



N.C. Cooperative Extension  
Chowan County Center  
[chowan.ces.ncsu.edu](mailto:chowan.ces.ncsu.edu)

730 N. Granville St., Suite A  
Edenton, NC 27932  
P: 252-482-6585  
[cibyrum@ncsu.edu](mailto:cibyrum@ncsu.edu)

January 21, 2019

**TO: Educational Booth Exhibitors**

**FROM: Camaryn Byrum, 4-H Agent  
Chowan County Cooperative Extension**

**RE: 2019 Educational Booths at the Chowan County Regional Fair**

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The 2019 Chowan County Regional Fair is almost here! ***The dates of this year's fair are October 1<sup>st</sup> – October 5<sup>th</sup>. The theme is "From Pigs to Pies".*** The fair board extends to you the opportunity to construct an educational booth using this theme. This is an excellent time to educate and better acquaint the public with your organization.

Please find the rules and regulations for educational booths listed below. If there are any questions, please contact Camaryn Byrum at 252-482-6585 or [cibyrum@ncsu.edu](mailto:cibyrum@ncsu.edu). Upon reading the rules and regulations, any organization wishing to participate must submit a request form by **September 20, 2019**.

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### **2019 Rules and Regulations for Educational Booths at the Chowan County Regional Fair**

- Educational booth spaces are open to the following organizations and groups in Northeastern North Carolina:
  - 4-H Clubs/ County Programs, FFA, FHA, or other high school or college vocational displays
  - Elementary and Middle schools located in the region
  - Extension Homemakers, Commodity Groups, Farm Organizations
  - Community, educational, civic, or volunteer group activities
    - If there are any questions about your group's eligibility, please contact Camaryn Byrum at [cibyrum@ncsu.edu](mailto:cibyrum@ncsu.edu)
- All educational booths must portray the theme of the fair and include the name of the sponsoring school or organization somewhere in the booth.
- Booths **MUST** have an educational message and not promote an organization.
- ***All booths must be in place by 6:00pm on Saturday, September 28, 2019.***
- Judging will take place on Monday, September 30, 2019.
- Booths are tabletop exhibits with three sides constructed of plywood.
  - Dimensions are 6 feet wide x 3 feet deep x 4 feet high
- Educational booths shall not be manned; hand distribution of literature is not permitted and the selling of raffle tickets or other items is not allowed. Appropriate literature may be placed in your booth for pick-up.





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- Displays may be fastened to the booth by ¼ inch staples or double-sided mounting tape (masking, duct, or double-sided tape will NOT hold all week). No large staples, nails, or screws are permitted.
- The exhibitor must provide all tools, supplies, stepladders, or other equipment needed to construct the booth.
- The booth front and floor must be completely covered with paper or fabric. The booth must have an attractive, finished look.
- No decorations or skirting is to be placed in the area from the tabletop to the floor. The fair board will cover that space once all booths are in place.
- Each educational booth must remain intact and in place for the duration of the fair.
- **Booth tear-down and removal of all materials/ debris must be completed on Sunday, October 6, 2019 from 8:00am – 3:00pm.** The Chowan County Regional Fair Board will take down any booths that are not removed by this time. Unclaimed items are not the responsibility or liability of the Chowan County Regional Fair Board, NC Cooperative Extension, or the Educational Booth Chairman.
- **ALL** tape, staples, other fasteners, etc. must be removed from the partitions and back wall of the booth. Non-removal of these items may forfeit premium earnings and/or future participation.
- Educational booths should avoid specific political issues or partisan issues. The educational booth should not be used as a political platform. Promoting, advertising, or endorsement of candidates is not allowed.
- Religious organizations will be assigned end caps of booth rows on a rotating basis depending on interest, and are limited to no more than three per year. These displays will not be judged. Those wishing to have a full booth should contact the Commercial Booth Chair.

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### Grand Champion in Educational Booths:

A trophy will be awarded to the Educational Booth with the highest combined total points.

### Division 20: Educational Booths:

***Please note, categories are subject to change based on participation.***

#### 1-A: YOUTH BOOTH EXHIBITS

Participation in these educational exhibits is open to youth organizations, schools, and vocational education clubs and groups which enhance the quality of life for Northeastern North Carolina. Exhibits must be educational and not solely promote the organization, school, or club. *All youth exhibits that follow the guidelines for participation will receive \$50 for reimbursement of supplies.*

#### 4-H Clubs/County Programs

First \$100      Second \$75      Third \$50

#### Schools and Vocational Education Groups

First \$100      Second \$75      Third \$50

#### All other youth groups

First \$100      Second \$75      Third \$50



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### **1-B: ADULT COMMUNITY AND CIVIC ORGANIZATION (NON-PROFIT) BOOTH EXHIBITS**

Participation in these educational exhibits is open to adult community, civic, and non-profit organizations, which enhance the quality of life for Northeastern North Carolina. Exhibits must be educational and not solely promote the organization. *All adult community, civic, and non-profit organizations that follow the guidelines for participation will receive \$50 for reimbursement of supplies.*

#### Community and Civic Organizations

First \$100      Second \$75      Third \$50

#### Other Non-Profit Organizations

First \$100      Second \$75      Third \$50



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## REQUEST FORM FOR EDUCATIONAL BOOTH AT THE CHOWAN COUNTY REGIONAL FAIR

**MUST BE RETURNED BY SEPTEMBER 20, 2019**

Our organization would like to request space for an educational booth at this year's Chowan County Regional Fair. In the construction of our booth, we agree to adhere to the theme:

**"From Pigs to Pies"**

**Name of Organization:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Classification:

- 4-H Clubs/County Programs and all other youth organizations
- FFA, FHA, and other high school or college vocational displays
- Elementary, Middle, and High Schools located in the region (Public, Private, and Homeschool)
- Adult Community, Civic, or Volunteer Groups
- Other Non-Profit and Service Organizations
- Not sure

Return to: NC Cooperative Extension: Chowan County Center  
Attn: Camaryn Byrum  
730 N. Granville St., Suite A  
Edenton, NC 27932  
Fax: 252-482-6590  
Email: cibyrum@ncsu.edu

Note: If you would like your check written or mailed to a different location, please note this below:

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