

# HOW TO ENTER THE FAIR

This is the Exhibitors Guidebook that is published yearly. It lists the departments that you can enter to take part in the fair! Follow these steps to enter:

- 1. Choose Your Department** – After you choose what competitions you want to enter, you need to “enter them”. You can either fill out a paper entry form or sign up through the online entry system available at our website: <http://sonoma.fairmanager.com/>. *(Make sure you read the department rules and schedules listed at the beginning of each department.)* **Please note that in 2018 all entries will be made online.**
- 2. Enter** – Online, print out an entry form or use the form included in the guidebook. When entering online you will use the easy drop down menus to select divisions and classes. *(Each person entering items needs to have their own separate form/exhibitor profile online.)*  
If using paper forms:
  - Non-Livestock Departments, use the general entry form. (Please list Floriculture/Horticulture Department entries on a separate form.)
  - Livestock Department Entries: Use one Livestock Entry form per specie. *(Market animals need to be listed on the special blue entry form.)*
- 3. Complete the Entry!** If entering online be sure you complete the final step CHECK OUT. If you do not receive a confirmation email your entry was NOT completed. When filling out paper forms make sure to fill out the form completely and sign! Please call, email or stop by the entry office if you have questions. (The Fair may transfer entries into correct classes if something is entered incorrectly, but the Fair will not be liable for entries made in error.)
- 4. Deadlines to Enter** –
  - **Paper Entries** due by 5:00 p.m. on Friday, June 16 for most categories. You can either mail them or bring them to the Fairgrounds Entry Office, open 8:00 a.m. to 5:00 p.m. Monday through Friday. **(We do not accept faxes!)**
  - **Online Entries** due by 11:59 p.m. on Friday, June 30 for most categories.
- 5. Pay Entry Fees** – Make sure you include any entry fees required for your competition. We accept cash, check, and all major credit cards. *(If you enter online, you will “check out” and pay for your entries using a credit card.)*
- 6. Bring your Exhibits to the Fair!** Each competition has a specific receiving day, time and location. (This is when you drop off your items so they can be judged.) Make sure you check the department and divisions to confirm receiving information. Most of the Non-Livestock Departments receive entries Friday, July 21 and Saturday, July 22 *(excluding Quilts, Industrial Arts, Baked Goods, and Gardening).*

Any questions - just call us! (707) 545-4203  
[www.sonomacountyfair.com](http://www.sonomacountyfair.com)