

# General Information

## ADMISSIONS

1. Adult exhibitors may purchase an Exhibitor's Pass for \$20, good for 10 admissions and/or a vehicle for Fair week.
2. Youth exhibitors may purchase an Exhibitor's Pass for \$15, good for 10 admissions—**no vehicle**.
3. Single Gate Admission:  
\$2 discount coupon available in advance from day sponsors (list at montanastatefair.com)  
Adults..... \$7  
Seniors 60+..... \$5  
Teens 13-18..... \$4  
Youth 6-12..... \$2  
Kids 5 & under.....FREE  
M-F Lunch 11-2..... \$4 (no discounts)

## VEHICLE PARKING

- Single vehicle daily..... \$5
- Reserved single vehicle daily.... \$6
- Fair Fun Pack..... \$35 (10 punch pass, for admissions or parking)
- A,B,C Exhibitor Hangtags..... \$20

## JOURNALISTS/PRESS

Members of the working press are most cordially invited to attend Montana State Fair. Press badges are required; contact Leyetta (406-727-8900) PRIOR TO JULY 15 for issuance. Presentation of verifying identification at gate will permit admission. All press must report to the Administration Office upon arrival. Press shall be provided every public facility for obtaining judge's reports, special announcements, official decisions and public Fair matters of interest or value.

## CAMPING, PARKING, TRAFFIC

Campsite permits are issued with first choice to full week paid

requests, and then on a first come basis to space available. Submit request with \$50 deposit to: Montana State Fair/Campsite Request, 400 3<sup>rd</sup> St. NW, Great Falls, MT, 59404, or call 406-727-8900. These spaces are limited and need to be reserved well in advance.

1. Weekly RV rates are:  
No hook-up ..... \$100  
Electric ..... \$150  
Full ..... \$200  
Livestock Exhibitors Only (1/2 week):  
No hook-up ..... \$65  
Electric ..... \$85
2. Three types of overnight camping are available, except during Fair week:  
a) Full Service Campground: \$25/night with sewer, water & electrical hook-ups  
b) Partial Service Campground: \$20/night, electrical hook-ups only  
c) No Service Campground: \$15/night, self-contained trailers with no hook-ups  
Stickers will be assigned to each parking type reserved. These stickers must be prominently displayed on trailer or motor home at all times. Trailers or motor homes without stickers are subject to towing.
3. No unauthorized plug-ins or camper plug-ins to the barns or buildings are permitted.
4. Campground spaces are 15'x40'. If more space is needed another spot must be rented. The towing vehicle is allowed parking on the designated camper space only. Parking of vehicles anywhere other than the assigned space is prohibited and violating vehicles will be towed at owner's expense.
5. All campground users must keep their space litter free and

in a sanitary condition. Rowdiness, profanity or vandalism will not be tolerated. Fair management reserves the right to dismiss any offender immediately for reasons satisfactory to itself, without refund.

6. All vehicles operated on the grounds must have an official permit unless parked in General Admission Parking. All vehicles must be operated safely, quietly, and obey all traffic and parking regulations. Speed limit for all vehicles on the grounds is 15 mph. Vehicles violating parking rules will be towed at owner's expense. Drivers and/or vehicles committing moving violations are subject to fine and dismissal from the grounds.
7. Small motor vehicles such as motorcycles, 3 or 4 wheelers, etc. are not allowed on the grounds without express written consent from Fair management. Such vehicles must not be operated later than 10 pm and will at all times strictly obey all traffic regulations and be operated safely and quietly. Fair management reserves the right to refuse or revoke this privilege to any or all such vehicles.

## FACILITY POLICY

1. All exhibit buildings, barns and the Four Seasons Arena are SMOKE FREE.
2. NO DOGS WILL BE ALLOWED.
3. Under no circumstances will any person or firm be allowed to place any advertising matter upon buildings, trees, or any place on the grounds, nor will it be permitted to distribute any advertising or sell articles outside the space assigned. No

political advertising, petition solicitors, subscription or sheet writers.

