



- PART 3 -

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# Assignments and Scheduling Before Fair

## Wednesday Prior to Fair

- Erect snow fence in Commercial Tent
  - 6:30 pm - Dog Clubs
  - Contact: Commercial Tent Coordinators

## Saturday Prior to Fair

- Transport supplies from pole barn to fair
  - Fair Managers, Horse & Dairy
  - Contact: Fair Manager
- Unpack pallets and label for return to the barn
  - All Divisions
- Install hand sanitizers
  - 9:00 am - Trainmasters
  - Contact: Leader of Trainmasters
- Install Show Tent fence
  - 9:30 am - Livestock Clubs
  - Contact: Tina Pirro
- Set-up Prep Tent boards and displays
  - 4-H PREP Parents
  - Contact: Prep Tent Superintendent

- Sign out tables & chairs for Division
  - Sign out form will be available on site
  - Contact: Fair Assistant

### **Tables:**

These are for use by clubs and divisions that have **pre-ordered** them with the office. Clubs are responsible for picking them up at Food Central starting Saturday morning before Fair and returning them to Food Tent Central Friday night at the end of Fair.

*If a club does not return their tables, they will not be allowed to borrow any for the following Fair.*

### **Chairs:**

Clubs are responsible for picking up chairs. Chairs can be picked up starting Saturday morning before Fair and may only be taken from the garage.

Chairs need to be returned by 11am on the Saturday after Fair to the garage.

*If a club does not return their chairs, they will not be allowed to borrow any for the following Fair.*

## Sunday Prior to Fair

- Distribute fire extinguishers
  - Somerset Sentinels 4-H Club
  - Contact: Fair Logistics Committee Chair
- Set-up Prep Tent boards and displays
  - 4-H PREP Parents
  - Contact: Prep Tent Superintendent
- Put up Exit, Fire extinguishers maps and No Smoking Signs
  - Outside Teen Volunteers
  - Contact: Fair Assistant
- Set-up Arts and Science Tent
  - 10:00 am Arts & Science Clubs
  - Contact: Arts & Science Tent Superintendents
- Set-up Information Tent
  - **NEED HELP TBD**
  - Contact: Jennifer Korneski, 4-H Program Coordinator
- Set Up Cotton Candy Tent
  - Cotton Candy Tent Superintendent – Steve Miholics
  - Contact Jill Brochinsky. 4-H Prep Coordinator

## Tuesday Prior to Fair

- Set-up 4-H exhibits
  - 4-H Club Members
  - Contact: 4-H Club Leaders
- Food Tent set-up

- 9:00 am Corporate Volunteers
- Contact: Food Tent Committee Chair
- Volunteer Oasis Committee (provides food for volunteers)
  - **NEED HELP**
  - Contact: Harry Brochinsky, Oasis Committee Chair
- Herdsmen Breakfast Committee
  - **NEED HELP**
  - Contact: Tina Pirro, Herdsman Breakfast Committee Chair
- 4-H Herdsmen Meeting in Show Tent
  - 10:30 pm 4-H Teen and Adult Herdsman
  - Contact: County 4-H Agent and Herdsman Supervisors
- Bring over 4-H Center Information Tent Contents
  - **NEED HELP TBD**
  - Contact: Jennifer Korneski
- Put-up Fair signage
  - Teen Volunteers
  - Contact: Fair Assistant
- Livestock Vet Check behind 4-H Center
  - 5-8:30pm Livestock, Poultry, and Rabbits Club Members
  - Contact: 4-H Agent Melissa Bright





# Parking

Weather permitting, there will be parking on the fairgrounds. If there is inclement weather or other events beyond our control, which prohibit parking on the fairgrounds, additional shuttle buses from Raritan Valley Community College will be added as needed. This includes Monday & Tuesday evenings before the Fair.

Tuesday before the Fair when everyone is unloading, please do not leave vehicles along the roads. Unload and move your vehicle to the parking lot. This will decrease congestion and allow traffic to flow more freely.

- Handicapped parking will be available on the grounds and at RVCC.
- **AVOID THE FUSS, RIDE THE BUS:** FREE Buses will run between the Fairgrounds and Raritan Valley Community College from 8:30 a.m. to 11 p.m. all 3 days of the Fair.
- On Fair Days, parking at the 4-H Center is ONLY for those visiting the offices or employees. In case of inclement weather, and parking at Fairgrounds is prohibited, one parking pass to the 4-H Center lot will be issued per club. Parking is limited and therefore not guaranteed.
- **DROP-OFF during the Fair:** The paved area off Horse Ring Road is the designated drop-off point. There is no parking there, but a sheriff's officer will be on hand to radio for a golf cart if you need to have supplies dropped off. Please help load the golf cart/trailer and have someone available to help unload at the tent. Your cooperation is greatly appreciated.

