Exhibitor's Guideline For Online Registration - Entry Forms Are Due June 15.

- 1. Go to the Van Buren Youth Fair website: <u>www.vanburenyouthfair.com</u>.
- 2. Click on the link for online entries to register as an exhibitor.
- 3. Complete registration, age is determined as of January 1.
- 4. Provide first and last name.
- 5. Select "New" if your signing up for 2025 or "Previously Registered" if you have already signed up for 2025 fair year.
- 6. Instructions for "New" exhibitors.
 - a)Complete registration form. This requires creating a password.
 - b)All items with a blue star are required.
 - c)Exhibitor number is the first letter of the exhibitor's last name plus the last four (4) digits of the Exhibitor's social security number. (i.e.: A1234)
 - d)Select "Continue" to confirm registration and proceed to the next step.
 - e)Create entries.
- 7. Select the Department.
- 8. Select the Division.
- 9. Select the Class.
- 10. Select the 4-H club or open class for which each project will be shown under.
- 11. Fill out all the requested information.
- 12. Add entry.
- 13. Repeat the process for each entry desired.
- 14. After all entries are completed select "Continue" to go to "Fee Items".
- 15. Fee Items
- 16. Select appropriate fees per your entries. Please see the Fair Book for requirements.
- 17. The fee for "Exhibitor's Pass" is required.
- 18. Select "next".
- 19. Confirm entries.
- 20. Click on "Checkout".
- 21. Follow instructions for payment.