

~ Registration and Entry Process ~

Read this section carefully to ensure that your experience as an exhibitor will be efficient and fun!

Obtaining a Registration Form:

- You may download your entry form from the Home Page.
 - Your local Prince William County Public Library
 - The Prince William County Fair Office
 - www.pwcfair.com

Filling Out a Registration Form: PLEASE PRINT NAME CLEARLY!!!!!!

ALL ITEMS MUST HAVE A DEPT #, SECTION LETTER & CLASS # to be entered in the computer system for premium payment. Failing to complete this required information will result in forfeiture of premiums won.

- Department** = one or two digit number
- Section** = letter
- Class** = three, four, or five digit number
- Description** = the exact (or closely abbreviated) description listed in the catalog
- Exhibit** = check "1st" or "2nd." If you are not sure which to check, see the explanation on the registration form.
- A correctly filled out form looks like this sample:

Dept #	Section	Class #	Class Description	Exhibit
8	A	801	Barley, 1 gal.	✓ 1 st 2 nd

Entry Day Registration:

- Register your items the same day you enter them, *for Entry Dates, see "Home Arts Arrival and Removal Times"*.
- Registration Forms may be filled out at the Fair, however, **it will be much easier to have your form(s) completed before you arrive.**
- Forms will be provided if you do not have any.

Entry Process:

- If you need to complete a registration form, proceed to the picnic tables outside the home arts buildings. Once there, you can complete the registration form(s). Each participant will need to complete a form. All entries for one individual may be listed on the same form. If over 15 items are entered, please request a second page form. There will be an attendant in the area to help you if needed. **The forms provided by the fair are carbon copy forms, otherwise two (2) copies of your registration form are required to enter your items.**
- After completing your form or if your form is completed upon arriving at the Fairgrounds, proceed directly to each department to enter your items. Drop off your item(s) at the appropriate Departments. As you do, your exhibits will be tagged and a claim check given to you. **Keep this claim check: it is required to retrieve your items, see, "Home Arts Arrival and Removal Times"**.
- After entering **all your items**, proceed to a registration booth to turn your form in. An attendant there will review your form, punch it, and keep a copy so your items can be entered into the database (**required for premium payment**). The additional copy will be returned to you for your records.
- After dropping your form off at the registration booth, if you wish to purchase an exhibitor pass take your copy of the registration form to the booth in the front of the Block Home Arts Building. Each exhibitor in Home Arts may purchase one (1) pass for \$10.00, which will be good for three (3) admissions. It can be used individually or collectively. **Only one (1) pass may be purchased by each exhibitor on Friday and Tuesday. Exhibitor passes will only be sold on entry days and must be purchased with CASH ONLY.** Please Note: Exhibitor passes **DO NOT** include rides or Grandstand Seating.