

## ENTRY PROCESS

<p><b>Entry Office Secretary:</b> Jill Greening</p>	<p>Phone: 518-692-2464 Email: entrywashfair@gmail.com</p> <p style="text-align: center;"><b>Entry Office Hours June—August</b> Daily Mon-Fri: 8am-4pm Week of July 26 -30: 8am-6pm Fair Week: 8am-8pm</p> <p>If you have questions contact the Department Superintendent or call the Entry Office or 4-H Office At Washington County Cooperative Ext. at 518-746-2560 or 1-800-548-0881.</p>
<p><b>Ownership</b></p>	<p>All YOUTH Ownership / Transfer of Ownership of all livestock on registration papers is to be June 15th. <b>*For all youth the animals must be registered in the Youth’s name (not the farm name.)*</b> All OPEN Class Ownership/Transfer of Ownership of all livestock on registration papers is to be July 15th.</p>
<p><b>Lease Papers</b></p>	<p>The Leased Animal Agreement is due to the 4-H Office in Hudson Falls June 15th by 4:30pm.</p>
<p><b>Entry Fees</b></p>	<p>Open Classes vary—Use Exhibitor’s Handbook to identify entry fees No Fee for YOUTH CLASSES</p> <p>Entry Fees must accompany entry forms. <b>Make check/money order payable to: Washington County Fair, Inc.</b> If a check is returned, exhibitor will be charged the bank fee. There will be no refund of entry fees.</p>
<p><b>Entry Dead Lines</b></p>	<p style="text-align: center;"><b>Last Day for Entries to be Postmarked is Wed. July 28th.</b> <b>Last day for Entries to be Hand Delivered to the Entry Office at the Fairgrounds is Friday July 30th by 6:00pm.</b> <b>Last day for entries to be SUBMITTED On-Line is Monday August 2nd by midnight.</b> <b>Make sure you get 2 confirmations:</b> (1) confirming you are registered as an exhibitor and (2) that your entries have been submitted (approved / rejected). <b>(You must also submit payment required at time of submission.)</b></p>
<p><b>Paperwork Required with Entries</b></p>	<ol style="list-style-type: none"> <li>1. Entry Form</li> <li>2. Payment (if open classes) Make checks payable to : Washington County Fair, Inc.</li> <li>3. Stall/Pen/Coop Request (OnLine entries require 1 for each species, Ex. 1 form for Dairy Cows, 1 form for Poultry)</li> <li>4. COPIES of Registration Papers for animals are due with entries to verify age and ownership. They may be Emailed, Faxed or Delivered in person. Please make sure they are readable. However, the last day the Entry Office will accept registration papers will be August 2nd.</li> </ol>
<p><b>Entry Forms</b></p>	<p><b>Mailed or Delivered to:</b> Washington County Fair, Inc. 392 Old Schuylerville Rd. Greenwich, NY 12834</p> <p><b>Entry should be written legibly and completely, including copies of registration papers and stall request with animal entries.</b> Check class limits, entry fees &amp; Class names. Entries are processed on a first come first serve basis. Livestock entries are limited to the capacity of our facilities. Entries are recorded in the order in which they are received. The Fair reserves the right to reject entries after capacity has been reached. In the event that open barns are filled, the last entries will be the first to be housed in Youth Barns as space allows.</p> <p><b>Online Entries: go to our website:</b> <a href="http://www.washingtoncountyfair.com">www.washingtoncountyfair.com</a> Click button for ONLINE ENTRY. Create a new user account and follow the directions . You will need a valid email account &amp; a debit/credit card to complete the entry process. <b>Entry is NOT Complete until you have gone through the CHECK OUT Process. Follow ALL Directions and “EDIT” cues to complete. A complete entry will have 2 email confirmations. (1) you receive a confirmation email indicating that you are a registered exhibitor. You will receive a 2nd email confirmation listing your entries and fees paid. If you did not receive (2) confirmation emails, then your entry is not complete. PLEASE call the entry office if you are not sure or have questions (518) 692-2464.</b></p> <p style="text-align: center;"><b>REMINDER: YOU MUST HIT THE SUBMIT BUTTON FOR YOUR ENTRY TO BE COMPLETE and PAYMENT MUST BE MADE AT THAT TIME AS WELL.</b></p>