

## GENERAL RULES AND REGULATIONS

**Section 348.43** Any person who shall willfully and without right enter any Agriculture or Industrial fair enclosed by a fence not less than six feet high, during any fair exhibition, by climbing over or passing under such fence or by using the ticket or badge of some other person or in any other way shall be punished by a fine not exceeding \$50.00

1. Junior Fair registration or entries will be accepted at the Expo Office on or before June 27. Mailed entries if necessary must be postmarked no later than June 26 and must include the \$2.50 exhibitors fee.
2. Open Class registrations will be accepted at the Expo Office through July 31 only. Mailed registration blanks if necessary must be postmarked no later than July 31. Each person registering in Open Class will be required to purchase a \$20.00 exhibitor ticket which includes exhibiting, daily fair admission and parking. Each exhibitor will pay a \$.10 fee per item entered into any department displayed in the Exhibition Building. Each exhibitor will pay the appropriate animal and manure fees to exhibit at the fair. No entries will be accepted after the above dates. Please register early.
3. Competition at the Manitowoc County Fair is open to Manitowoc County residents only.
4. Only livestock from Manitowoc County is eligible for exhibition at the Manitowoc County Fair.
5. Registrations should include Department, Class, Lot number and Name of Article on Registration Form.
6. No premium shall be awarded where the article is unworthy, even if there is no competition.
7. Under penalty of forfeiting premium, every exhibitor will be strictly prohibited from interfering with the judge in the performance of his or her duties.
8. The County Fair will not be liable for transportation damages to stock or articles on exhibition. Exhibitors will be expected to take care of their exhibits assisted by Superintendents of each department. In the livestock, poultry and rabbit division, a stall and/or pen rent will be charged in Open Class. Exhibitors must furnish their own feed, food dishes and watering containers.
9. All animal exhibitors must produce the original or transferred registration papers or each animal upon request by the Superintendents. All animal health certificates will be kept on file in the Expo Office for the duration of the Fair.
10. Animals not entered for exhibit or shown in competition will not be allowed to occupy stalls or pens. Exhibitors entering livestock must obtain permission from the Superintendent of the department before occupying stalls. Animals must be entered in name of owner.
11. The same animal shall not receive two premiums except in regular classifications, herds and sweepstakes unless otherwise provided.
12. Ribbons will be provided in all departments.
13. Only the Superintendents, assistants and office personnel will be allowed to examine the entry and/or judges sheets after placings and awards are made.
14. Premium checks will be mailed after premiums are totaled and checked for Open Class. Junior Fair pick up checks at the Expo office.
15. Release of all animals will be Sunday, August 30, after 6:00 p.m.
16. Release of all other exhibits will be Sunday, August 30, between 7:00 p.m. and 9:00 p.m. Exhibitors will forfeit premiums if exhibits are removed before this time.
17. **Premium checks will be void 90 days after issued.**

1. Section 1. ATCP 5.01 through ATCP 5.06 are repealed and recreated to read.

### JUNIOR FAIR YOUTH GROUPS AND ORGANIZATIONS

1. Competition at the Manitowoc County Fair is open to Manitowoc County residents only.
2. Only livestock from Manitowoc County is eligible for exhibition at the Manitowoc County Fair. (For groups with livestock.)
3. All exhibitors in the Junior Fair division shall be members of 4-H, FFA, FHA-Hero, Scouting Programs, breed groups or any other recognized youth organizations under adult leadership and with an education program approved by the local fair. (Expo Fair Board)
4. Approved programs or youth groups have Adult Leadership, a Constitution, By-Laws, mission statement and guidelines.
5. Exhibits in the Junior Fair division shall be the result of the exhibitors own labor and may include study, merit or other special projects, a skill area or a supervised occupational experience in which the exhibitor is regularly enrolled.
6. AGE: In the Junior Fair division, state aid will be paid on prizes offered to exhibitors who are in grades 3 through 13 (8 through 19 years old) on January 1 of the current fair year. Except for exhibitors under ATCP 160.65(1) and ATCP 160.80 who may be in grades K through 2 (5 through 8 years old on January 1) of the current fair year. State aid will not be paid on prizes for club parades, club floats, song contests or project which is not an exhibit or demonstration at the fair.
7. Organization has a membership list/enrollment for each youth in the organization.