4. Compliments, complaints or recommendations:

Management welcomes all to attend Montana State Fair and welcomes your comments. Visitors are requested to report any inhospitality expressed from an employee, exhibitor or concessionaire. Comments may be filed at the Administration Building and are best served if done promptly before the Fair ends. Your comments on events, displays and activities enable us to make positive changes and to improve Montana State Fair.

## **LIABILITY & INTERPRETATIONS**

1. Montana State Fair, Cascade County, or employees, agents or board members thereof will assume no liability for injury, loss or damages sustained by person, property or livestock of any exhibitor, concessionaire or spectator. Every animal and article upon the grounds shall be under the control of Fair Management. Nor will the above-listed be responsible for the loss or damage of any article on route to or from the Fair; after or before it is at the Fair; nor will it be held responsible for the safe return of any exhibit to its owner, although due care and caution will be exercised to prevent all loss or damage.
2. Montana State Fair Management reserves the right to interpret all rules and regulations and to arbitrarily settle and determine all matters, questions and differences in regard thereto, arising out of and not covered by them.

3. Any person who violates any published rule in each department will forfeit all privileges and premiums and may be subject to penalty as ordered by the Montana State Fair Advisory Board.

4. In the event of conflict between General Rules and Department Rules & Regulations, the latter will govern, subject to interpretation by management.

## **MAIL FACILITIES**

Exhibitors and others may have their mail and/or entry forms and entries addressed to Montana State Fair, 400 3<sup>rd</sup> St. NW, Great Falls, MT 59404. Emergency messages may be delivered by contacting the Emergency Dispatch 911, Sheriff's Dispatch at 406-454-6848, Great Falls City Police at 406-771-1180 or Administration Office at 406-727-8900.

## **EXHIBIT DEPARTMENT ENTRIES**

### **General Rules—Static & Livestock**

1. Livestock exhibitors will need to purchase admission passes. See Admissions section. Exhibitors in static departments may purchase admission passes if desired.
2. Exhibitor parking areas will be provided. Parking of vehicles, trailers, and campers to be in the respective designated areas only. See rules in CAMPING, PARKING, TRAFFIC section. No unauthorized plug-ins or camper plug-ins to the barns is permitted. Permits are required. Purchase permits at the Administration Office.
3. All applications for entries will be made on appropriate entry forms. Entry forms can be downloaded at the website: [montanastatefair.com](http://montanastatefair.com). Request additional forms by

phone at 406-727-8900 or at the Administration Office. No entries will be accepted by phone. Entries will not be considered complete until all applicable fees have been paid.

4. Consult Department schedules for entry form deadlines. Pre-entry will facilitate exhibition and is required in most static and ALL LIVESTOCK departments. Late entries may be accepted at the discretion of management on a case by case basis. Late fees may be imposed.
5. Any entry, which may have been inadvertently or erroneously entered in the wrong class or division, may at the discretion of the Department Superintendent or Judge be transferred to the appropriate class prior to judging.
6. Where there is no listed classification for an entry, an article may be entered for display purposes only. However, no premium will be paid to articles so marked.
7. Management reserves the right to reject unworthy entries of any nature by refusing them exhibit space.
8. Any entry offered or exposed for sale during the Fair must be entered and exhibited in its respective class.
9. Should an individual enter either an animal or article in the name other than that of the bonafide owner, or attempt to perpetrate a fraud by misrepresentation of any fact, the entry thus made must be removed from exhibition and all fees paid will be forfeited.
10. Exhibitors will cooperate at all times to conduct the best possible Fair. Unsportsmanlike conduct will

not be tolerated and the offending exhibitor will forfeit all fees paid or premiums due and may be immediately dismissed from the grounds.

11. Articles to be exhibited may be mailed to the Administration Office. Entry forms must be completely filled out and enclosed with the article. All transportation charges must be pre-paid; otherwise, the exhibit will be refused. If articles are to be returned by parcel post or UPS, include complete instructions and stamps, cash or check made payable to Montana State Fair to cover all costs of transportation and insurance as requested. A statement as to the value of the articles packaged will be helpful.
12. Montana State Fair offers special contests. Participants must comply with specific rules stated per contest.

