

State Fair Committee

Mission:

To preserve and enhance the Wisconsin Maple Syrup Producers Association at the annual State Fair for the benefit of all members of the WMSPA, while establishing and promoting parameters ensuring quality products are put in the hands of consumers during the Wisconsin State Fair. This committee is dedicated to market Wisconsin Pure Maple Syrup doing so at the state fair through unbiased information and product sampling to promote all WMSPA members producing quality pure maple syrup.

Vision:

To be a premier vendor that maximizes its resources to host a wide range of Maple Activities. To be recognized at the State Fair for promoting Maple in Wisconsin and showcasing maple in agriculture.

Values:

We believe in: - Operating in a safe and environmentally conscious manner - Agriculture and Maple as our foundation - Investing in and nurturing our customers, personnel and facilities - Fiscal responsibility - Building family memories and traditions for future generations - Responsible stewardship of our Association - Constant innovation and dynamic, relevant presentations

Definitions:

ENTITY -- An **entity** is defined as a licensed business or family, licensed as a Wisconsin Maple Syrup Producer in the State of Wisconsin.

APPROPRIATE PERSON -- An **appropriate person** is defined as a family member in the business, employee of the business, or person with sufficient knowledge of the processing of maple syrup in a particular **entity**.

WMSPA -- **Wisconsin Maple Syrup Producers Association** will be referred to as **WMSPA** in this document.

State Fair Committee:

The State Fair Committee will be formally organized as a sub-committee of the WMSPA. This sub-committee will act under the insurance umbrella of said association. To be a member on the State Fair Committee, you must hold an individual paid membership of the WMSPA, or a co-owner of an entity with paid membership. As a requirement to be on the State Fair Committee, each committee member must be involved in some of the following aspects of State Fair, so that each is fully knowledgeable of the operations:

- a. Personally work at State Fair
- b. Attend bid opening

- c. Attend paying bills and finalization of State Fair accounting
- d. Attend various committee meetings as necessary

The State Fair Committee will consist of five (5) members with up to three (3) Co-Chairs. These members' names will be presented to the President of the WMSPA and officially appointed by the Executive Committee of the WMSPA. The State Fair Committee will have a separate checking and credit card account, for State Fair activities only. An annual report and audit will be done at a meeting of the WMSPA, but before the State Fair the following year. The WMSPA Executive Committee will appoint two (2) Members to audit the State Fair accounting each year, before the next State Fair. The State Fair Committee will write up a job description for the future State Fair Coordinator. The appointing and supervising of said coordinator will be the sole responsibility of the State Fair Committee. Any bid on a product for State Fair, shall remain sealed until a meeting of the State Fair Committee is called, at which time the bids will be opened. There will be up to three (3) Co-Chairs of the State Fair Committee. These appointments will be suggested to the President of the WMSPA, and requested to be officially appointed by the Executive Committee of the WMSPA. The three (3) Co-Chairs names will be put on the checking and credit card accounts. Any check written or charge made to credit card must be approved by at least two (2) Co-Chairs. At least one Co-Chair must be present during the entire State Fair, unless an emergency should arise. In the event, this is not feasible, all of the Co-Chairs will decide on a proper plan.

Duties of the Co-Chairs to include but not limited to:

- a. Enforcing and reviewing any contracts applicable to the State Fair
- b. Review and address any insurance issues
- c. Schedule workers for the State Fair and supervise same
- d. Run daily operations of the State Fair and make necessary decisions
- e. Arrange hotel reservations for State Fair workers
- f. Any other issues that need to be properly addressed
- g. The Co-Chairs will coordinate and designate not less than three (3) processors for the State Fair syrup judging
- h. State Fair funds will be handled and balanced by the Co-Chairs with all receipts, expenses and income identified

An audit report will be prepared and presented to the WMSPA before the State Fair the following year. The Co-Chairs have the authority to spot check any entry at State Fair, if a question should arise as to Grade, Labeling, Color, or Taste. In the event all Co-Chairs cannot be reached for any particular reason, a decision by two (2) Co-Chairs will be acceptable.

Products in the fair must be approved by the state fair committee and all syrup must be judged at the WMSPA annual meeting and receive a blue ribbon. The Executive Director of the WMSPA will appoint three (3) Judges for the judging of maple syrup for State Fair entries. If a producer chooses to enter a bid for the state fair the following must be true

- Producer must have a license in good standing with the state of Wisconsin
- Producers must have received a blue ribbon on their syrup at the WMSPA annual meeting in the same year as the fair
- Producer if bid is accepted is required to fill the order in total as requested by the committee
- Producer with the winning bid must also work two shifts or more at the state fair booth. A shift is defined as a PM on the first day worked followed by an AM on the proceeding day, as determined by the co-chair. In the event, a proper work schedule cannot be arranged, the bid will be forfeited and the State Fair Committee will find a proper replacement of that particular quantity of product that was bid on.

- Producer will receive payment for all syrup sold at the state fair, when fair event is over and unsold syrup will be returned to producer
- Producers can receive one night's stay at a hotel near the state fairgrounds, as determined and approved by the co-chair, for every two shifts they work.
- Producer is working at the fair to sell everyone's products and must not advertise themselves in any way nor solicit business for their own company.
- Any product received that has a producer's name or label on the container or packaging will be rejected and returned to the producer. Labeling must be in accordance with the WMSPA guidelines. *See attachment for labeling guidelines*

The State Fair Committee has the right to refuse any bid or any products as they see fit. All bids must be sent to the State Fair Committee in a sealed envelope marked "State Fair Bid". The following must accompany the bid:

- a. Copy of the current and applicable license
- b. Proof of liability insurance with the WMSPA being named as the Certificate Holder
- c. Bid must be on at least three (3) items on the bid sheet

All containers sent to the State Fair must have an appropriate grade label and appropriate business labels attached at the time of delivery. No exceptions will be allowed. A completed invoice showing the quantity delivered as bid upon, must be received at the time of delivery to the State Fair, and handed to a Co-Chair or appropriate person designated by a Co-Chair. If necessary, the Co-Chairs can spot check items for sale at the State Fair. Remember we must all consider that selling our products at the Wisconsin State Fair is an opportunity to put our best quality product in the hands of our consumers. The policies and procedures of the State Fair Committee must be followed or consequences may be imposed for the following year as bids come in.

The adoption of new items will be researched and approved by committee in a special meeting and brought in front of membership at its May meeting for approval. If an approval decision is made, judging and bidding will be at the discretion of the committee with subsequent final approval at the executive committee level.