Kansas 4-H State Fair Exhibit Prep Tips

In an effort to assist preparations for Kansas State Fair, here is some helpful tips of how to have exhibits prepared to transport and check-in at the State Fair.

Overall, any exhibit should have their entry card and the corresponding scoresheets with name, etc completed. Some of our Project Areas have some extra prep needed. They are listed below.

Communications: Entry cards will not be printed for Demonstrations and Illustrated Talks.

Entomology and Geology: Tape entry card to the outside of the top end of one box. For Geology Exhibits, please include the Geology Photo Release Form.

ENGINEERING & TECHNOLOGY – Aerospace/Rocketry: Attach the entry card to the rocket with a string. Each exhibit *must include* a 4-H Aerospace/Rocketry Exhibit Information Form (Rocket Exhibit Form), attached to the outside of a 10" x 13" manila envelope and, if applicable include the Mid/High Power Rocket Form in the packet. Do not attach the envelope to the exhibit.

Include the following items in the envelope:

1. Rocket plans
2. One or more photographs of the rocket at the launch site are *required*. (Photographs should be mounted on one side of 8 ½" x 11" page(s). There are to be at least 1 page of photos and no more than 5 pages of photos.)
3. Video Release Form (*optional*) Youth *may (not required)* record a video for Engineering & Technology classes talking about their exhibit and place it on a USB drive. If the video meets acceptable standards, it may be included in an Engineering & Technology video loop that plays at the State Fair. This is a great opportunity for youth to share their project experiences at the state level (record book opportunity).
    Video Requirements: no longer than 8 minutes, placed on a USB drive, Video Release Form completed by adult guardians and included in the manila envelope. Refer to the Kansas State Fair Book to ensure all requirements have been met (Kansas State Fair Book).
4. *Please note:* The manila envelope will be returned in the county packets. It will not be displayed as part of the exhibit at the State Fair.

ENGINEERING & TECHNOLOGY– Ag Mechanics Welding: Attach the entry card to the exhibit in a prominent location on the display. Each exhibit (except display boards) *must include* the Ag Mechanics Welding Exhibit Information Form, attached to the outside of a 10" x 13" manila envelope. Do not attach the envelope to the exhibit.

Include the following items in the envelope:

1. Bill of materials for the project with associated costs, scrap items used may be listed as having a $0.00 cost.
2. 1 to 5 pages of photos showing work on the exhibit, preferably from a beginning state to final or completed state.
3. If appropriate, schematics or working drawings relating to the creation or repair.
4. If appropriate, operating instructions
5. Video Release Form (*optional*). Youth *may (not required)* record a video for Engineering & Technology classes talking about their exhibit and place it on a USB drive. If the video meets acceptable

standards, it may be included in an Engineering & Technology video loop that plays at the State Fair. This is a great opportunity for youth to share their project experiences at the state level (record book opportunity.) *Video Requirements:* no longer than 8 minutes, place it on a USB drive, Video Release Form completed by adult guardians and included in the manila envelope.

6. ***Exhibits larger than 5 feet in any dimension need to contact the State 4-H Office (785-532-5800) by August 24th and will be displayed outside.*** Refer to the Kansas State Fair Book to ensure all requirements have been met (Kansas State Fair Book).

7. ***Please note:*** The manila envelope will be returned in the county packets. It will not be displayed as part of the exhibit at the State Fair.

ENGINEERING & TECHNOLOGY– Astronomy: Attach the entry card to the exhibit in a prominent location on the display. Each telescope exhibit ***must include*** an Astronomy Exhibit Information Form, attached to the outside of a 10" x 13" manila envelope. Do not attach the envelope to the exhibit.

Include the following items in the envelope:

1. Construction plans
2. Two photographs showing telescope construction and operation (mount photographs on one side of an 8 ½" x 11" page with a brief caption of each photograph)
3. Video Release Form (*optional*). Youth ***may (not required)*** record a video for Engineering & Technology classes talking about their exhibit and place it on a USB drive. If the video meets acceptable standards, it may be included in an Engineering & Technology video loop that plays at the State Fair. This is a great opportunity for youth to share their project experiences at the state level (record book opportunity.) ***Video Requirements:*** no longer that 8 minutes, place it on a USB drive, Video Release Form completed by adult guardians and included in the manila envelope. Refer to the Kansas State Fair Book to ensure all requirements have been met (Kansas State Fair Book).
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ENGINEERING & TECHNOLOGY– Building Block Engineering: Attach the entry card to the exhibit in a prominent location on the display.

(Kits are not accepted at the State Fair. Exhibits ***must*** be an original design.)

