

2019 Exhibitor Entry Drop-Off Program

Exhibitor Instructions

The Kentucky Department of Agriculture in partnership with the Kentucky State Fair and the Kentucky Cooperative Extension Service offer a program which allows residents to exhibit at the State Fair by dropping off entries at five extension office locations across the Commonwealth.

Please note, this is a drop off service only that is available at:

- Christian County Extension Office, 2850 Pembroke Road Hopkinsville, KY 42240 (Jay Stone 270-886-6328)
- Laurel County Extension Office, 200 County Ext Rd, London, KY 40741 (Bonnie Sigmon, 606-864-4167)
- McCracken County Extension Office, 2025 New Holt Rd, Paducah, KY 42001 (Robert Tashjian, 270-554-9520)
- Montgomery County Extension Office, 106 E. Locust St, Mount Sterling, KY 40353 (Ron Catchen, 859-498-8741)
- Taylor County Extension Office, 1143 South Columbia Ave, Campbellsville, KY 42718 (Audrey Myers, 270-465-4511)

What exhibitors will need in order to participate:

In order to drop off an entry item for exhibit at the Kentucky State Fair, exhibitors will need to:

- Enter to compete with the KY State Fair. By mail by July 1st (from July 1st to July 10th a \$20.00 late fee must be mailed with the entry form) On line by Wednesday, July 10th. All State Fair entries must meet these deadlines: <https://kystatefair.org/participate/compete/>
- Contact the extension offices to notify them of participation Wednesday July 10th – Monday July 29th.
- Complete the Kentucky State Fair Exhibit Drop-Off form, including designation of way to have their entry returned to them.
- State Fair Tag (within the packaged entry) All entries must contain the official State Fair Tag within the package. All entry tags should be mailed out the last week of July. If they do not receive them before they are brought to the drop off location, exhibitors will note that with the drop off location and KY State Fair will verify entries and reprint the tags to place on items after receiving them.
- Signed Waiver of Liability Form
- Deliver items in one of the accepted entry categories listed below, ready for exhibit at the State Fair. Entries must be packaged properly. The window for drop-off is Monday July 29th to Tuesday August 6th.

All questions or to request forms please contact, Michelle Hansford (502-782-4136) michelle.hansford@ky.gov

Acceptable Packaging for Entries

All entries must be packaged by the exhibitor prior to being dropped-off at the site. All entries must be properly **packaged to meet traditional freight services requirements**.
For example, properly boxed and sealed to prevent damages.

All entries must be **labeled on the exterior of the package** with the **exhibitor name** and **accepted entry category**.

All entries must contain the official State Fair Tag within the package. All entry tags should be mailed out the last week of July. If they do not receive them before they are brought to the drop off location, exhibitors will note that

with the drop off location and KY State Fair will verify entries and reprint the tags to place on items after receiving them.

If an exhibitor wishes to have their entry back after the fair, below are the return options available:

- Via Mail with a prepaid shipping label which they must provide with the package.
- Via Mail - Cash on Delivery (COD) which must provide with the package. If they have any questions about this process please contact Kentucky State Fair at (502) 367-5190; fax (502) 367-5198; e-mail: entry@kyvenues.com
- For pick-up at the end of the State Fair, please refer to your entry section of the premium book for the dates and times. Also available online at www.kystatefair.org

Important Dates

Date	
Monday, July 1 st (from July 1 st to July 10 th a \$20.00 late fee must be mailed with the entry form)	State Fair <u>Mail</u> Entry Deadline without late fee. All entries must meet this deadline: https://kystatefair.org/participate/compete/
Wednesday, July 10 th	State Fair <u>Online</u> Entry Deadline. All entries must meet this deadline: https://kystatefair.org/participate/compete/
Wednesday, July 10 th – Monday , July 29 th	Entrants must also contact the Drop-Off Sites to participate in the pick-up service
Monday , July 29 th – Tuesday, August 6 th	Window for entrants to deliver their entries to the Drop-Off Site locations. <u>NO "Entry Drop Off" allowed after Tuesday, August 6th</u>
Wednesday, August 7 th by 9 am	Drop-Off Site Contacts will notify KDA and KY STATE FAIR of all received entries.
Tentative (Thursday, August 8 th or Friday, August 9 th)	KDA Staff will pick up entries from the drop-off sites. Dates will be based upon the volume of entries
Friday, August 9 th	KDA will deliver entries to the Kentucky State Fair

Accepted Entry Categories

This service is for both Agriculture and non-Agriculture general departments exhibits.

