Completing Tulsa State Fair Tags: 2005 Instructions

Fill out the tag completely.
Don’t jeopardize your member’s premiums by omitting the social security
Number (it is required), your county or a mailing address.

Tags are for Tulsa State Fair use only and are not for county fair use. Entry
tags for county fairs can be purchased from Staats, Regalia and other
ribbon suppliers.

GENERAL INSTRUCTIONS

• Have tags completed and attached to exhibits before you get to the fair.
• Place tags on the exhibits where they can be easily seen or reached.
• Attached tags securely but in a way that will not damage the exhibit. For exhibits that
contain more than one item, label each piece with the exhibitor’s name and county but
use only one fair tag. On each piece note the number of pieces in the exhibit (i.e. 1 or
3, 2 or 3, 3 of 3).
• Tagging baked products – Put tag in a separate plastic snack or sandwich bag and
staple or tape it to the bottom of the plate. The fat in baked products often soaks into the
tags. In a day or do it dissolves the ink, making it impossible to determine who has
earned premiums!!!
• Complete the State Fair Exhibit Entry List which can be downloaded from the 4-H
website. Collecting your exhibits at the end of the fair will be easier if you sort the list by
section and class with tag numbers and good descriptions of exhibits. Then you can
simply check items off your list as you pack them.
• On judging day turn in: (1) copy of the list on a computer disk for the state fair and (2)
a hard copy for the State 4-H Office. The disk for the state fair must have social security
numbers. Please hide the column with social security numbers on the State Office
printout. The State 4-H Office copy is used for next year’s fair tag allocation and for
compiling ethnic data for the next EEO Audit.

COMPLETING TAGS FOR STATE FAIRS

• Tags must be filled out completely. Be sure to fill out the social security number,
complete mailing address, including zip code, and put your county on the tag. The fairs
enter placings from the tags and will use the computer disk as a cross check. So the
name, address and social security number of each exhibitor must be typed the same on
the list and tag.
• Social security numbers are required. When you download the form from the web
page there is a button to hide the social security number. Click that button before printing
the copy for the State 4-H Office.
• Tags have a “black-out” box on the copy of the tags that remains on the display. Only
the cardstock copy is on display—so the public does not see the social security number.

STATE FAIR PREMIUM CHECKS

• The Tulsa State Fair plans to write checks to individual exhibitors but mail them to the
County Extension Office. Keep a copy of your exhibit list until ALL exhibits are released
and ALL premium checks are received from the fair.
• You can sort the list by exhibitor and use this when returning exhibits and distributing
premium checks. The form on the 4-H web site has information for sorting the list by
section/class and by exhibitor.

Questions? Contact Tracy (405-744-8891) at the State 4-H Office