

***Exhibit Representative I
Essential Task Ratings Results***

Task #	Task Statement
1	Plan, organize, and/or direct several exhibits at a district fair for the annual fair and interim events.
2	Plan and organize the arrangement of these exhibits for interim events and annual fair working with staff members, vendors, supervisors, and/or community representatives.
3	Define, allocate, and/or arrange space for special exhibits, programs or vendors, and/or other departments.
4	Assist in or oversee the planning, development, and/or distribution of premiums.
5	Research qualifications of judges and secure judges by issuing a contract.
6	Assist in selecting and/or hiring temporary fair workers.
7	Provide information regarding fair shows and activities to staff and/or public.
8	Design and order publicity and/or marketing materials for all aspects of the fair for year round usage, rental information, RV park, and/or promotion of interim events with print, radio, and/or television advertisements.
9	Contact and/or solicit community organizations and/or persons to obtain/enlist their participation in the fair.
10	Promotes interim use of fair facilities.
11	Contract, sell, and/or lay out commercial space to potential/participating Concessionaires.
13	Dictates correspondence and prepares reports, forms, and/or spreadsheets as needed and requested by the CEO or Deputy Manager.
14	Create and organize various necessary forms using a variety of software programs.
15	Research, plan, and/or organize special programs for the annual fair and interim events.
16	Make phone calls to set up appointments with coordinators and facilitate coordinators requests and/or needs.

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17	Work closely with outside promoters during their use of facility grounds to meet contract terms, space usage, and all other necessary components of the event.
18	Contact and work closely with supervisors of other departments (i.e. catering, maintenance, production, etc.) to facilitate their requests and needs.
19	Create work orders, schedules, etc. using various internal software programs to distribute information to other departments on behalf of Exhibits department.
20	Develop relationships with outside entities such as organizations, businesses, clubs, or other special interest groups to create, support, and participate in events/festivals in development of other programs.
22	Provide support to various exhibits/entry office staff in coordinating logistics set-up, coordination of events, and tear down, etc.
23	Attend outside events and seminars to gather ideas for future events/exhibits at fairgrounds.
24	Utilize Western Fairs Association offers of educational workshops and/or partnerships.
26	Coordinate RV Park usage with onsite camp host.
28	Work with graphic designer to create print ad layouts and/or designs for outreach such as banner program to promote area usage, sponsorship, and/or event marketing.
32	Visit other venues and internet sites for fresh new ideas for print marketing materials.
34	Provide support (i.e. answering telephone, directing calls, data entry, entry receiving, judging, and providing customer service to the public answering general questions about Fairs and Exhibits department.
35	Support and/or assist exhibit staff proofing and editing of entry materials, judging results.
36	Inspect installed exhibits for conformance to specifications and satisfactory operation of special effects components ensuring all rules outlined in the Exhibitor's handbook are followed.
37	Research online, in publications, and outside sources on subject matters pertaining to exhibits and programs management wants to pursue.

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38	Make arrangements for storage, return of borrowed items and/or alternate use of exhibit or program at conclusion.
39	Work with other fairs in the sharing of idea, props, design suggestions, equipment, pens, etc. as needed.
40	Prepare rough drafts and scale working drawings of sets, including floor plans, scenery, and properties to be constructed.
41	Estimate set- or exhibit related costs including materials, construction, and rental of props or locations.
42	Work with management on budgetary considerations.
43	Prepare a budget for each department to submit to management.
44	Works closely with the superintendents and the needs of those departments.
45	Work with Exhibits department supervisors to update the exhibitor handbook to stay up to date with local interests and participation.
46	Determine the addition and/or deduction of departments and/or classes and its effect on the budget.
47	Develop set designs based on evaluation of scripts, budgets, research information, and available locations.
48	Inspect installed exhibits for conformance to specifications, and satisfactory operation of special effects components.
49	Plan for location-specific issues such as space limitation, traffic flow patterns, and safety concerns.
50	Submit plans for approval, and adapt plans to serve intended purposes, or to conform to budget or fabrication restrictions.
51	Work with graphic artist and/or exhibit staff to prepare and update the exhibitor handbook on an ongoing basis to use for the annual fair ensuring it conforms to state and local rules.
52	Edits and reviews competitive exhibitor categories to stay consistent with local interests and participation.

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53	Recommend entry fees and premiums for classes to fair management and when necessary to the Board of Directors.
54	Ensures that the premium list (exhibitor handbook) conforms to State and Local rules.