

**North Florida Fair
Department 220- Club Booths Chair
Job Description**

Purpose: Coordinate the installation/display of club booths at the North Florida Fair.

Responsibilities:

- Attend the 4-H Department meetings as scheduled. In August, distribute a sign-up list for club booths to eligible county faculty. 4-H District Councils 1, 2, and 3 are also eligible.
- Counties must register with you by October 1st in order to participate.
- Counties requesting more than one booth should be put on a waiting list. There are currently 27 spaces available. If you do not have 27 counties sign up, then the remaining spaces can be assigned by lottery drawing (put the names of the counties requesting additional booths in a hat and draw).
- Contact counties that received an extra booth by October 2nd.
- Remind counties to begin installing booths at the front of the building and then work towards the back, so that there are no gaps. It is helpful to place signs in the booths with the name of the county so that they know where to set up.
- On the Monday before the Fair opens, check to make sure that all counties who signed up for a booth has put them in. Any county who forfeits their booth will not be eligible to participate next year.
- On the Wednesday before the Fair opens, pick up the rosettes for the club booths (the Fair Office can tell you where they are stored, and they may have to unlock the door for you). Place a rosette in each booth (in a spot where it cannot easily be stolen or picked up by a Fair visitor).
- On the day of checkout, check to see that all booths have been dismantled and removed. If there are booths still standing, be sure to call the county office and remind them to remove it. Failure to remove the booth will result in forfeiture of premium money.