#### **Judging (all departments)**

1. Every effort is expended to provide competent judges. No exhibitor or spectator will be allowed to interfere with a judge in the performance of his/her duties.
2. Exhibitors must arrange for the prompt showing of all exhibits at the call of the judge. At the judge's discretion, any exhibitor not present promptly when called may be disqualified.
3. Judges should not award a prize to an unworthy exhibit. Premiums may not be awarded to undeserving exhibits whether there is competition or not.
4. Objection to any person serving as a judge must be submitted to Fair Management in writing prior

to his making an award; giving good and sufficient reason therefore, and upon which Management shall have the full power to act. See Protests.

5. The decision of the judge shall be final and no appeal will be considered except in cases of formal protest.

#### **Protests (all departments)**

All formal protests must be submitted in writing, be signed, and be accompanied by \$50 cash or certified check (refundable if protest is sustained). The protest must plainly state the cause of the complaint or appeal and must be delivered to the Superintendent immediately after the occasion for the protest. A protest pertaining to eligibility is most suitable when submitted prior to judging. Judging procedures will not be interrupted for protest investigation. Depending on the basis of the protest, interested parties may be notified and given the opportunity to submit evidence. A decision may be withheld until a complete investigation can be made. No complaint or appeal that a judge overlooked an entry will be considered.

#### **Premiums (all departments)**

1. Premium checks for most departments will be available during the Fair at the State Fair Bank located on the Midway. Please check with the Superintendent of the individual departments on dates of availability. Checks not collected will be mailed the week following the Fair. Premium checks not presented for payment within 90 days from date of issuance will be canceled from payment.

2. Fair Management does not guarantee the payment of Special Premiums offered in the premium list by merchants and/or private parties. These special prizes are secured by Fair Management with a promissory note signed by the donor and are accepted by Management in good faith and must be contested for under these conditions.
3. No animal shall compete for or receive more than one premium except in champion classes, group classes or performance classes.
4. Where there is but one exhibitor with more than one entry in a single class, premiums will be paid to first place only.

#### **Refund Policy (all departments)**

1. Classes canceled by Fair Management will be refunded.
2. Should an exhibitor need to cancel, fees may be refunded if:
  - a. The exhibitor notified Management of the need to cancel at least 48 hours before the exhibit is to be in place or stalled.
  - b. The exhibitor provides a signed medical or veterinary excuse within 10 days of the Fair.
3. Refunds will be determined by Management, on a case by case basis, after reviewing appropriate documentation.
4. Refunds for overpayment of fees will be made as expediently as possible after the Fair. No refunds will be made for amounts of \$5 or less.

## **SUPERINTENDENTS**

### **Job Description Pre-Fair:**

1. Each superintendent will have charge of the department assigned, subject to the direction of the General Manager. Superintendents shall meet with the General Manager when requested to do so.
2. Each superintendent will edit and revise their department for the Exhibitor's Handbook and submit these revisions to Montana State Fair by **January 15** of fair year.
3. Each Superintendent will submit ribbon and trophy requests, supply office requests and supply work requests involving Maintenance by deadlines listed at the Superintendent meetings.

### **Job Description During Fair:**

4. Superintendents will have charge of stall or display spaces within that department. Exhibit display and arrangement of stalls and spaces may be done only with consent and supervision of Superintendent.
5. Superintendent is responsible for setting schedules within the department for employees and volunteers greeting the public and protecting the exhibits.
6. Superintendent and their staff will organize exhibits for judging.
7. It shall be the duty of each superintendent to inform judges of regulations governing awards, urging them to carefully read prior to judging.
8. It is the responsibility of the Superintendent to ensure that judge worksheets are accurate and contain all required

information. Completed worksheets must be signed by judge and Superintendent (or designee) during or immediately after judging.

9. Original judge worksheets must be returned to the Entry Office ASAP following judging.
10. It is understood that Superintendents may not submit entries to the department which they lead.

### **Job Description Post-Fair**

11. Superintendents will return unused supplies and their ribbon inventories to the Entry Office.
12. Superintendents will oversee the removal of exhibits that were not picked up from their Department to the Entry Office. Every effort should be made to contact the exhibitors involved for them to pick up their items.
13. Every Superintendent shall submit a written statement of their work, including budget considerations, physical improvements, and recommendations for the betterment of the Department and the Fair.