### GENERAL REQUIREMENTS AND DEFINITION

**ATCP 160.01 DEFINITIONS.** As used in this chapter:

1. "Class" means a grouping in which exhibits may be entered, including an animal breed or age group for animal exhibits; a type of produce, crop or food; or a specific age, age group or educational grade level of exhibitor.
2. "Department" as it relates to the organizational structure of a fair, means an animal species, production group, or other classification or exhibits. As used in any other contest, "department" means the State of Wisconsin Department of Agriculture, Trade and Consumer Protection.
3. "Division" means one of three exhibitor group classifications for a fair and is limited to junior division, open division and Senior citizens division.
4. "Lot" or "lot number" means the numerical designation assigned by a local fair for a specific category or exhibits within a class.

## **ATCP 160.02 PREMIUM REQUIREMENTS.**

### **1. GENERAL**

- a. The state aid authorized by s. 93.23(1), Stats., may be paid only on net premiums, which consists of total premiums paid less total Entry fees received. The department may withhold state premium aid from any fair which does not enforce the animal health provision required under ch. ATCP 10 for all classes of livestock exhibited at the fair. State aid will be paid only on premiums actually paid by bank check or draft.
- b. No deductions may be made from premium money won by an exhibitor. Premiums may, however, be withheld where exhibition rules established by the fair association are violated. A written statement of violation shall be submitted to the department to justify action taken by a local fair.
- c. Premiums offered shall be definite in amount. No decrease or increase in published premiums may be made because of the financial condition of the organization or for any other reason.
- d. State aid may be paid on no more than 2 premiums awarded an exhibitor under one premium or lot number in open division individual livestock classes, except poultry and rabbits, and no more than one premium in all other classes, including poultry and rabbits.
- e. To be eligible for state aid, no animal or article shall be entered in competition for more than one premium at any country or district fair in this state except as part of a herd group, carcass class, or a performance class.
- f. No state aid will be paid on the cost of ribbons, cups, trophy prizes or entertainment contest.

### **2. PREMIUM LISTS**

- a. Premiums for which state aid is requested by county and district fairs shall conform with the uniform premium list and other requirements set forth in these rules. Fairs requesting state aid for net premiums shall submit to the department a printed copy of the premium list used at the fair, as required under ATCP 160.92 (3) (d).
- b. The officers of each fair shall mail a copy of the premium list to other associations, societies, or boards conducting a fair in Wisconsin upon request.
- c. Sections ATCP 160.01 through ATCP 160.07 and ATCP 160.91 shall be published in premium books used by a fair for which state aid is requested.

### **3. ENTRY FEES**

- a. A county or district fair may charge an exhibitor an entry fee. The entry fee may not exceed 10 percent of the sum of all premiums offered to exhibitors in the same class for which the entry fee is charged. In lieu of an entry fee, a county or district fair may charge stall rents for horses, cattle, sheep, goats, swine, poultry, rabbits or pets. Stall rents shall not exceed \$1.50 per single stall or animal or \$3.00 per box stall for horses; \$1.00 per single stall or animal or \$2.00 per box stall for cattle; or \$.50 per animal or \$2.00 per pen for swine, goats or sheep. A standard pen for swine, goats or sheep is approximately 64 square feet. Cage rents may not exceed \$.50 per head for poultry, rabbits or pet exhibits.
- b. exhibitors in educational and school departments shall not be required to purchase an exhibitor's ticket. Any other exhibitor may be required, if no entry fee is charged, to purchase an exhibitor's season ticket at a price not to exceed that charged for a non exhibitor's season ticket.

4. **SPLIT FAIR DATES.** No state aid may be paid to fairs having split dates, unless prior written approval is granted by the department. Extreme hardship must be established by the fair organization before approval can be granted. A split date is one where exhibits or contests are and judged, and premiums paid at more than one time or at more than one location during the current year. When split dates are approved, all blue ribbon winners shall be required to repeat their demonstration or exhibit at the regular fair dates, unless exempted by the department in hardship cases. The repeated demonstration or exhibit may be presented through the use of audiovisual media, still photography or an educational display. Split date approval may not be required for clothing revue, demonstration, favorite foods revue or dogs and small animals.

**ATCP 160.03 Exhibition Requirements.** A county or district fair shall meet all of the exhibition requirements of these sections to be eligible for state premium aid.

