

MARION COUNTY FAIR POLICIES AND PROCEDURES

Sponsoring Department:
Public Works- County Fair

SUBJECT: MARION COUNTY FAIR FREE ENTRY PASSES/CREDENTIALS

1.0 Purpose

Identify fair participants who are eligible for free entry to the fair via credentials; identify the credentials and methods for distribution.

2.0 Definition

Credentials are an item that shows qualification, competence, or authority issued to an individual by a third party. Fair credentials refer to working identification for board members, staff, volunteers, program participants, sponsors, etc., and may or may not include parking.

The majority of fair credentials are distributed out of the fair office. These credentials give the party authorization to enter the premises (fairgrounds) during fair operating hours without having to pay an admission fee.

Individual one-day passes or a badge on a lanyard (which constitutes a four-day pass) are credentials given to the appropriate party and distributed out of the fair office. The current badges are labeled "Fair Board," "Staff," "Volunteer," or "Press."

3.0 General Policy

The fair provides a mechanism for fair participants to enter the fair without having to pay entry. This mechanism is a credential in the form of a badge or a one-day pass. Not only does the fair want to provide participants ease of entrance into the fair, but it is important to acknowledge them for contributing to the success of the fair by giving them free entry.

4.0 Policy Guidelines/Procedures

- 4.1 A person with authority (board member, event coordinator, staff, etc.) will notify fair office personnel as to which credentials are needed and by whom.
- 4.2 Once the fair office is given credential information, participants will obtain them in one of two ways- some will be sent their credentials along with their participation confirmation letter; others will check in at the fair office at fair time for pick-up.
- 4.3 4H and FFA organizations will be responsible for getting credentials into their associated parties' hands.

- 4.4 Talent Show participants will be given credentials by the talent show coordinator.
- 4.5 Entertainers will be given credentials by the entertainment coordinator.
- 4.6 BBQ cook-off teams will be given free entry access through a special gate arranged by the BBQ cook-off coordinator.
- 4.7 Real Heroes HQ participants who come to the fair in uniform will receive free entry to the fair.
- 4.8 The Event Coordinator may identify special promotions for free entry such as “Awesome 3000” participants. Children who wear their Awesome t-shirt on the designated day will gain free entrance to the fair. Other special events such as “Chamber Greeters” will be allowed free entry to the fair at specific times and gates coordinated by the point person.
- 4.9 A volunteer must work a minimum of four hours to receive free entry credentials.
- 4.10 For open class exhibitors, an entry pass will be given prior to the fair opening. These will be handed out when the exhibitor brings their exhibit to on-site registration. No passes will be given once the fair has opened. Organizers will keep a record of the number of passes given to open class exhibitors.
- 4.11 A credential record book will be kept which identifies what credentials were given to whom.
- 4.12 The fair office will provide credential sample boards to security operating the entry gates for easy identification.

5.0 Identified Groups Receiving Credentials and Methods of Distribution:

5.1 Competitive Exhibits

4H/FFA- All participants registered for fair receive admission wristbands. (Family half-price ticket sales are coordinated by 4H with an established deadline for purchasing.)

5.2 Open Class, Animal

Participants receive one daily admission and one parking pass* per day of show. If showing three or four days, season parking pass is provided. (* When pertinent, currently parking is free.)

5.3 Open Class, Exhibit Hall

A one-day pass will be given per open class exhibitor. (This will be done on a trial basis for the 2011 fair.)

5.4 Commercial/Food and Non-Profit Booths

Admissions equivalent to 16 daily passes (4 per day) will be given for staffing booths whether they are a for-profit or non-profit organization. Additional passes may be purchased at half-price from the fair office.

5.5 Food Booths

Admissions equivalent to 16 daily passes (4 per day) will be given for staffing food booths both for profit and non-profit. Additional passes may be purchased at half-price from the fair office.

5.6 Demonstrators (Non-commercial booth participants- woodworking, spinners, stage demos, etc.)

One daily admission pass and one daily parking pass (when pertinent) will be given per day of demonstration. If continuing all four days an entry badge and season parking pass (when pertinent) will be issued.

5.7 Educational/Informational Exhibits (Red Cross, Salem Hospital, Senior Center, etc.)

Organizers of exhibits receive full fair admission and season parking (if pertinent). Volunteers helping to staff the exhibits will receive one daily adult admission pass and one daily parking pass (when pertinent) per day worked; minimum of four hour shifts. Examples of this type of exhibit are Marion County Department displays, Master Gardeners, and Real Heroes HQ.

5.8 Entertainers, Paid/Non-paid

The main and exhibit hall stages and grounds acts (both paid and non-paid) will receive one daily admission and one daily parking pass (when pertinent) per day of employment. If entertainer is present all four days, an entry badge and season parking pass (when pertinent) will be provided.

5.9 Judges, Paid/Non-paid

Judges, paid or non-paid, receive one daily admission and daily parking pass (when pertinent) for judging done during the fair. For judges completing judging prior to fair, the superintendent has discretion on issuance of an admission pass, but no parking passes will be issued.

5.10 Authorized Personnel

All authorized personnel will have credentials for identification and receive full fair admission and season parking passes (when pertinent). This category includes fair board members, fair staff, Event Coordinator and staff, open class superintendents, 4H/FFA staff, and 4H/FFA superintendents.

Contracted security and maintenance crews coming to the fair in uniform will receive free entry to the fair. Parking passes (when pertinent) will be provided for days worked.

5.11 Parking Passes (when pertinent)

- a. 4H Livestock/horse members receive one season parking pass per family.
- b. 4H Dog exhibitors receive one daily parking pass per family, per day of show.
- c. 4H Exhibit Hall live demonstrations and presentations receive one daily parking pass per day of demonstration. No season parking passes will be given these participants.
- d. FFA livestock and landscape exhibitors receive one season parking pass per family.

Adopted: 2/02/11

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