

**BERRIEN COUNTY YOUTH FAIR ASSOC. INC.
GENERAL RULES, REGULATIONS AND
POLICIES OF PROCEDURE**

1. **Exhibitor must take responsibility to refer to BCYF General Rules, Regulations & Policies of Procedure, as well as BCYF Youth Exhibits General Rules, BCYF Livestock Rules (if applicable), Department Rules and Class Rules.**
2. The purpose of this organization shall be to promote and advance the interests of agriculture, horticulture, household arts and mechanical arts and sciences, and all kindred sciences and arts of their varied branches; to promote and conduct agricultural, industrial, educational fairs, and exhibits and to provide entertainment and amusement there with, for the purpose of drawing the attention of the public thereto, and to do and perform any and all acts authorized by law to be done and performed by a corporation organized under the provisions of Act 80 of the Public Acts of 1855 as amended, of the Public Acts of Michigan.
3. Directors: There shall be a Board of eighteen (18) Directors elected by and from the members of the association to manage the business of the organization.
4. The Berrien County Youth Fair Association Inc., supports their motto "Builders of Good Citizenship;" hence it is advisable to create the best and most wholesome environment for achievement of this goal; and the membership of the BCYF believes that the Fair Association must maintain an acceptable code of conduct on the Fairgrounds and in all of its facilities at all times and on a year-round basis; therefore, shirts and shoes must be worn at all times and the sale, dispensing, use of, or possession of, alcoholic beverages, narcotic drugs and obscene clothing or literature of any description is forbidden on the Fairgrounds or in any of its facilities, except as employed and administered by licensed physicians and veterinarians, and that enforcement of this code shall be administered by the Board of Directors, their agents and law enforcement officers. Further, that gambling devices or games of chance be forbidden on the Fairgrounds and that enforcement of this code will be administered by the Board of Directors, their agents and/or law enforcement officers.
5. Handbills, "For Sale" signs, pass out type material of any kind or roving solicitation on any part of the Fairgrounds is prohibited except at Fair time from a rented booth or rented space.
6. Pets are not allowed on the Grounds, except those to be shown in youth exhibitor classes, service animals, Law Enforcement Dogs and Commercial Demonstration Dogs.
7. Overnight Camping: All persons in any over night camping area MUST be registered with the Security Office and display permit in vehicle window.
 - a. Only Fair personnel, including Directors, Livestock Superintendents & Security will be allowed in the campground area and they will be on call for emergencies at all times.
8. **See page 83 for Fair Week Camping.**
9. **IF OVER NIGHT BARN SAFETY AND SECURITY PERSONNEL ARE USED IN ANY LIVESTOCK BARNs, THE FOLLOWING RULES SHALL APPLY:**
 - a. All persons staying in barns over night must be listed on barn permit.
 - b. Over night barn roster and written parental consent forms for exhibitors 14 years to 18 years must be signed by parent each evening.
 - c. Supt. to pick up barn permits from Security Dept. by 4:00 p.m.
 - d. There will be a limit of three (3) persons allowed per barn, one of which must be a parent, guardian, leader, barn captain, or Supt. (minimum age 21 years). The other two must be a minimum age of 14 yrs. & a current exhibitor in their overnight area.
 - e. The adult on night duty is required to stay in his/her assigned barn or tent (Equine Dept. adult must stay in assigned stall) and have knowledge of whereabouts of the other two after 11:00 p.m.
 - f. All Fair rules to remain in effect during night hours when Fair is closed to the public.
 - g. If an over night parking permit is needed by Barn Attendants, it is to be picked up at the Security Office before 9 p.m. and their vehicles parked in designated area. No parking passes will be issued after that time.
 - h. Night safety and security duty to include keeping watch on Livestock for fire, restlessness, uncontrollable or sick animals and in case of inclement weather to assist Fair personnel as needed or directed.
 - i. Over night identification will be issued by Supt. or Director of area.
 - j. Violators of these rules will be subject to disciplinary action up to and including expulsion from the Fair.
10. No motorcycles or bicycles allowed on Fairgrounds excepting those owned or operated by authorized personnel. Designated parking areas are located by each entry gate, or they can park in normal spots.
11. Non-motorized wheeled devices, except wheelchairs and strollers, used to transport one or more persons, such as but not limited to: skate boards, bicycles, roller skates, etc. are prohibited on the Fairgrounds.
12. There will be no tear gas or mace type chemicals allowed on the Fairgrounds at any time except for Security personnel.
13. Use of squirt guns & laser lights (pointers) are not permitted on the Fairgrounds.
14. No campfires or open burning allowed on Fairgrounds. Gas grills may be used with a permit issued daily (permit not required in designated camping area) from main Fire Station on the fairgrounds. There will be areas designated that have limited access for safety purposes. Gas grills may not be used under any roofs or tents. They

may not be any closer than 15 feet to a structure. No wood, charcoal or deep fat fryers are allowed.