1. No fair society or other organization sponsoring a county or district fair shall require an exhibitor to become a member of the organization in order to enter an exhibit at the fair, nor shall the sponsoring organization make any deduction from an exhibitor's premium as a donation to the fair society, or require an exhibitor in any other way to make a donation to the society.
2. State aid may not be approved for out of state exhibits or for separate classes or local and non-local exhibitors. Aid may not be approved for payment of premiums to an exhibitor having an out of state address but claiming Wisconsin residency unless the fair secretary provides the department with an affidavit that the exhibitor's residence is geographically located within the state.
3. State aid may be paid only on articles or animals actually on display in an exhibit building or actually shown in the show ring on regular fair dates unless approval for split fair dates is obtained under ATCP 160.02 (4). State aid may not be paid on Dairy Herd Improvement Association records, transportation aid, production contests or other special educational exhibits unless prior approval is obtained under ATCP 160.04 (8).
4. State aid may not be paid on exhibits removed from the fair grounds before 4 p.m. of the last day of the fair, or such other later time as may be specified by the fair, without prior approval of the department. In other hardship cases, approval may be granted by the local fair. Exhibits in dog obedience and small animal pet classes may be judged during the regular fair but are not required to remain present during the entire fair. The local fair may prescribe the length of time junior fair exhibitors of horses shall keep their animals on the grounds.

#### **ATCP 160.04 JUNIOR FAIR DIVISION; General Requirements**

1. AGE. In the junior fair division state aid will be paid on prizes offered to exhibitors who are grades 3 through 13 as of January 1 of the current fair year, except for exhibitors under ATCP 160.65(1) and ATCP 160.80 who are grades K through 2 as of January 1 of the current fair year. State aid will not be paid on prizes for club parades, club floats, song contests, or projects which are not an exhibit or demonstration at the fair.
2. All exhibitors in the junior fair division shall be members of 4-H, FFA, FHA-Hero, Scouting programs, breed groups, or any other recognized youth organization under adult leadership and with an educational program approved by the local fair.
3. Exhibits in the junior fair division shall be a result of the exhibitor's own labor and may include a study, merit, or other special project, a skill area or a supervised occupational experience in which the exhibitor is regularly enrolled.
4. State aid may be used for the payment of no more than one premium awarded an exhibitor under any one premium or lot number in the junior fair division, except when awarded as part of a group in livestock exhibits or in showmanship.
5. Premiums in the educational department shall be paid directly to the exhibitor who made the exhibit and not to the school or teacher except for group premiums offered to inter-school competitive classes. No aid may be paid on education department premiums unless a complete list of exhibitors and a complete set of judges sheets for the education department, similar to those required in other departments, is filed with the department. All educational exhibits shall be displayed at the fair regardless or whether they are judged prior to or at the fair.
6. If 16 or more animals, items or articles are entered in any junior fair class, the class may be divided into 2 or more approximately equal groups according to weight, age or other identifying characteristic and each group judged as a class.
7. Special educational exhibits may be established if the proposal is presented to the Wisconsin association of fair before October 1 of the year preceding its proposed establishment and the exhibit is approved by the department.
8. Within any junior fair department under such. IV, a county or district fair may establish special classes where none are specified under such. IV. Special classes may include classes for grade and crossbred females in the beef, swine, sheep and horse departments. Premiums for special classes created under this subsection shall be equal to premiums for comparable classes established in the same department under subch. IV.

#### **ATCP 160.05 OPEN DIVISION; General Requirements**

1. The total maximum premiums set forth for all places in any open division livestock class, excluding poultry and rabbits, may be divided into premiums for a greater number of places, but the maximum premium offered for any additional place shall not be higher than the maximum for last place in the class.
2. State aid for premiums awarded for horses in open division classes shall be limited to horses which are owned by the exhibitor.
3. All animals in any open division class shall be owned by the exhibitor, except as provided in ATCP 160.09.

#### **ATCP 160.06 SENIOR CITIZENS DIVISION; General Requirements**

1. The age of exhibitors in the senior citizens division is limited to persons 62 years old or over.
2. Exhibitors in the senior citizens division may not enter identical items or articles in both the senior citizens division and in the corresponding classes of the regular open division.

#### **ATCP 160.07 CLASSES; General Requirements**

1. Classes may be combined if the number of entries in several single classes is insufficient. If any classes are combines, state aid shall be limited to the maximum total premiums listed for a single class of animals, items or articles in that department.
2. Except as provided under par.(b), no county or district fair may receive state aid for premiums awarded for sexually intact male dairy cattle, beef cattle, sheep, goats, swine or horses unless those animals are registered purebreds. Registered purebred status shall be documented by a certificate of registry from the appropriate breed association or society, or by a copy of the application for registration.
3. Any animal entered as part of a group class may also be exhibited in a class for individual animals.
4. Boars may not be entered as an exhibit in the swine department unless their tusks have been removed.

