

# **MARION COUNTY FAIR POLICIES AND PROCEDURES**

**Sponsoring Department:**  
Public Works- County Fair

## **SUBJECT: MARION COUNTY FAIR POST FAIR LOAD-OUT PROCEDURE**

### **1.0 Purpose**

To establish procedures for post fair load-out in which vehicles, trucks, and trailers are brought onto the grounds to haul out exhibit materials, animals, and equipment.

### **2.0 General Policy**

The hours of the last day of fair (Sunday) are 10 AM – 6 PM. Once fair is over, exhibitors are anxious to pack up their possessions and head home. Fair rules and regulations state that exhibits must remain intact all hours of the fair. An exhibitor is not to break-down a display early.

When the fair closes at 6 PM, vehicles can be found lined up at the gates hoping to get on the grounds ASAP to remove their animals, tack, displays, and other belongings.

No vehicles are allowed on the grounds while there is pedestrian traffic. Security will clear the grounds of fair goers as soon as the fair is over starting at 6 PM.

### **3.0 Policy Guidelines/Procedures**

- 3.1 Post-fair load-out will be done in a safe and orderly manner.
- 3.2 Post fair load-out time will be listed in printed fair materials such as vendor general rules and guidelines, exhibitor handbooks, and 4H/FFA fair instruction materials. It is the responsibility of the exhibitors to familiarize themselves with this time frame.
- 3.3 A portable sign will be placed at the gray gate indicating when post fair load-out begins.
- 3.4 Security personnel will be stationed at the gates controlling vehicle movement.
- 3.5 No vehicles will be allowed on the grounds until an “all clear” message is given by grounds security indicating it is safe to bring in vehicles. (The approximate time is 6:15 PM, however if security feels it is unsafe to bring traffic in at that time, they will hold vehicles back until it is safe.)
- 3.6 Every effort will be made to provide good, clear communication between all fair personnel security, event coordinator, fair board members, and the office. This is to ensure everyone agrees an “all clear” message can be announced.

- 3.7 In addition to security, a person with fair authority will be placed at the gray gate at load-out time to assist with participant communication and to ensure a smooth exit transition.
- 3.8 Vehicles lined up at the gate will enter on a first come, first served, basis.
- 3.9 Where pertinent, vehicles entry and exit paths will be clearly directed by fair personnel.
- 3.10 All gates identified appropriate for vehicle traffic will open for load-out at the same time.
- 3.11 Barns load-out vehicles may not be driven inside the barns to pick up animals and equipment until after 7 PM in order to ensure there is limited exhibitor foot traffic.

Adopted: 2/2/11