



State of Wisconsin
Governor Scott Walker

Department of Agriculture, Trade and Consumer Protection
Ben Brancel, Secretary

June 2016

Dear Fair Secretaries or Managers:

There are a number of reports that shall be completed by county and district fairs requesting State Aid. Any form(s) not properly completed will cause a delay or forfeiture in payment of State Aid.

Forms referred to in sections 1 through 6, shall be submitted to the **Wisconsin Department of Agriculture, Trade and Consumer Protection, Attn: Fairs Coordinator, (Shipping address:) 2811 Agriculture Drive, Madison, WI 53718-6777. (Mailing address:) P.O. Box 8911, Madison, WI 53708-8911, within 30 days** after your fair closes:

- (1) Judges Sheets – DO NOT SEND THESE. You should keep them with your documentation. This is new for 2016.
- (2) Typed List of Judges showing license number (example: 33-05892 or 2003-108225-00-FJ or 108225) and departments judged, **arrange departments in same order they are listed in Chapter ATCP 160.** Please check the current judges catalog or see their license to be sure they are eligible to judge the particular department you have hired them to judge.
- (3) Index of Exhibitors shall show their addresses with amount paid in premiums. **NO SOCIAL SECURITY NUMBERS.** If Wisconsin residents with out-of-state addresses win prizes, an affidavit of residence must accompany the index of exhibitors. The total of each index of exhibitors sheet shall be shown on the bottom of the sheet. The total of the index of exhibitors sheets must agree with the total of the premiums awarded as shown by the judges' sheets. The grand total of index of exhibitors shall be shown.
- (4) **Two (2) copies of the Summary Sheets showing payment of premiums by departments.** The departments in Open Division, Senior Citizen Division and Junior Fair are the same as the department headings in Chapter ATCP 160. **Do not change or divide departments.** Although you may be paying premiums on some items that are not eligible for State Aid, they should be included in the proper department. Parade, herdsmanship, best barn, out-of-state awards, as well as uncashed premium checks should be deducted under 2 and 3 on the reverse side of the summary sheet. If the list is large, list on a separate sheet. **Please include an adding machine tape showing your figures or computer sheet with the figures as there have been many errors that have been coming in on the summary sheets. Fill in the accurate figures for the number of exhibitors and number of exhibits on the back of the sheet.**
- (5) One copy of the Secretary's Affidavit explaining whether the exhibitors have been, or will be paid, and the method of payment and that no gambling or immoral shows were allowed or intoxicating liquor sold (other than beer, wine or wine coolers) on the grounds at any time during the entire fair. All premium monies must be paid by check or bank draft.

Until this form is notarized and in our file, we cannot mail your voucher for payment.

**NOTE: The above form has taken place of the Blue and Green Affidavits you may be used to using.*

- (6) A copy of your Premium Book(s).

Agriculture generates \$88 billion for Wisconsin

2811 Agriculture Drive • PO Box 8911 • Madison, WI 53708-8911 • Wisconsin.gov

An equal opportunity employer

It shall be the responsibility of the fair secretary to notify any and all people who may be responsible for various portions of these reports. Department superintendents, judges, compliance officials, operators or any other officials or employees of the fair shall be duly notified of their responsibility. Explain the use of the judge's affidavit to superintendents and judges.

- (7) **Annual Report** - This is the annual FINANCIAL report. **This report must be received at the Department by December 31 of the current calendar year.** (The items listed in 1-6 are due within 30 days of the end of the fair.)

The forms for the annual report are also included in this packet. Please give these to the Treasurer, or whoever is responsible for completing this report. (Note: By State Statute the annual report must be published in your local newspaper. This may be done in an abbreviated form.)

SAVE THIS LETTER - Read carefully -- do not lose state aid unnecessarily!

Best of luck on your promotions and may you have a very successful fair season!

Sincerely,



Bob Williams
Fairs Coordinator
Division of Agricultural Development
(608) 224-5131, 608-695-2170cell
(608) 224-5110 Fax
robert.williams@wisconsin.gov



Stacie Ashby
Programs Coordinator/Market Orders
Division of Agricultural Development
(608) 224-5116
(608) 224-5110 Fax
stacie.ashby@wisconsin.gov

Enclosures