#### **ATCP 160.08 CLASS DEFINITIONS; Individual Classes**

##### **1. DAIRY CATTLE**

- a. A spring calf is one born on or after March 1 of the exhibit year. Calf must be 4 months old at time of exhibit.
- b. A winter calf is one whose date of birth is between December 1 of the year preceding the exhibit year and February 28 or 29 or exhibit year.
- c. A fall calf is one whose date of birth is between September 1 and November 30 of the year preceding the exhibit.
- d. A summer yearling is one whose date of birth is between June 1 and August 31 of the year preceding the exhibit year.
- e. A winter yearling is one whose date of birth is between December 1 of the second year preceding the exhibit year and February 28 or 29 of the year preceding the exhibit year.
- g. A fall yearling is one whose date of birth is between September 1 and November 30 of the second year preceding the exhibit year.
- h. A 2 year old is one born between September 1, of the third year preceding the exhibit year and August 31 of the second year preceding the exhibit year. A 2 year old includes a yearling that has freshened.
- i. A 3 year old is one whose date of birth is between September 1 of the fourth year preceding the exhibit year and August 31 of the third year preceding the exhibit year.
- j. A 4 year old is one whose date of birth is between September 1 of the fifth year preceding the exhibit year and August 31 of the fourth year preceding the exhibit year.

2. BEEF CATTLE

- a. A junior calf is one born on or after January 1 of the exhibit year. The calf shall be at least 4 months old at the time of exhibit.
- b. A senior calf is one whose date of birth is between September 1 and December 31 of the year preceding the exhibit year.
- c. A summer yearling is one whose date of birth is between May 1 and August 31 of the year preceding the exhibit year.
- d. A junior yearling is one whose date of birth is between January 1 and April 30 of the year preceding the exhibit year.
- e. A senior yearling is one whose date of birth is between September 1 and December 31 of the second year preceding the exhibit year.
- f. A 2 year old or older cow is one born before September 1 of the second year preceding the exhibit year and which has calved during the past year.

3. STEERS

- a. A senior calf is one whose date of birth is between September 1 and December 31 of the year preceding the exhibit year.
- b. A summer yearling is one whose date of birth is between May 1 and August 31 of the year preceding the exhibit year, and which has all milk teeth in place.
- c. A junior yearling is one whose date of birth is between January 1 and April 30 of the year preceding the exhibit year, and which has all milk teeth solidly in place and shows no nicking at the gums.

4. SHEEP

- a. A spring lamb is one born on or after February 16 of the exhibit year.
- b. A fall lamb is one born between September 1 and December 31 of the year preceding the exhibit year.
- c. A winter lamb is one born between January 1 and February 15 of the exhibit year.
- d. A yearling ram or ewe is one born outside the date of birth limitations in par. (a) through (c). The age of yearlings may be subject to verification by a veterinarian's examination whose findings shall be final.
- e. A market lamb is one born after January 1 of the exhibit year.

5. GOATS. Goats may be entered in one of the following individual classes. The age of the animal for determining the appropriate shall be computed from the opening date of the fair. Male goats and goats with full natural horns may not be entered unless full natural horns are a standard for a specific breed. Does which have freshened shall be shown in the appropriate class under subd. 5 to 8.

- a. Junior doe kid; under 4 month of age.
- b. Senior doe kid; at least 4 months of age to 7 months of age.
- c. Junior yearling doe; at least 7 months but under 12 months of age.
- d. Senior yearling doe; at least 12 months but under 24 months of age and the doe is not in milk.
- e. Yearling milkers; under 2 years old and in milk.
- f. Junior milkers; at least 2 but under 3 years old.
- g. Mature milkers; at least 3 years but under 5 years old.
- h. Aged milkers; 5 years old and older.

**ATCP 160.09 CLASS DEFINITIONS: Group Classes**

- a. A dairy junior get of sire shall consist of 3 animals which are the offspring of the same bull. All of these animals shall be under 2 years of age, and not more than one may be a bull. A beef junior get of sire shall consist of 3 animals which are the offspring of the same bull and are animals in the junior calf, senior calf, and/or the summer yearling, bull and heifer classes, which both sexes to be represent.
- b. A dairy and beef senior get of sire shall consist of 3 animals which are the offspring of one sire. All of these animals shall be 2 years of age or over. In either a dairy or beef breed get of sire, the name of the sire shall be designated by the exhibitor. The animals need not be owned by a single exhibitor.
- c. A produce of dam shall consist of 2 animals of any age or sex which are the produce of one cow.
- d. A group of 3 best female cattle shall consist of 3 animals of any age which were bred and are owned by the exhibitor.

2. SHEEP

- a. A get of sire shall consist of 4 lambs or yearling, or both, of either sex, from one sire, which were bred and are owned by the exhibitor.
- b. An exhibitor's flock shall consist of one yearling or ram lamb, 2 yearling ewes and 2 ewe lambs which are owned by the exhibitor.
- c. A junior division pair of lambs may include a spring or fall ram and spring or fall ewe lamb owned by the exhibitor.
- d. A junior division flock shall be comprised of 3 sheep consisting of a yearling or lamb ram, a ewe lamb, and a yearling ewe all of which are owned by the exhibitor.

