



## Open Class Fair Entries for 2024

Due by September 25, 2024

The Fairfield County Fair is just around the corner, and it is time to start for Open Class entries.

There are three ways to register your Open Class entries this year.

1. Enter online by going to <https://faireentry.com/Fair/SignIn/20160> The first time you use this system, you will need to create an account. After you have created the account, you can access it any time before 4 pm on 9/25/24 to add or change your entries. Instructions for using Fair Entry start on the next page. **NOTE:** you will still need to come to the Administration Building to pay for your entry and pick up your exhibit tickets.
2. Bring your entry form to the Administration Building at the fairgrounds, 157 East Fair Ave., Lancaster, OH. Our amazing staff is available from 8:30 am to 4 pm to answer your questions, take entries and payment, and give you your exhibitor tickets/stickers.
3. Mail your entry form and payment to:  
Fairfield County Fair  
Attn: Open Class Entries  
157 East Fair Avenue  
Lancaster, OH 43130

Thank you for your interest in exhibiting; we look forward to seeing you at the fair!

## Instructions for online entries using FairEntry.com

- 1) Go to [www.fairentry.com](http://www.fairentry.com). Click on the link to “Find Your Fair.”



- 2) In the “Search by Keyword” box, enter *Fairfield*. In the “Filter by State” box, choose *Ohio* from the drop-down list. Select “Search” and you should see options for both Junior Fair and Senior Fair (Open Class). Choose the appropriate option.

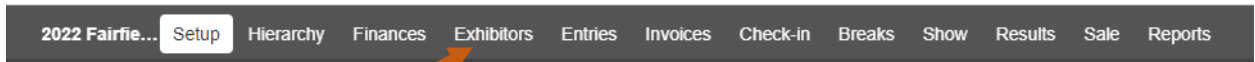
- 3) You should get a message that Registration is currently open.

**Open**



This is where you create a FairEntry account or log into FairEntry. To create an account, you will need an email and a password.

- 4) Once you have logged in, look for the Exhibitors tab in the dark gray band at the top of the page. Click on it.



- 5) Enter your email to see if you are set up in the FairEntry system.

### If you aren't:

- a. Go to the “Invoice” tab.
- b. Click on the “Search” tab which is on the top left
- c. Click on the “Create Invoice” just under Search on the right.
- d. Enter your email and your name.
- e. Click “Create Invoice” and you will go to a new screen that asks if you want to register an Individual. Click the Individual button and enter the Individual information requested. (Name, email, phone, address, birthdate, etc.)
- f. At the end of this process, you will choose to purchase an exhibitor ticket based on your age. **Please note:** Art Hall Exhibitors who are 17 or under on January 1<sup>st</sup> of this year, can choose to buy a \$12 ticket that includes admission to the fair on **one** day. They can choose to buy a \$25 ticket if they want to come to the fair multiple times. Exhibitor tickets will be \$25 for Art Hall exhibitors who are over 17 and all livestock open class exhibitors.
- g. Once you have reviewed the information to make sure it is correct, click on set up your personal account.
- h. Click on “Continue to Entries” and begin the entry process.

**If you are:**

- a. Click on the “view” button next to your name.
- b. Click “Continue to Existing Invoice”
- c. Click “Edit” and “Add an Entry” (on the right).
- d. Choose the Department and Entry Book No.
- e. Select the Book
- f. Select the Event/entry Number(s)
  - If this is for a livestock entry, select the number of animals
  - If this is not an animal, you will choose the ticket based on the exhibitor’s age as of January 1<sup>st</sup> of the current year.
- g. Choose “Continue.”
- h. Review your entries for each book to ensure they are accurate
- i. Select “Create Entries.”

At this point, you may close out, review your invoice, edit your entries, or register another exhibitor.

Invoice #1407850 Cheryl Ricketts  
cricketts321@gmail.com Back to Invoice Search

Exhibitors **Entries** Review and Approval \$0.00

There are 2 entries belonging to 1 exhibitor in this invoice. Everything looks good!

[Register another Exhibitor](#) [Continue to Invoice Review](#)

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Ricketts, Cheryl [Add an Entry](#)

2 Entries

#149	<b>Department</b> Arts And Crafts	<b>Allow Public Viewing:</b> Yes <small>In-Person</small>	<a href="#">Edit</a>
	<b>Entry Book No.</b> Book 43: Amateur Photography		
	<b>Entry No.</b> 11: Flowers		
#148	<b>Department</b> Arts And Crafts	<b>Allow Public Viewing:</b> Yes <small>In-Person</small>	<a href="#">Edit</a>
	<b>Entry Book No.</b> Book 43: Amateur Photography		
	<b>Entry No.</b> 09: Landscape		