# General Information

## Fair Set-Up

- The Fair Managers will move supplies to the fairgrounds very early the Saturday morning before the Fair.
- 4-H Clubs are permitted to set up fencing, exhibit boards, etc. only AFTER the electric to the tents is complete.
- Club exhibits must be set up by Tuesday evening before the Fair. Please make every effort to hide extra items and pallets in your tent. If this is impossible, please label them and contact a Fair Manager on Tuesday evening to have them returned to the pole barn. Mark trash for the dumpster.
- Check with your club leader and/or division chair/or tent superintendent for loading and unloading procedures.

## Fair Clean Up Friday Night

- Exhibits may be taken down after the Fair closes at 10:00 p.m. Friday night.
- Remove all staples from display boards. If you are in the Arts & Science tent, remove all of the push pins from the display boards.
- Each tent superintendent should assign members to help remove all items from tent; drop, roll, and label electric wire and pack wire and bulbs in barrels.
- Rake or clean litter from tent areas.
- Friday night all divisions will shrink wrap their pallets and label them. Shrink wrap and labels will be provided.
- All maps, signs, hand sanitizers, etc. go to the Train Pavilion and have to be placed in specified containers.
- Return tables & chairs to Food Tent Central
  - All Divisions
  - Contact: Division Chairs
- Wrap and label exhibit boards, pens, & blocks stacked on pallets
  - All 4-H Clubs
  - Contact: Club Leaders & Tent Superintendents
- Dismantle 4-H Information Tent
  - **NEED HELP**
  - Contact: Information Tent Chair
- Dismantle Food tent tables and benches
  - Overnight Herdsman
  - **NEED HELP**
  - Contact: Herdsman Supervisors
- Dismantle Prep Tent boards
  - 4-H PREP Parents
  - Contact: Prep Tent Superintendent
- Dismantle Cotton Candy set up
  - Cotton Candy Tent Superintendent – Steve Miholics
  - Contact: Jill Brochinsky, 4-H Prep Coordinator
- Dismantle Show Tent
  - All Livestock Clubs members, leaders, and parents
  - Contact: Tina Pirro
- Return Info Booth papers to 4-H Center

## Fair Saturday Morning Jobs

This is a huge undertaking, and every club is expected to help. Fair Managers help coordinate this.

The following is a list of jobs that needs to be done. There may be more.

- Pack Pole Barn starting 6:00 am
- Fair managers will be available from 7:00am-12:00pm on Saturday after the Fair to help load the pole barn.
- There will be a forklift and flatbed truck to help bring items from the Fairgrounds to the pole barn.
- Divisions are expected to have a representative at the Fairgrounds Saturday morning to make sure the correct items are brought to the pole barn.
- Any items left on the Fairgrounds or at the 4-H Center after noon Saturday will be thrown away!
- Clubs are expected to have representatives on the fairgrounds Saturday between 7:00am – 12:00pm to help with general clean-up of the grounds and the 4-H Center.
- Drop & roll electrical wires, pack light bulbs
- Remove benches from fairgrounds and take to 4-H center
- Clean up debris on fairgrounds
- Return Fire Extinguishers and Fire Exit signs (Trains Pavilion)
- Dismantle & roll Commercial Tent Snow Fence – **NEED HELP**
- Move 4-H Food Booths to Pole Barn
- Pack up electrical supplies from fairgrounds and move to 4-H Center
- Wash golf carts
- Volunteer Oasis Committee (provides food for volunteers)
  - **NEED HELP**
  - Contact: Harry Brochinsky, Oasis Committee Chair

## How to Pack a Pallet

It is important for pallets to be packed correctly so the forklift can lift them and stack them in the pole barn at the 4-H Center. Pallets not packed correctly will not be taken to the pole barn and items may be discarded.

For complete information on how to pack the pallet you can:

- Ask the tent super intendent. There is information in their packet.
- Watch the video at [How to Pack Pallets - SCNJ4-H - YouTube](#)

If you have questions, ask a Fair manager or forklift operator. They are willing to help you make the job go smoothly.

# Emergency Information

## Emergencies:

All members must have a 4-H Fair permission form on file with their club leaders. This will be used if EMS personnel are called.

- Permission forms can be found online at <https://4histops.org/fair-forms> under the “4-H Member Information” heading or at the end of this packet.
- All 4-H families and Fair volunteers should have a plan for inclement weather or other emergencies, including a means of communication and a designated place to meet.
- Emergency text information will be available after August 1.

In the event of an emergency, follow the directions provided by the text notifications and/or the color-coded charts in each tent. These were in the Tent Superintendent’s packet and should be in every tent.

## Lost Children

All lost children should stay where they are. Rangers or police should be notified immediately. They can be reached through the info tent or Fair Managers.

Managers, Police, and Park Rangers will proceed to locate parents from there. If a parent is missing a child, notify a Park Ranger and the volunteers in the Information Tent immediately!

## Injuries or Illness

The Rescue Squad is on the fairgrounds from 10am to 10pm all three days of the Fair and available for any health emergency. They may be reached by radio from the Information Tent or by any Park Ranger, Fair Manager, or Police Officer. All injuries must be reported on an Incident Report form, available in the Information Tent.

# Safety and Other Rules for Fair

All Park Commission rules must be followed, including those regarding no use of alcohol or drugs on the grounds and no disorderly conduct.

