



Online Entry Instructions for Delaware State Fair Exhibitors

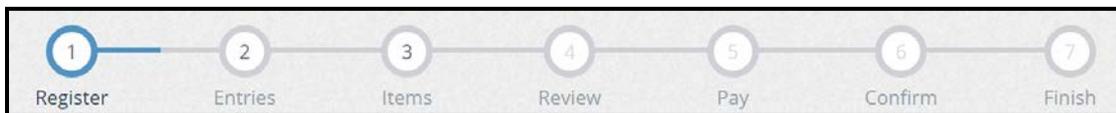
Important

1. Use Proper/Title Case when entering online; do not use all CAPS or all lower case.
2. If at any time you decide to exit the program before completing the on-line entry process, you must click on the number four “Review” button. Once you are brought to the review screen click the “Save this cart for later” button or ALL of your entry information will be lost.
3. You must be using Internet Explorer 9.0 or newer and any current version of Chrome, Safari, Firefox, Edge, or Opera to access the on-line entry system.
4. Please read all the information on the pages throughout the entry process. This information will supplement the on-screen instructions.
5. All fields that are required are denoted by a blue asterisk. *
6. **Livestock Only - Online IRS Form W-9:** When adding your first entry to your new exhibitor account, you will be prompted to complete and sign an online version of an IRS Form W-9. The completion and submission of the W-9 is mandatory for all livestock exhibitors. Unless you complete the online IRS Form W-9 you will not be able to make your first entry. We are gathering this information so that the IRS reporting requirements for premiums and auction earnings can be met. Additionally, this information will allow us to aggregate your premium and auction earnings and report this number to you in early January so you can use it when preparing your tax return.
 - a. If you are creating an exhibitor account that identifies joint individual owners (i.e. Jill and John Smith), please decide in advance whose information and social security number will be included on the IRS Form W-9.
 - b. If the exhibitor account is being set up in a farm, business, school or club name, you will need to submit your farm, business, school or club E.I.N. (employer identification number) which normally begins with 51-.
 - c. Please make sure that the name and social security number/employer identification number (E.I.N.) supplied on the W-9 matches the exhibitor registered on the exhibitor account.

 Save this cart for later

Instructions

1. Go to www.delawarestatefair.com, hover over to the “10 DAYS OF FAIR” tab and click on the “EXHIBITORS” tab. Then click on the “ONLINE ENTRIES – CLICK HERE TO ENTER” button.
2. On the top of the screen, click the number one (1) “Register.”



3. Enter your full First and Last Name (case sensitive) and then choose the button for “I am a new exhibitor” and click the blue “Continue” button.

A registration form with the following elements:
- First Name: John
- Last Name: Doe
- Radio button selection:
 - I am a new exhibitor or have yet to register this year
 - I have previously registered this year
- A blue "Continue" button with a right-pointing arrow.

NOTE: Each year ALL exhibitors are REQUIRED to create a new exhibitor account.

After you have clicked “Continue” if you receive an error that says “This exhibitor name is already registered”, you must then enter a middle initial (no period) after the first name or if your name has a suffix (i.e. Sr., Jr., or III) please place your suffix after your last name, then re- select “I am a new exhibitor” and click the blue “Continue” button.

4. Once on the 'Registration' page you will fill in all your exhibitor information. You will also have to create a password that you want for your 2019 ShoWorks account. Remember both your username and password is case sensitive when you try to log back in.
 - a. All required fields are denoted by the blue asterisk. *
 - b. Please use xx/xx/xxxx format for the "Date of Birth" field.
 - c. For Livestock exhibitors, "Livestock Location" is the address that the Delaware State Vet's office will use when they come to check your animals prior to the Fair.
 - d. The "Total # of ANIMAL" fields are required. Please complete the number of each animal(s) you will be bringing to the fairgrounds.
5. After you have completed all of the required information click the blue "Continue" button.
6. The next screen is for you to verify that all the information you typed is correct. Please verify that the address you have provided as a part of your registration process is the address where you want your premium check to be mailed to. Once you have verified your information click the blue "Continue" button.
7. On the next screen you will be able to create your entries.

To create an entry, please complete the following steps, use the down arrow as needed throughout:

- a. Choose a department (i.e. 4H)
- b. Choose your division (i.e. 4H Sec. B-Textile and Sewing Exhibits).
- c. Choose from a list of the classes within that division (i.e. 0008: Apron to 0058: Embellished flip-flops). To

The screenshot shows the 'Entries' form with the following details:

- Department: 4-H
- Division: 4-H: Section B - Textile & Sewing Exhibits
- Class (required):
 - 008 : Apron
 - 009 : Skirt or skort
 - 010 : Top or shirt
 - 011 : Pants
 - 012 : Pajamas, r
 - 013 : Capris
 - 014 : Shorts
 - 015 : Any clothir
 - 016 : Vest

select classes, please check the corresponding button(s): Please ONLY enter the classes you reasonably intend to bring to the fair.

d. Please pay attention to any special instructions that will be located in a yellow bar on the top of the screen, as seen in the example below.

Special Instructions:

Please fill in Horse Name and Rider Name for announcer cards.

Please make sure you fill in the appropriate number of stalls on the "Other Fees" page after you have completed your entries.

