

2026 Manitowoc County Fair Superintendent and Assistant Superintendent Policies – Exhibition

- 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**.
- Responsible for the set up of exhibit areas in the exhibition building for Junior Fair and Open Class. Set up will begin on **Wednesday, July 15, 2026 from 8am to 6pm through Friday, August 21, 2026**. Exhibit areas **MUST BE** completed by **Friday, August 21 at 4pm**.
- Exhibition Building Liaison will establish a minimum of six (6) hours of available time in the Exhibition building to be present to answer questions and provide assistance to the superintendents and assistant superintendents.
- 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 and initials.
- When judging sheets are complete, judge sign an affidavit listing departments and classes judged.
- Exhibition Building Judging Day
 - Both Superintendent and Assistant Superintendent must be available on entry day, judging day, and release time.
 - Must be on premise in the Exhibition building one half hour prior to the judging time.
 - See the Fair schedule of events for the day and times your particular Judging event occurs.
 - Responsibilities include: checking in and accepting entries, assisting the judge, recording the ribbon award exactly as the judge has placed them and arranging the exhibits in the display area.
 - Make sure the display area is neatly arranged so everybody can see the articles that are entered.
 - Check daily 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.**
- Entry tags should be closed for judging and opened after judging process is completed.
- Both Junior Fair Superintendents and Assistant Superintendents will arrange the exhibits in the display area. These exhibits will be completed on Monday evening of the judging day by 9pm or by noon on Tuesday.
- Superintendents and Assistant Superintendents are responsible for each area during the hours of 9am-9pm daily with the exception of judging day. Crowds and questions are increasing and supervision is needed. The signup forms will be available at clean up night. The number of shifts that each superintendent and assistant superintendent are required to fill will be posted on the forms and will not be less than three (3) four hour shifts excluding entry day, judging day, and release time.
- **Superintendents and assistant superintendents must eat in the designated area established by the head superintendent. Please refrain from eating in the main Exhibition area. Tables and chairs will be provided in the office area for use.**
- Superintendents and assistant superintendents must check out with the head superintendent prior to leaving on release day.
- Superintendents and Assistant Superintendents will release the exhibits in the department areas on **Sunday, August 30, 2026** from 6pm – 8pm. All Superintendents and Assistant Superintendents should be in the exhibition building by 5:30pm Sunday evening. Vehicle access will begin at 6:30pm through the Northwest Corner of the East Parking Lot (across the street from Meijer). Watch for signs, Line up begins at 6:25pm.
- **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**.