

2026 Manitowoc County Fair Superintendent and Assistant Superintendent Policies – Animal

- Reminder – Appropriate attire and professional behavior is expected at all times.
- Superintendents and Assistant Superintendents are responsible for their assigned project area(s) throughout the Manitowoc County Fair, **August 26-30, 2026**.
- If an error or changes are made on the judging sheets, you **MUST** have the judge initial the corrections. Never change the judge's sheets without the judge present.
- When judging sheets are complete, have the judge sign each sheet or sign an affidavit listing departments and classes judged.
- Entry Day and Judging Day
 - Both Superintendent and Assistant Superintendents must be available on your species entry day and judging day.
 - **Superintendent or Assistant Superintendent must be in their respective building when animals are unloaded and doors must be closed when required for unloading of animals.**
 - Responsibilities include: checking in and accepting entries, assisting the judge and recording the ribbon awards exactly as the judge has placed them.
 - Check everyday of the fair to see that everything is neat and in order.
 - Remember it is your department, so you want to make sure it is presentable to the public.
 - **If at any time a superintendent or assistant superintendent has issues with an exhibitor or guest at the fair, either the superintendent may contact their liaison, fair board member or staff for assistance.**
- Barn Layout for the Junior Fair and Open Class exhibitors **MUST BE** completed and a copy on file in the Expo Office by **Monday, August 17**.
- Both Superintendent and Assistant Superintendent need to be available during Fair hours to answer the questions of Fair goers and provide security for the exhibits. A schedule may be set up to delegate these jobs to participating clubs.
- Encourage informational displays or action demonstrations in your project area(s).
- Both Superintendent and Assistant Superintendent will release exhibits at the times listed in the rules and regulations and are responsible to report early departures to the Expo Office.
- **Use of alcohol and other substances is not encouraged and superintendent-assistant superintendent must be fit for duty on entry day, judging day and/or the end of fair upon removal of animals and exhibit items, and when acting as a representative of the fair.**
- **Any disciplinary action will be as follows: verbal, written, and up to termination of future contracts as a superintendent or assistant superintendent.**
- Submit recommended changes for the next year's fair by **November 1, 2026**.