15. The BCYF is not responsible for lost or stolen articles.
16. A \$30.00 fee will be charged for all N.S.F. checks.

BERRIEN COUNTY YOUTH FAIR YOUTH EXHIBITS GENERAL RULES

1. **Exhibitor must take responsibility to refer to BCYF General Rules, Regulations & Policies of Procedure, as well as BCYF Livestock Rules (if applicable), and Department and Class Rules.**
2. Most classes in this Exhibitor's Handbook are open to any resident boy or girl of Berrien County who has not yet reached the age of 21 years as of **January 1** of the current year. **Exception: (1) Classes for all animal exhibitors, ages beginning at 6 years through 20 years; (Exception: 5 yr. old Exhibitor classes in Dairy, Beef, Sheep, Goats, Swine, Llamas, Rabbits, Pocket Pets and Poultry).** (2) Students who are acknowledged to be trainable mentally impaired (TMI) or severely mentally impaired (SMI) may exhibit through the age of 26. Those under five years as of Jan. 1st of current year may not enter exhibits.
3. The exhibitor must reside in Berrien County at least 180 days during the calendar year. Residence is defined as the location where exhibitor, parent or legal guardian is eligible to be registered to vote.
4. Any youth living in a Michigan township that is contiguous to Berrien County may enter exhibits and participate in contests at the BCYF, if all following criteria are met:
 - a. He/she is an active member of a youth club in Berrien County.
 - b. The club is recognized by the BCYF by January first of current year.
 - c. He/she has belonged to the club for at least six (6) months prior to the first day of current year's Fair.
5. A child living at least 2 months with a separated parent or legal guardian either of whom is a resident of Berrien County (see residency rule #3 above) may exhibit at the Berrien County Youth Fair.
6. Exhibitor may not show in any youth class at any other county fair prior to the BCYF.
7. The exhibitor must have taken an active part in the production or preparation of the project from which the exhibit is selected, and the "Board" reserves the right to require any exhibit to be subject to examination and may ask the exhibitor to do one or more of the following:
 - a. Outline steps taken in raising or creating the exhibit.
 - b. Demonstrate the process used.
 - c. Actively re-construct the still exhibit if asked.
8. Attendance at the Berrien County Youth Fair in whatever capacity shall constitute authorization for the Berrien County Youth Fair and all persons or entities acting pursuant to the Berrien County Youth Fair's permission or authority, all rights to use all recorded images, voice and printed material. All of the aforementioned may be duplicated, distributed, and/or

altered in any form or manner without compensation or liability, in perpetuity.

9. **DISQUALIFICATION OF EXHIBITS.**
 - (a). If a Still exhibit is disqualified, it must be removed from the display area. With a properly executed BCYF written release, the exhibitor may take the exhibit, but must remove it immediately to his/her vehicle.
 - (b). A disqualified Animal must be removed from the grounds immediately upon disqualification.
10. Exhibitor's age is his/her age as of **January 1st of the current year for all classes including equine.** Exhibitor must present proof of age upon request.
11. All exhibitors 18, 19, and 20 years old must enter one (1) "Major Exhibit." In addition the exhibitor may enter as many minor exhibits as he/she wishes in a variety of departments and classes. Exhibitors less than 18 years may enter a Major Exhibit class, if the exhibit is of excellent workmanship. When exhibits are entered, major exhibit must be placed on exhibit first, properly verified by the Dept. before any other exhibit can be entered or a free pass given. No major exhibit required for handicapped TMI and SMI students.
12. ALL EXHIBITORS 14 thru 17 years of age are required to exhibit one "Major Exhibit" or two non-major exhibits to be eligible to receive a free pass.
13. Each exhibit will receive an A, B or C award ribbon according to judge's determination. In the STILL exhibit areas, "A" award winners only are eligible for championships.
14. Each exhibitor will exhibit current year's work and assume all risk for his/her exhibit.
15. All still exhibits (Flowers, Crafts, Home Economics, Horticulture, Variety Classes) must be REGISTERED BY AUGUST 1st of current year. All of these still exhibits are eligible to be entered at Fair on Entry Day, Sunday, August 14, 2011 between 2:00 p.m. and 8:00 p.m. On Entry Day, exhibitors in Still Exhibit area may delete classes in any of the four areas and substitute a different class in any of the four areas, but not **ADD** classes. If 20 classes are registered, 20 classes may be entered.
RABBITS AND POULTRY:
Register by: JULY 1ST of current yr.
Enter: SUNDAY, AUG.14, 2011
Health Check: 8:00 A.M. - 1:00 P.M.
Entry: 8:00 A.M. - 2:00 P.M.
DOGS AND CATS:
Register by: JULY 1ST of current year.
Verify: SUNDAY, AUG. 14, 2011.
8:00 A.M. - 2:00 P.M
BEEF, DAIRY, SHEEP, GOATS & SWINE:
Register by: JUNE 1ST of current year.
Enter: SUNDAY, AUG. 14, 2011
Health Check: 7:00 A.M.- 1:00 P.M.
Except: Beef/Swine/Dairy – 6 a.m. – 1:00 p.m.
Entry: 8:00 A.M - 2:00 P.M.
LLAMAS/ALPACAS:
Register by: JUNE 1ST of current year

Verify by: 6:00 p.m., JULY 29th of current year

Enter: SUNDAY, AUG. 14, 2011

Health Check: 7:00 A.M. - 1:00 P.M.