Stall/Pen Request: If you would like to be placed with someone specific, please list name.

- e. Additional text boxes requiring further information regarding your entry may be located at the bottom of the screen. 4-H exhibitors will have to select their club, and FFA exhibitors will have to select their school name.
- f. For livestock entries, when selecting multiple classes, make sure that the classes you are selecting pertain to one animal at a time as the additional information fields will apply to that specific animal. The "Stall/Pen Request" field should be completed with who you would like to be penned with or next to. This is not guaranteed, but our department personnel will do their best to honor these requests during pen/stall assignments.
- g. Once you have completed the information click the blue "Add Entry to Cart" button.
- h. **For Livestock Entries Only:** Before being able to actually add the entry to your cart, you will be prompted to fill out a W-9.
 - a. Please select the blue "Okay, let's continue" button.

The screenshot shows a 'W9 Required' pop-up window with the following text:

Entry into this division requires that you complete a W9 form to keep on file so that we can report any earnings made by you that is at or above the self reported threshold as set by the IRS. You must provide this if you are entering the selected division. Otherwise you must select a different division for your entry or cancel this entry.

The information you provide is safe and secure through Fair Vault and only available to the reporting agency. You will only have to do this once.

Click the button below "Okay, let's continue" to complete your W9.

Buttons: I don't want to do this | Okay, let's continue

b. A fillable IRS Form W-9 will appear, please fill out the form in its entirety. Please make sure that the name and social security number/employer identification number (E.I.N.) supplied on the W-9 matches the exhibitor registered on the exhibitor account.

If you are creating an exhibitor account that identifies joint individual owners (i.e. Jill and John Smith), please decide in advance whose information and social security number will be included on the IRS Form W-9.

If the exhibitor account is being set up in a farm, business, school or club name, you will need to submit your farm, business, school or club E.I.N. (employer identification number) which normally begins with 51-.

c. Once all the proper information is complete, select the blue "Click to Sign" button. You will be prompted to type your signature confirming the information given is correct.

d. To submit you IRS Form W-9 click the blue "Done" button in the top right corner.

e. You will then need to once again click the blue "Add Entry to Cart" button so the entry will be added. You will only have to fill out an IRS Form W-9 once for each exhibitor account you create.

8. To create additional entries, simply select the next department or you can select one of the following:

a. Click "Add similar Entry" to add an entry within the same division as the last. Once you click this, you can choose the small blue text on the left that says "Auto-fill from previous." A pop-up will

appear that allows you to copy all of the data from any of your previous entries (useful if entering the same animal information for multiple classes); OR

b. Click "+ Add different Entry" will take you back to blank department page; OR

c. Click the blue "Continue" button if you are finished adding entries

9. You will be brought to the "Additional Items" screen. This page is how we will be tracking our stall requests for the Horse and Pony department ONLY. **If you do not have any entries in the Horse and Pony department or do not need a stall for your horse, simply click the blue "Continue" button.** If you do have entries in the Horse and Pony department and need a stall for your horses and ponies, please choose the number of stalls that you require. The number of stalls requested and paid for cannot exceed the number of horses and ponies entered. Once you have entered the appropriate number of horse/pony stalls you are required to click the blue "Continue" button.

10. The next page is a review of your entries. You can either "add more entries", "empty cart", "save cart for later", or "check-out". Use the pencil icon on the right of each entry to edit an entry or the red x to delete an entry. To start the process of completing and submitting your entries, click the blue "Checkout" button.



11. If you have entered into a class in which there is an entry fee, the payment page will appear with your total amount due. Please select your payment method and then enter your payment information and click the blue "Continue" button. We only accept credit card payments. Your entry will not be submitted (nor will any stall requests be accepted) until we have received your payment.

12. On the confirmation page, when you have verified that all of your entries are correct, you must then accept the language at the bottom of the page and type "YES" (in all caps) in the box to agree, then please click the blue "Submit" button. If you do not do this your entries will not be submitted.



Signature

On-line submission of data requires that you agree and will abide with the terms as defined in the published rules and regulations. For a copy of these rules and regulations, please visit our website. I also agree to attend a YQCA course on or before June 12, 2019 if I intend to exhibit market animals.

Submit

YES I agree to the above statement (type 'YES' if you agree)

13. You will be brought to the completed page showing your confirmation ID. You are encouraged to click on the “Print Detailed Receipt” button, to generate a detailed list of all entries. A

detailed receipt will also automatically be e-mailed to your e-mail address on file for your account once you click the blue “Finish” button. Please select “Finish” to complete your entry submission.

NOTE: FFA EXHIBITORS: You must bring a copy of your ShoWorks detailed receipt when you bring your items for check in at the fairgrounds. You may have a copy of the Quick Response matrix barcode (“QR Code”) from your ShoWorks detailed receipt or as an alternative to the paper copy of your detailed receipt, you can save and display you QR code on your smartphone or tablet at the time of check in. Exhibitors will be checked in via the ShoWorks QR Code and entry tags will be printed onsite.

14. **Please do not print entry tags.** Any personally printed and affixed entry tags will not be accepted.
15. If you are finished creating your entries, you can close the window and/or sign out of your account. If you would like to enter entries for another exhibitor, please sign out and repeat all the necessary steps.

Thank you for your entries!