

FFA Static Exhibit Superintendent Duties – North Dakota State Fair

Below are the duties of the FFA Static Exhibit Superintendent and Assistant Static Exhibit Superintendents for each division. Any questions or problems that arise should be directed towards the FFA Fair Manager or FFA Assistant Fair Manager, or the FFA state staff (in that order).

1. General Expectations
 - a. Be courteous and professional to members, parents, advisors, judges, helpers, & NDSF staff.
 - b. Stay calm – step back and pause, analyze the situation, visit with the team (as needed); then react.
 - c. Answer all class questions and assign workers to duties.
2. Days at the North Dakota State Fair
 - a. Your assistance is required at the State Fair from Wednesday at 10:00 am until all awards have been given and the final tabulations have been entered into FairEntry and the FFA office.
 - b. Wednesday:
 - i. Assist with the organizing of classes as exhibits arrive to ease the judging process.
 - ii. Table set-up and arrangement as needed.
 - c. Thursday:
 - i. Welcome judges. Assign them to an area and provide an overview of judging format.
 - ii. All workers need to be instructed to help with moving exhibits, if need be, assisting judges, scanning tags, organizing, and displaying. Scanning of exhibit tags can begin after judging is completed.
 - iii. Follow entry requirements, stay strong and keep your team motivated.
 - iv. Finish tabulations.
 - v. Make sure exhibit displays are appropriate. Leave aisles open for viewing & walking.
3. Results

Work with FFA fair managers, state office and FairEntry

 - a. Grand and Reserve Champion class and Overall Grand and Reserve Champions need to be awarded and recorded on the designated form.
 - b. All results and information must be entered in FairEntry and returned to the FFA office.
4. Judging
 - a. Make sure exhibits are in the correct division and classes. Group classes together for ease of judging.
 - b. Inform your judges on what they are looking at, rules to be in that class, and general expectations for exhibits. Reference the FFA Activities & Premium List.
 - c. Each judge must write B, R, W, or DQ on the exhibit tag or place a B, R, or W sticker on the card as they judge. Both should be recorded below and to the right of the exhibitor's name and above the chapter name. **DO NOT** cover anything on the exhibit card/tag. The judge can also circle the BLU, RED, or WHT as long as they **DO NOT** touch the barcode. If the judge writes and does not sticker, a person should follow to sticker.

- d. Scanning of exhibit tags will occur after judging is completed.
5. Display projects
- a. Consider visual viewing and appearance of quality.
 - b. Keep safety considerations in mind.
 - c. Grand and Reserve Champions need to be moved to the designated location.