Each exhibit must be displayed in a sturdy see-through enclosure of reasonable size. The exhibit itself is not to exceed 2 feet high, by 2 feet wide, by 2 feet deep. (Label both the top and bottom of the enclosure with 4-Her's name, county/district.) Each exhibit ***must include*** a Building Block Engineering Exhibit Form, attached to the outside of a 10" x 13" manila envelope. Do not attach the envelope to the exhibit.

Include the following items in the envelope:

1. A story that describes what is happening in the diorama.
2. 1 to 5 pages of photos showing work on the exhibit, preferably from a beginning state to final or completed state.
3. If appropriate, operating instructions for mechanical portions of the diorama
4. Video Release Form. Exhibitors ***are required to create a video*** telling their story about what is happening in their exhibit and talk about any mechanical things that aren't obvious. This video is to be placed on a USB drive. If the video meets acceptable standards and includes a signed release, it may be included in an Engineering & Technology video loop that plays at the State Fair. This is a great opportunity for youth to share their project experiences at the state level (record book opportunity). ***Video Requirements:*** no longer than 8 minutes, place it on a USB drive, Video Release Form completed

by adult guardians and included in the manila envelope. Refer to the Kansas State Fair Book to ensure all requirements have been met ([Kansas State Fair Book](#)).

5. ***Please note:*** The manila envelope will be returned in the county packets. It will not be displayed as part of the exhibit at the State Fair.

ENGINEERING & TECHNOLOGY– Computer Science: *Full sized computers, keyboards, etc. will be exhibited in Electric and Renewable Energy at the State Fair.* Attach the entry card to the manila envelope. Each exhibit ***must include*** a [Computer Science Exhibit Form](#), attached to the outside of a 10" x 13" manila envelope.

Include the following items in the envelope:

1. USB drive containing all supporting documents (source code, operating instructions, typed requirements document, flow charts/designs/other diagrams, video) labeled with the 4-Her's name, county/district, and club in a way that does not prevent it from being plugged into a computer (a keychain with a label works well for this).
2. On the USB drive, include one image that best conveys their exhibit. (This can be a screenshot, a sample of code, the results of the program, or any other visually interesting thing that best represents the exhibit.) This image will be displayed in a video loop during the State Fair. (The image does not need to contain name, county, etc. Appropriate exhibitor information will be added by the video loop editor.)
3. Printed operating instructions for running the exhibit. (These are the same as what are included on the USB drive.)
4. Exhibitors ***are required to create a video*** showcasing how to open and run the project included on the USB drive.
5. [Video Release Form](#). If the video meets acceptable standards, it may be included in an Engineering & Technology video loop that plays at the State Fair. This is a great opportunity for youth to share their project experiences at the state level (record book opportunity.) ***Video Requirements:*** no longer than 8 minutes, place it on a USB drive, [Video Release Form](#) completed by adult guardians and included in the manila envelope. Refer to the Kansas State Fair Book to ensure all requirements have been met ([Kansas State Fair Book](#)).
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ENGINEERING & TECHNOLOGY – Electric & Renewable Energy: Attach entry card to the exhibit in a prominent location. Each exhibit ***must include*** an [Electric and Renewable Energy Exhibit Form](#), attached to the outside of a 10" x 13" manila envelope. Do not attach the envelope to the exhibit.

Include the following items in the envelope:

1. Wiring diagram or schematic
2. Operating instructions,
3. If needed, instructions for assembly and use and equipment are available at the time of judging for actual testing of the exhibit.
4. [Video Release Form](#) (*optional*). Youth ***may (not required)*** record a video for Engineering and Technology classes talking about their exhibit and placed on a USB drive. If the video meets acceptable standards, it may be included in an Engineering & Technology video loop that plays at the State Fair. This is a great opportunity for youth to share their project experiences at the state level (record book opportunity). ***Video Requirements:*** no longer than 8 minutes, placed on a USB drive, [Video Release Form](#) completed by adult guardians and included in the manila envelope. Refer to the Kansas State Fair Book to ensure all requirements have been met ([Kansas State Fair Book](#)).
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ENGINEERING & TECHNOLOGY– Robotics: Attach entry card to the exhibit in a prominent location. If needed, sturdy, see-through display case labeled with 4-Her's name, county/district on both the container and lid. Each exhibit ***must include*** a [Robotics Exhibit Form](), attached to the outside of a 10" x 13" manila envelope. Do not attach the envelope to the exhibit.

Include the following items in the envelope:

1. Written instructions for operation
2. Construction plans (these can be included on the USB drive)
3. One to five pages of project photographs
4. Robot programming (if applicable)
5. Exhibitors ***are required to create a video*** of the youth following their instructions for operation and include it on a USB drive.
6. [Video Release Form](). If the video meets acceptable standards, it may be included in an Engineering & Technology video loop that plays at the State Fair. This is a great opportunity for youth to share their project experiences at the state level (record book opportunity). ***Video Requirements:*** no longer than 8 minutes, place it on a USB drive, [Video Release Form]() completed by adult guardians and included in the manila envelope. Refer to the Kansas State Fair Book to ensure all requirements have been met ([Kansas State Fair Book]()).
7. Please label display cases and any test items, blocks, obstacles, mats, etc. with the   4-Her's name and county. These are not typically displayed with the robot.
8. ***Please note:*** The manila envelope will be returned in the county packets. It will not be displayed as part of the exhibit at the State Fair.