3. GOATS

- a. An exhibitor's herd shall consist of one doe under one year of age, one yearling doe and one doe 2 years old or older, all of which are owned by the exhibitor.
- b. A senior get of sire shall consist of 3 does which are the get of one sire, with at least one in milk. The animals need not be owned by the same exhibitor, but all shall be in the senior age group.
- c. A junior get of sire shall consist of three does under 2 years old which have never freshened and are the get of one sire. The animals need not be owned by the same exhibitor.
- d. A produce of dam shall consist of 2 does of any age which are the produce of one doe. Both animals shall be owned by the same exhibitor.
- e. A dam and daughter shall consist of one doe of any age and its dam. The animals need not be owned by the same exhibitor.

### **ATCP 160.91 Judging Regulations**

1. Judging shall be done at county and district fairs by individuals who are registered with the department and who have knowledge, training or experience in the specific class or classes to be judged as determined by the department. Judging shall be done in accordance with the requirements of ATCP 160.92 (3)(a). In no case shall any person who is an officer or director of a fair be eligible to judge exhibits at such fair, nor shall any person interested directly or indirectly in exhibits shown in any department of a fair be eligible to judge articles or animals in the department.
2. Each judge at a county or district fair shall be provided with a copy of the fair's premium book or list of entry classes at least 7 days prior to the opening date of the fair.
3. No animal or article, irrespective of the number of entries in the class in which it is entered, shall be awarded a higher rating than its merit would entitle it to in comparison to the standard of perfection in the class.
4.
  - a. No state aid will be paid on premiums awarded under the Danish system in any classes except in the junior and educational departments.
  - b. When classes in the junior and educational departments are judged according to the Danish system, 4 group placings must be awarded in any class. When there are less than 8 exhibitors in the class, there shall not be more than 2 in the first group not more than 4 in the first 2 groups and not more than 6 in the first 3 groups. If there are 8 or more entries in the class, there shall not be more than 25% in the first group, not more than 50% in the first 2 groups, and not more than 75% in the first 3 groups.
  - c. The number of awards in the last group placing may be increased to the extent necessary to give awards to all exhibitors.

### **HISTORY**

Cr. Register, April 1976, No. 244, eff. 5-1-76; am. (1) Register, March, 1980 No. 291, eff. 4-1-80; renum. From Ag 5.07, Register, November, 1990, No. 419, eff. 12-1-90.

### **ATCP 160.92 Accounting Requirements**

1. All receipts from any source whatsoever shall be deposited in the bank, and all accounts without exception shall be paid by check or draft. All records, papers, stubs, checks, vouchers or other orders relating to fair transactions shall be preserved for a 6 year period subsequent to the year in which they were made or issued.
2. Premiums shall be actually paid or bona fide notice or premium awards sent to all premium winners before a claim for state aid may be considered.
3. Claims for state aid shall be filed with the department within 30 days after the close of the fair, and shall, include:
  - a. Judging sheets completed according to instructions contained thereon. All entries shall be in typewritten form with the exception of entries in the winning entry column which may be made with a ballpoint pen or indelible pencil. The total premium awarded on each judging sheet shall be shown at the bottom of each sheet. State aid shall not be paid on judging sheets which are not signed by the judge or accompanied by an affidavit of the judge listing the department and classes judged. A separate affidavit shall be required for each department.
  - b. Index of exhibitors and their address, with amounts paid in premium opposite each name. The total of each index shall be shown on the bottom of the sheet, and the total of the index shall correspond with the total of premiums awarded as shown by judging sheets.
  - c. One voucher claim for state aid.
  - d. One premium book.
4. One copy of the annual financial report shall reach the office of the department before the end of the calendar year in which the fair is held. State aid received for the current year shall be included as a receipt in such statement.
5. Before submitting its financial report, every fair association, society or board shall have its accounts audited by either a certified public accountant, a county auditor, or an auditing committee. If audited by an auditing committee, at least one of the committee members shall be familiar with the records and procedures. The society or board shall submit to the department at the time the financial report is submitted, a statement of the type of audit conducted including the date and names of those making the audit, or a copy of the audit report.
6. A copy of a financial report as published in a newspaper of general circulation in the county in which the fair was held shall be submitted to the department prior to December 31<sup>st</sup> of the year in which the fair was held. The financial statement shall include all receipts, disbursements, accounts receivable and account payable in connection with the operation of the fair, and show the financial condition of the fair organization before and after the fair.