

# EXHIBITOR REGISTRATION AND EXHIBIT SUBMISSION

*Exhibitors are expected to register and submit their exhibits through the internet on the Washington County Ag Expo and Fair System. The WEB site opens May 23, 2023 at 9:00am.*

<http://www.agexpoandfair.org>

An exhibitor will log on to the above WEB site. The site contains a full copy of the Ag Expo & Fair Catalog. The exhibitor should explore the site and become familiar with the catalog and make notes of the exhibits that they want to enter. After deciding what entries the exhibitor is going to enter, they will go to the online registration system by clicking on Exhibitor Info, then click on "Registration" under Registration Assistance. Follow the registration instructions shown.

If you do not have a computer, you may go to any public library and use their computer to register and submit entries. Also, the Washington County Extension Office has computers that are available by appointment for use by any exhibitor. Exhibitors, who have dial-up internet connectivity and wish to submit a lot of entries, may want to use one of the above computer accesses because of the slow speed of internet dial-up connections.

If you have any questions about a specific exhibit you should call the responsible superintendent. See the superintendent listing. 4-H members should contact their respective leader or the Washington County Extension Office (301) 791-1404 and FFA members should contact their FFA Advisor.

If you need help with the on-line system you may email Laura at [info@agexpoandfair.org](mailto:info@agexpoandfair.org). Internet registrations and exhibit entries will be accepted until 11:59 p.m. on June 14, 2023 at which time the system will be closed and no further entries will be accepted.

## Required Information to Register Exhibits

There are certain data fields that are required during registration. Failure to provide the required data may disqualify the exhibitor and/or exhibit.

- Type of exhibitor: "4-H/FFA" must be a youth member; all other exhibitors are "Open" Class.
- Name, Address, Phone Number
- Internet E-Mail address
- Birthday is required to assure proper exhibit classification and for individual identification when necessary.
- Exhibitor's gender
- Livestock required data

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- Animal Name
- Animal Registration Number and/or Tattoo Number. If you do not have the number(s) you can put either "Pending" or "N/A" in the field, however, if it is data that is normally required to exhibit the animal it must be provided prior to the animal being exhibited.
- Date of Birth
- Gender

## Internet On-Line Registration

- An exhibitor should make a list of all the entries they plan on registering.
- Sign on the internet and go to: <http://www.agexpoandfair.org>
- Follow the instructions on the Blue Ribbon Fair Management System.
- Register all your personal data as required.
- It is suggested that you use quick entry where you only have to enter the codes for the Department, Section and Class. This is faster than selecting from the drop down lists.
- Before you sign off, make sure that all the data is correct. If you find that you need to add, correct or change any entries you can sign back on and make the adjustments.

If you have internet system problems, please email [info@agexpoandfair.org](mailto:info@agexpoandfair.org)

**Internet Registration Ends at 11:59pm on  
June 14, 2023**

*General Rules and Regulations for exhibitors are available on the  
<http://www.agexpoandfair.org> website.*

*All animals exhibited must meet MD Department of Agriculture Animal Health  
Regulations. A copy of these regulations along with food exhibit regulations are  
available on the <http://www.agexpoandfair.org> website.*