ENGINEERING & TECHNOLOGY – Small Engines: Attach entry card to the exhibit in a prominent location. Each exhibit ***must include*** a [Small Engines Exhibit Form](), attached to the outside of a 10" x 13" manila envelope. Do not attach the envelope to the exhibit.

Include the following items in the envelope:

1. Operating instructions for any exhibit that is not self-explanatory.
2. If needed, maintenance schedule for the engine.
3. Brief description of steps taken to overhaul or rebuild the engine.
4. [Video Release Form]() (*optional).* Youth ***may (not required)*** record a video for Engineering & Technology classes talking about their exhibit and place it on a USB drive. If the video meets acceptable standards, it may be included in an Engineering & Technology video loop that plays at the State Fair. This is a great opportunity for youth to share their project experiences at the state level (record book opportunity). ***Video Requirements:*** no longer than 8 minutes, place it on a USB drive, [Video Release Form]() completed by adult guardians and included in the manila envelope. Refer to the Kansas State Fair Book to ensure all requirements have been met ([Kansas State Fair Book]()).
5. ***Please note:*** The manila envelope will be returned in the county packets. It will not be displayed as part of the exhibit at the State Fair.

ENGINEERING & TECHNOLOGY – UAS: UAS is not required to be displayed as part of the exhibit for practical applications, only the supporting material. Attach entry card to the exhibit in a prominent location. Each exhibit ***must include*** an [Uncrewed Aircraft Systems Exhibit Form](), attached to the outside of a 10" x 13" manila envelope. Do not attach the envelope to the exhibit.

Include the following items in the envelope:

1. If scratch built, assembly instructions.
2. Page noting any modifications.

3. Exhibitors *are required to create a video* showcasing the youth operating their UAS on a USB drive.
4. [Video Release Form]. If the video meets acceptable standards, it may be included in an Engineering & Technology video loop that plays at the State Fair. *This is a great opportunity for youth to share their project experiences at the state level (record book opportunity). **Video Requirements:** no longer than 8 minutes, place it on a USB drive, [Video Release Form] completed by adult guardians and included in the manila envelope. Refer to the Kansas State Fair Book to ensure all requirements have been met ([Kansas State Fair Book]).
5. For practical applications, instead of displaying the UAS, supporting material would be a poster, trifold, or notebook detailing how the 4-Her performed the practical application.
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ENGINEERING & TECHNOLOGY – Woodworking: In a zip top plastic bag, insert the entry card, construction plans, and other necessary paperwork. Punch a hole in the corner and attached the plastic bag to the exhibit with string in a prominent location. Refer to the Kansas State Fair Book to ensure all requirements have been met ([Kansas State Fair Book]).

Fiber Arts: In addition to the entry card, type or print on 3" x 2 ½ "piece of cloth: class number, county or district, and exhibitor's name; Many Extension Offices have these types of labels available. b) Sew or safety pin this ID label on the corner of flat articles; c) For garments, attach ID label to the front left shoulder seam, of left side of waistband, as if you were wearing the garment. The exhibitor should also attach an index card, no larger than 3" x 5", with the entry form to give the judge any information on what parts of the exhibit they made, processes used, or other information which the exhibitor thinks would be helpful to the judge. For all items, please indicate if item was made from a kit. For all items, please indicate fiber content and specifically if they are made of at least 60% wool, indicate you would like your exhibit considered for the wool award.

Foods and Nutrition: Carefully secure the entry card, recipe, and evaluation form to the outside of the wrapped exhibit. Do not wrap forms in plastic. The exhibitor is encouraged to attach a 3" x 5" index card with the entry card to give the judge any information which the exhibitor thinks would be helpful for the judge to know. Attach gummed label to bottom of plate or cardboard. Label should contain: Class Number and Name, Product, 4 H member's Name, and County or District. Complete recipes with ingredients and instructions must be attached with the entry or the placing will be lowered one ribbon when judged.

Foods Preservation: Punch a hole in the entry card and use a rubber band to attach the entry card and recipe around the top of jars. Each jar exhibited must be labeled with a uniform label placed 1" from the base of jar. You may need to make a label using an adhesive mailing label. The label must not cover brand name of jar. The label must give: Class No, Division, Product, Canning Method, Process Time, Pressure (psi), Month and Year Processed, Name, and County/District. Each exhibit must have the complete recipe and instructions attached with the entry card or it will be lowered one ribbon placing.