Providing a safe environment for 4-H members to handle animals is essential. Therefore, balloons are not permitted anytime on fairgrounds. This policy also supports clean environment regulations.

A NO SMOKING OR VAPING policy in or around the tents or restroom facilities will be strictly enforced

No vehicles are permitted on the grounds from 10 am - 10 pm each day. Deliveries must be at the designated drop-off site or before or after official Fair hours. Only fair officials may drive service carts on the grounds.

Only bicycles for official use are permitted on grounds at any time. Visitors must park bicycles in racks provided by Park Commission.

In compliance with health and veterinary regulations, visitors are not permitted to bring pets in the tents. The 4-H Association discourages bringing pets on the grounds.

Only 4-H materials, brochures, or leaflets are permitted on the fairgrounds or in the parking lots. Promotional or commercial flyers may be distributed only at a contracted commercial space.

# 4-H Divisions Chairpersons and Tent Superintendents

## Open Divisions:

Crafts, Creative Arts, Creative Writing, Needlecraft, Photography, Woodworking: Alyson Weiss, Mellissa Smutko

Agriculture: Melissa Bright

Performing Arts: Betty Sommerville

4-H Club Exhibit: Lisa Rothenburger

## Division Chairs:

- Anime, Manga: Betty Sommerville
- Alpaca: Janet and Alyson Weiss
- Archery: Dave Fellin, Michelle Ogle, Erik Bramble, Lisa Corio
- Aquatic Science: Jonathan Lowrie, Alison McGreevy
- Beekeeping: Adele Barree, Carol Kronmaier
- Beef: Joanne Powell
- Chinese Culture: Sabrina Liu, Shu Hsiao
- Computer Science: Paul Westbrook, Nada Boustany
- Cloud Computing: Karthik Cherlo, Akshay Goel
- Clothing and Textiles: Patty Kestlinger
- Creative Writing (club): Tony Siniscalco
- Dairy Cow: Nancy Kirby
- Dog: Kristine Hurlbut, James Gaudet
- Double Dutch Jump Rope: Annette and Mellissa Smutko
- Dungeons and Dragons: Steve Hess
- Drawing: Bharathi Thathappa
- Entertainment: Betty Sommerville
- Entertainment sound system: Brian Rubinfeld
- Finance: Rujual Dave
- Food and Nutrition: Harry Brochinsky
- Fashion Review: Patty Keslinger
- Goat: Joanne Powell



- Go Karts: Charles Gill, Dave Bobal, Dale Artfitch
- Garden/Horticulture: Sue and Bill McCombie
- Herpetology: Tom Dietrich
- Horse & Pony: Judy Hennessy, Collette Eristavi
- Magic: Glen Valis, Conrad Colon
- Model Train: Jim Wood
- Model Airplane: Marshall Hayward
- Pet Therapy: Michelle Dansk
- Photography: Jennifer Korneski
- Poultry: Gail Inkrote, Beth Kavanaugh, Tina Pirro
- Robotics: Lisa Rothenburger
- Round Robin: Shannon Oiler
- RC Cars: Chris Heckman
- Rockets: Moleta and Richard Hall
- Senior Council: Amanda Hess
- Seeing Eye: Pam Christian
- Sheep
  - Sheep Show: Mary McLaughlin, Cathy Christy
  - Fleece/Wool: Mary McLaughlin, Cathy Christy
  - Market Lamb: Cathy Christy, Jeanne Fleming, Wil Staats
- Small Animal: Melissa Bright
- Student Ambassadors: Kristine Rappaport
- Theatre Arts: Ellen Parker
- Twirling: Rosie Saylor
- Yoga: Shalini Rajamani

## Tent Superintendents:

- Alpaca Tent: Janet and Alyson Weiss
- Arts & Science Tent: Betty Sommerville, Ellen Parker, Conrad Colon
- Beef: Joanne Powell
- Bees, Bugs and Garden: Adele Barree
- Clover Theatre: Willie Sommerville
- Commercial: Katherine Gursky, Amy Frank
- Dairy: Nancy Kirby
- Dogs: Kris Hurlburt, James Gaudet
- Exchange: Debbie Norz
- Food Central: Janet Weiss, Jeff Weinstein
- Goat: Joann Powell
- Go Kart: Charles Gill, Dave Bobal, Dale Artfich
- Herdsman: Shannon Oiler
- Herpetology & Aquatic Science: Tom Dietrich, Jonathan Lowrie
- Horse: Judy Hennessey, Collette Eristavi
- Information: Ben Parker, Jennifer Korneski
- Mechanical Sciences: Marshall Hayward
- Poultry: Gail Inkrote, Beth Kavanaugh, Tina Pirro
- Prep Tent: Harry Brochinsky
- RC Cars: Chris Heckman

- Robotics: Lisa Rothenburger
- Sheep: Mary McLaughlin, Guy Buzzoni
- Showmobile: Betty Sommerville
- Show Tent: Tina Pirro
- Small Animals: Melissa Bright
- Trains: Jim Wood