Accepted Entries for the East Hall & South Wing Departments

- Culinary
 - Canned Goods and Preserves
 - No Baked Goods (see exclusions)
- Fine Arts & Crafts
- Hobbies
- Plants and Flowers

**Due to the perishable nature of these items, the quality and appearance cannot be guaranteed at the time of judging.*

- Textiles

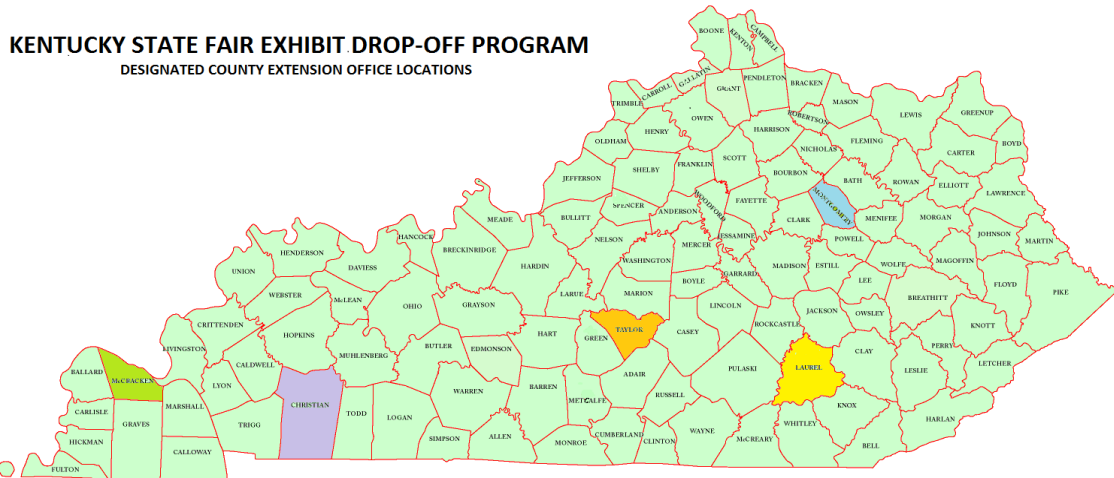
Accepted Entries for West Hall Department

- Bees & Honey
- Egg Show
- Field Seed & Grain
- Fruits & Nuts
- Kentucky country Ham
- Tobacco (dry only)
- Vegetables & Melons

Excluded Entries:

- Entries that are extremely large and hard to handle or too difficult to package for shipping
- Homebrew beer
- Homemade wine
- Dairy Products
- Baked goods (Must be personally delivered; see Premium Book for drop off date & time.)
- Antiques
- Live Entries
- Biggest Vegetable Entries (due to concern of volume, weight, and having to move the exhibit multiple times which would put the exhibit at risk of damage)
- FFA / 4-H (Must go through their organization for exhibit entries)

Entries must be delivered to one of the designated drop-off sites from 8:30 a.m. to 4:00 p.m. local time on Tuesday, August 6th.



- Christian County Extension Office, 2850 Pembroke Road Hopkinsville, KY 42240 (Jay Stone 270-886-6328)
- Laurel County Extension Office, 200 County Ext Rd, London, KY 40741 (Bonnie Sigmon, 606-864-4167)
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2019 KENTUCKY STATE FAIR EXHIBIT DROP-OFF ENTRY FORM

Please complete the exhibit entry form, and **return** to designated Co. Extension drop-off site from July 29th – August 6th.
All entries **must** be received by August 6th 2019!

Exhibitor Contact Information *(please print)*

First Name _____ Last Name _____

Phone Number _____ Cell Number _____

Address _____

_____ City _____ State _____ Zip Code _____

Exhibit Division

(Please check off the following exhibit or exhibits you are participating in)

Culinary Canned Goods & preserves Fine Arts & Crafts Hobbies *Plants & Flowers

Textiles Bees & Honey Egg Show Field Seed & Grain Fruits & Nuts

Tobacco (*dry only*) Kentucky Country Ham Vegetables & Melons other

NOTE:

**Due to the perishable nature of these items, the quality and appearance cannot be guaranteed at the time of judging.*

(Excluded Entries: Antiques, Entries that are hard to handle or difficult for shipping, Homebrew Beer, Homemade Wine, Dairy Products, Live Entries, Baked Goods (must be personally delivered), FFA & 4H entries must go through their organization for exhibit)

Entry Description & Package Dimensions

#1 Entry Description

Package Dimensions

#2 Entry Description

Package Dimension

#3 Entry Description

Package Dimensions

Please select from the below options for the return of exhibit items after the State Fair. This is the responsibility of the exhibitor.

- I wish to **"Pick-Up"** my entry item during the State Fair release time.
- I wish to provide a prepaid label with my item.
- I wish to provide cash (COD) for deliver **"Mail"** after the State Fair.
- I do not wish to pick up or pay to have my item returned following the State Fair.

Did you sign the **Waiver Liability Form?**

Yes No

Exhibitor- Signature Date

2019 KENTUCKY STATE FAIR

EXHIBIT ENTRY

RELEASE AND WAIVER OF LIABILITY

By signing this document, I release the Kentucky Department of Agriculture, the UK Cooperative Extension Service, and the Kentucky State Fair Board and their employees and others representatives (the "Released Parties"), from any liability or responsibility relating to property damage or loss that may occur during any Released Party's possession and handling of the following items:



Ryan F. Quarles, Commissioner



University of Kentucky
College of Agriculture,
Food and Environment
Cooperative Extension Service