Entry: 8:00 A.M. - 2:00 P.M.

EQUINE:

Register by: JUNE 1st of current year

Verify by: 6:00 p.m. on JULY 29th of current year

Enter: SUNDAY, AUG. 14, 2011

Health Check: 7:00 A.M. - NOON.

Entry: 8:00 A.M. - 12:15 (Equine Complex)

ALL CHANGES IN CLASSES FOR ALL EXHIBITS MUST BE MADE ON THE FAIR'S COPY OF THE ENTRY SHEET (white sheet) ON ENTRY DAY.

Exception: Equine & Llamas/Alpacas.

No class changes permitted after July 29th (final verification day).

16. No Entry fee charged for Youth Exhibits.
17. An exhibitor may exhibit only one entry per class in all **STILL EXHIBIT AREAS**. For Livestock, refer to rules in individual depts.
18. Only displays provided for and listed in the Exhibitor's Handbook will be accepted for exhibit.
19. Each exhibitor must present a complete entry sheet at the time of entry of exhibits.
20. There must be an entry tag for each entry. Tag is to be secured *before* the exhibits are brought to the exhibit building. Age to be listed on entry tag. No age on tag will result in a lower grade.
21. Youth Exhibitors will receive a Fair Season Pass with compliance of youth exhibit rules.
22. Exhibits made by children with impairments should be entered in regular classes with an "I" preceding that class number.
23. Youth Exhibit Buildings will open at 10:00 a.m. and close at 10:30 p.m. Monday thru Saturday. **Exception:** Crafts, Flowers, Home Economics and Horticulture will open as soon as judging is finished on Monday, first day of Fair.
24. **Exhibit Release:** No exhibit will be released prior to 11:00 p.m. on Saturday, August 20, 2011.
 - (a). **Animal exhibits must be picked up before 9:00 a.m. on Sunday, August 21st.**
 - (b). Non-perishable **Still** exhibits not picked up after 11:00 p.m. Saturday night must be picked up between the hours of 11:00 a.m. & 2:00 p.m. Sunday, **August 21st.**BCYF will not be responsible for exhibits remaining after 2:00 p.m. on Sunday. The Fair Board reserves the right to withhold ALL premiums from those who do not abide by these rules.
25. **No exhibit may be removed without presenting a claim check, or stamped, yellow entry sheet as proof of entry. A representative (neighbor, friend, relative, etc.) of the exhibitor may receive exhibits upon presentation of necessary proof of entry.**
26. **Premium Money Payment:** Premium money will be mailed to exhibitors within a 30 day period follow-

ing the last day of Fair. **Premium checks must be cashed within 30 days. The fair reserves the right to pro-rate premiums if funding is not received from the State of Michigan or if fair receipts are insufficient to pay expenses.**

27. Department superintendents will act as supervisors of exhibits in all classes.
28. **NO "FOR SALE"** signs permitted on youth exhibits or premiums will be forfeited.
29. **BCYF RESERVES THE RIGHT TO REJECT ANY EXHIBIT.**
30. **DECISIONS OF THE JUDGES ARE FINAL.**
31. If it is determined that a Fair rule(s) has been violated, and/or fraud and/or deception has occurred in association with exhibiting in the Fair classes, any or all of the following actions may be taken at the discretion of the Fair Board.
 - a. The exhibit in question may be disqualified.
 - b. ALL OTHER exhibits of the exhibitor may be disqualified.
 - c. ALL premiums, trophies, and/or awards, won by said exhibitor in ALL classes, may be withdrawn.
 - d. **Exhibitor may be suspended from exhibiting at the Fair for the current year and for the following year as a minimum. Maximum suspension could be for the remaining years as a youth exhibitor with time and decision determined by the Board of Directors.**
 - e. Exhibitor will be required to remove ALL exhibits from the Fairgrounds.
32. Handling of Complaints: A) Any adult person may file a complaint. B) Complaint (signed by three adults) must be filed on a form available at the Fair Office. C) The form must be accompanied with a \$100.00 complaint fee which is refundable to the filer IF the exhibitor is found guilty of the violation and/or the complaint is determined by the Berrien County Youth Fair to be valid. D) All determinations and recommendations by the Berrien County Youth Fair Board of Directors will be made by Saturday, closing of Fair and are final. E) In accordance with the annual appropriations act, exhibitors are allowed to file a written complaint within 10 days after the end of the fair. Upon receiving a written complaint after Fair, the Board of Directors will meet to discuss the complaint and review all information and come to a decision within 30 days of the date of the complaint. F) Exhibitor may appeal to the Department of Agriculture within 45 days of filing the initial complaint if he/she is not satisfied with the Association's action. G) The department shall have 60 days after receipt of any appropriately filed appeal to investigate the complaint, and shall issue a finding of fact and notice of department action and any recommended actions for the association.