

EXHIBITOR'S GUIDELINE
FOR ONLINE REGISTRATION

- I. Go to the Van Buren Youth Fair website: www.vanburenyouthfair.com.
- II. Click on the link for online entries to register as an exhibitor.
- III. Complete registration:
 - A. Provide first and last name.
 - B. Select "New" or "Previously Registered"
 - C. Instructions for "New" exhibitors.
 - 1) Complete registration form. This requires creating a password.
 - 2) All items with a blue star are required.
 - 3) Exhibitor number is the first letter of the exhibitor's last name plus the last four (4) digits of the Exhibitor's social security number. (i.e.: A1234)
 - 4) Select "Continue" to confirm registration and proceed to the next step.
 - 5) Create entries.
 - a) Select the Department.
 - b) Select the Division.
 - c) Select the Class.
 - d) Fill out all requested information.
 - e) Add entry.
 - f) Repeat the process for each entry desired.
 - g) After all entries are completed select "Continue" to go to "Fee Items".
 - 6) Fee Items
 - a) Select appropriate fees per your entries. Please see the Fair Book for requirements.
 - b) The fee for "Exhibitor's Pass" is required.
 - c) Select "next".
 - d) Confirm entries.
 - e) Click on "Checkout".
 - f) Follow instructions for payment.

ENTRY FORMS ARE DUE JUNE 15.