Foods and Nutrition Educational Exhibit: Entry card should be taped to the exhibit. The educational exhibit evaluation form is no longer required from the exhibitor.

Interior Design and Architecture: The entry card must be attached to the exhibit in a manner which coincides best with the type of project being submitted: tape, string, etc. Attach the correct rubric/scoresheet form with exhibitor's information to the project for judging purposes.
[Int Des & Arch Interior Space Scoresheet.pdf]
[Int Des & Arch Scoresheet_Collage.pdf]
[Int Des & Arch Scoresheet_Diorama.pdf]
[Int Des & Arch Scoresheet_Marble Enclosure (2).pdf]
[Int Des & Arch Scoresheet_Marble Presentation Board Only.pdf]

Each class specifically asks for the design intent (explanation from the exhibitor about their project) to be included with the project. This is the responsibility of the exhibitor. If not included, the project will be marked down a ribbon placing.

The new pilot classes for Interior Design and Architecture were launched and introduced in January of 2025. Because of this, we will not be accepting notebooks or furniture items in this department in 2025. We will re-evaluate this decision for 2026.

Horticulture & Landscape Design: Exhibits on paper plates - attach string to the entry card and tape or staple string to plate. Collection - tape securely to container with masking tape. Potatoes - fasten around one potato with rubber band. Other large single horticulture exhibits - if possible, tie with string or tape to exhibit. Each exhibitor should complete the required information on the Crops/Horticulture Comment Card and attach it to the exhibit by punching a hole in the upper left corner of the card and attaching it to the same string as the entry card. Vegetables *will not* be sold at the IFYE Food Sale.

Photography: Photography entry labels will be printed by the State 4-H Office and sent to each local Extension Office for use. The **Kansas 4-H Photography ID Strip** (reformatted for 2025) must be used and mounted correctly according to instructions in the Kansas State Fair Book under the Photography Division Rules. Attach the entry label to the allotted space provided on the Kansas 4-H Photography ID Strip. (If this reformatted strip was used at the county fair, you may be able to use the same strip by adhering the entry label over the previous information.) Make sure the exhibitor checks the box for the type of camera used to take the photo being entered and the photo format: film or digital.

The exhibitor is no longer required to write their personal information on the back of the photo, if it is already written, that's fine, they won't be counted down for that. If the exhibitor has checked the privacy policy that they do not want their information to be public, you will need to cover this by taping a white sheet of paper to the back of the photo mount or use another method of choice (white out, eraser, etc).

The exhibitor must fill out and sign the **KSF 4-H Photography Project Release Form**. Once filled out, they will put the photo mount in an *unsealed*, clear photography bag and slide the KSF 4-H Photography Project Release Form behind the photo mount in the bag.

Sewing & Textile Design: Identification Labels, entry form and scorecard:

1. Type or print on 3" x 2 1/2" piece of cloth or cardstock: Class number, District/County, Name and number of pieces in exhibit. (i.e. 1 of 2, 2 of 2)
2. Attach labels on inside of garment with a safety pin or corner stitches (no straight pins allowed) at back of neck, center back of waistband or left end of apron band. Label each piece.
3. Place entry form and scorecard on front left shoulder seam of garment or to the left side of waist band with hanger opening facing to the left, as if you were wearing the garment, so that the hanger opening faces the attached entry form.
4. The exhibitor is encouraged to attach an index card or photo, no larger than 4" x 6" with the entry form to give the judge any information the exhibitor thinks would be helpful for the judge to know; this could also include care information.
5. **Wool Award:** If the exhibit qualifies for the Wool Award, please indicate you would like your exhibit considered and share wool percentage on the card.
6. **Recycled Clothing Project:** An item made of at least 50% recycled material (using an existing item in a new way) must include sewing of some kind. **An index card (no larger than 4" x 6") MUST accompany entry describing the recycled materials and how they were used in the item.**

***Visual Arts*:** Each Visual Arts project will need three items attached to the project when it's checked in:
1. Entry card
2. Artist Intent Form and Rubric
3. Visual Arts Exhibit Release Form.

Please attach the ***entry card*** in a manner best suited for the individual project (tape, string, rubber band, etc.) along with the ***Artist Intent Form and Rubric*** and the ***Visual Arts Exhibit Release Form.***

Each visual art item will need a completed ***Artist Intent Form and Rubric*** attached to the project. <u>Please note, the exhibitor is responsible for filling out the Artist Intent Form ahead of time.</u> This helps explain to the judge the steps taken by the exhibitor to complete the project. If the Artist Intent form is not filled out, the project will be lowered a ribbon placing.

If the project is selected to be displayed at Rock Springs Ranch or the 4-H Foundation beyond the Kansas State Fair, it must contain a **Visual Arts Exhibit Release Form** to be considered for this honor.