



# **NEW THIS YEAR!**



## **On-Line Entry**

***Entry information will be taken on-line for all Spring Fair and Puyallup Fair Departments before bringing items to the Fair.***

### **Step-by-Step Instructions**

**PLEASE NOTE:** *If you are entering as a **SCHOOL GROUP** please contact the Fair's Competitive Exhibits office for entry instructions specific to schools: 253-841-5074, [CompExhibits@thefair.com](mailto:CompExhibits@thefair.com).*

- Read the complete rules, department and division descriptions, and entry information in the Premium List **BEFORE** going to On-line Entries.
- Go to the Fair's **COMPETITIVE EXHIBIT ENTRIES** web page:  
<http://www.thefair.com/site-information/page/how-to-participate/exhibit-entries/>
  - Click the **ON-LINE ENTRIES** button (*available after: May 2, 2011*)
- Click **Login/Logoff** and choose your **Type: Exhibitor**
  - Register using your First Name and Last Name and create a password (*write your password down or make sure it is something you will remember for future use.*) Fill in requested information. Click **Continue**.
- Click **Create Entries**. For each entry:
  - Select a **Department**
  - Select a **Division**
  - Select a **Class**
  - Fill in all the requested information for the class(es) you are entering, such as item description, etc.
- When you have completed entering all your classes, click **Continue** and follow the instructions to check out. If applicable, enter payment information and then **Continue** to check out.
- Fill in "**yes**" at the statement to agree to all terms and conditions of entry as defined in the Premium List.
- Click **Submit**.
- Be **SURE** to print and bring a copy of your on-line entry summary/receipt **with your exhibits** when you bring them to the Fair
- Please contact us with any questions regarding the on-line entry process: 253-841-5074, [CompExhibits@thefair.com](mailto:CompExhibits@thefair.com)