFB directors should neither solicit nor accept gratuities, favors, or anything of monetary value from contractors/vendors.
- ◆ Disclosure - Any possible conflict of interest shall be disclosed by the person or persons concerned.
- ◆ Board action - When a conflict of interest is relevant to a matter requiring board action, the interested person(s) shall call it to the attention of the Board and said person(s) shall not vote on the matter. In addition, the person(s) shall not participate in the final decision or related deliberation regarding the matter under consideration.
- ◆ Record of conflict - The official minutes of the WCFB shall reflect that the conflict of interest was disclosed and the interested person (s) did not participate in the final discussion or vote and did not vote on the matter.

### **CONTRACTS**

- ◆ All fair contracts must be co-signed by two of the following:

***TRAFFIC CONTROL/PARKING LOT COMMITTEE***

1. To work closely with the traffic Supervisor and Fair Manager to determine the needs for moving people during the fair in the parking lots and within the fair.
2. To work with the Fair Manager to determine what types of vehicles should be used and where.
3. To make recommendations to the Fair Board when required.
4. The Traffic Control Supervisor will serve as chair of the committee or the President will appoint a chairperson.

***YOUNG PROFESSIONAL COMMITTEE***

1. To share ideas and guide the future of the Fair.
2. Shall be composed of individuals up to 45 years old.
3. To support the growth and development of young professionals involved in the fair.
4. To bring ideas to different fair committees.
5. To build relationships, expand knowledge, and cultivate the next generation of leaders and volunteers for the Washington County Fair.
6. The committee will select one of their members to chair the committee or the President will appoint a chairperson.

**CODE OF CONDUCT/ETHICS****◆ EXHIBITORS:**

1. All exhibitors shall adhere to the rules and regulations set forth in the Exhibitor's Handbook, Policy Book, and any other handbooks for specific areas. (ie. Cattle)
2. Animal exhibitors shall follow the IAFE Code of Conduct/Ethics.
3. Dairy Cattle will follow the PDCA Code.
4. Failure to follow rules and/or Code of Conduct may result in forfeiture of monetary awards and being told not to show the following year.
5. See Harassment.

**◆ SUPERINTENDENTS/VOLUNTEERS/EMPLOYEES:**

1. All superintendents shall follow rules set forth in the Exhibitor's Handbook.
2. Animal Superintendents shall also adhere to specific job descriptions.

1. To work closely with the superintendents to determine the need for a small animals exhibitors handbook. To create one if it is determined to be needed. The handbook should outline all the rules and regulations pertaining to all aspects of the small animals exhibits.
2. To make recommendations to the Fair Board for class and award changes.
3. To assist, when requested, the superintendents with placement of exhibitors in the barns and / or discern the need for additional housing and make recommendations to the Fair Board.
4. To assist, when requested, the superintendents with problems or issues that arise prior to or during the fair.
5. One of the superintendents will serve as chair of the committee or the President will appoint the chairperson.

***SUNSHINE COMMITTEE***

1. To represent the wishes of the Board in expressing grief or happiness in times of sorrow or joy to employees or members of the Corporation or their families.
2. Cards will be sent for family members and extended families
3. Cards will be sent for illnesses, weddings, births, deaths, and other occasions as appropriate.
4. An in-house memorial fund has been established. See memorials for specifics.
5. Monetary donations to the memorial fund can be made in memory of present and past directors, superintendents and year round employees.
6. The committee shall be unbiased in their decisions, sincere in their concerns and diplomatic in expressing the wishes of the Board.
7. To solicit the input of the Board to keep the committee informed of occasions or instances where action by the committee is necessary and in turn to inform the Board of occasions where personal action by the Directors or Officers may be appropriate.
8. Due to the time constraints this committee is occasionally faced with, no approval of the board is necessary other than following the guidelines of the Policy Manual.
9. The committee will select one of their members to chair the committee or the President will appoint the chairperson.