**01-001 DEPARTMENT OF AGRICULTURE, CONSERVATION AND FORESTRY**

 **COMMISSIONER**

**Chapter 13: AGRICULTURAL FAIRS PERFORMANCE EVALUATION**

**SUMMARY**: This Chapter outlines procedures and forms to be used by the Commissioner in evaluating the quality of Agricultural Fairs pursuant to 7 M.R.S.A. §62.

**PURPOSE**

 The purpose of these regulations is to establish as objective a method as possible and a procedure for evaluating the quality of agricultural fairs. These rules clarify to all sponsors and operators of fairs the criteria used to evaluate the quality of agricultural fairs. It is intended that the criteria should be applied equitably to all fairs and that every fair be given the same opportunity to meet the standards established by the Commissioner.

**FAIR EVALUATION COMMISSION**

 To advise him in evaluating the performance of agricultural fairs, the Commissioner shall establish an Agricultural Fair Evaluation Commission. It shall be composed of five members who are currently, or have been previously associated with the operation of a licensed agricultural fair. Terns shall be for three years except that of the initial appointees. of the initial appointees, two shall serve two years, two shall sever three years and one shall serve one year, as designated by the Commissioner at the time of appointment.

 Commissioner shall appoint a chairperson. All determinations of the Commission shall be advisory to the Commissioner.

 Members nay be reimbursed for expenses incurred in accordance with the reimbursement procedure and rules prescribed by Department of Finance and Administration.

**EVALUATION PROCEDURES**

 All licensed Agricultural Fairs shall be evaluated annually. At least one month prior to the beginning of the first agricultural fair the Commissioner shall assign members of the committee to evaluate each fair. He may also assign Department staff to evaluate the fairs. Committee members and staff shall use forms established by these regulations.

**EVALUATION REPORT**

 After discussion of all committee member's ratings of fairs, the committee shall submit its report to the Commissioner after the closing of the last fair in the season, no later than November 1. The committee's report to the Commissioner shall include a recommended rating of each fair according to the three categories. "Very Good", "Adequate", or "Poor". in cases where the rating is "Poor"# the committee will list its findings and recommend improvements to upgrade the rating for the following year. The Commissioner may also seek the recommendation of Department staff.

 The Commissioner shall issue his report no later than November 15th. The Commissioner's report shall include a rating of each fair with his documentation of his reasons for rating a fair "Poor".

 The evaluations and committee reports shall be kept on file in the Department of Agriculture for at least four years.

 The Commissioner shall mail to each fair a copy of the Committee's fair evaluation report and a copy of his report, no later than November 30.

**SATISFACTORY PERFORMANCE**

 A fair receiving a rating of "Very Good" and "Adequate" shall be deemed to be satisfactorily conducting an agricultural fair under the statute and, therefore, shall qualify to receive the proportional share of the stipend fund (7 M.R.S.A. §62).

 A fair which receives a rating of "Poor" for three years -in a row will be considered not meeting the performance standards established by these regulations and, therefore, not satisfactory under the statute and not qualified to receive its share of the stipend fund.

 If a fair does not qualify to receive a stipend in any year, it may still apply for and, if qualified, receive a license to conduct a fair in subsequent years, provided that the fair meets the requirement for an agricultural fair. (Departments' Regulation 01-001, Chapter 12.) If that fair is evaluated as "Adequate" or \*Very Good" in any year, subsequent to the year it was disqualified for eligibility for the stipend, it will be again eligible to receive the stipend for that subsequent year.

**APPEAL PROCESS**

 A fair which was disqualified from receipt of a stipend may appeal to the Commissioner for reconsideration within 15 days of receiving the ruling. The appeal shall set forth with specificity the reasons for disagreement with the findings of the Commissioner, using the Fair Evaluation Reports and Commissioner's reports of the three previous years, where appropriate.

 The Commissioner may grant or deny the appeal or give notice of a hearing within ten (10) days of receipt of the appeal. The Commissioner's recommendations shall be based upon those factors which are appropriate for rating of agricultural fairs under these regulations.

EFFECTIVE DATE:

 August 13, 1984

EFFECTIVE DATE (ELECTRONIC CONVERSION):

 May 4, 1996

CONVERTED TO MS WORD:

 August 10, 2005

CORRECTIONS:

 February, 2014 – agency names, formatting

WORD VERSION CONVERSION AND ACCESSIBILITY CHECK: July 8, 2025

**EVALUATION RECORD FOR AGRICULTURAL FAIRS**

(To be submitted to the Commissioner of Agriculture

in partial fulfillment of 7 MRSA 62 and associated rules.)

Name of sponsoring organization

Location

Date Inspected

Estimated Attendance

Dates of Fair

Weather Conditions

Name of Inspector

|  |
| --- |
| **FINAL SCORES (Enter after completing other pages).** **CRITERIA SCORE x WEIGHT = TOTAL**I. Management x 30 = II. Standard Attractions x 20 = Ill. Special Attractions x 10 = IV. Physical Plant x 10 = V. Agricultural Emphasis x 10 = VI. Variety of Attractions x 20 =  **TOTAL FAIR SCORE:**  **If the total fair score Is less than 200, the fair Is rated "Poor".** **If the total fair score is 200 - 249, the fair is rated "Adequate".** **If the total fair score Is 250 or more, the fair is rated "Very Good".** **FAIR RATING:**  |

**INSTRUCTIONS FOR ALL RATERS**

* Judge the fair being evaluated according to each applicable criterion listed in the following pages.
* If the fair's performance exceeds the standard of measurement, circle 3 for "Very Good" (VG).
* It the fair meets the standard, but is not exceptional, circle 2 for "Adequate" (A).
* If the fair's performance falls to meet the standard, circle 1 for "Poor" (P) and please write an explanation under that category. Attach additional sheets if necessary.
* To arrive at your score for the category, average your rating by totaling the scores of items circled and dividing by the number of items you circled.
* In order to arrive at the Index of Agriculture Emphasis, Box 5, page 9, you will need to indicate attractions scheduled even if you cannot rate them. We suggest placing a circled X in the appropriate category.
* Comments will be carefully reviewed. Please use this page and back of cover sheet for additional comments. Thank you.
* Enter the final scores on the cover sheet.

 Comments:

**I. MANAGEMENT**

|  |  |  |
| --- | --- | --- |
| **CRITERIA** |  **STANDARD OF MEASUREMENT** | **RATING** |
|  |  | **VG** | **A** | **P** |
| EFFICIENCY Crowd Management Timeliness | Provisions made to accommodate crowds with minimal delay and disruption.Fair and events begin and end on schedule.  | 33 | 22 | 11 |
| PERSONNEL Assignment Training  Conduct | Functions are covered by staff.Staff know their responsibilities. Staff conduct themselves in courteous, friendly manner. | 333 | 222 | 111 |
| ADMINISTRATION Competition Premiums Management | Exercises supervision to assure fair competition in events.Premiums are disbursed efficiently and fairly.Fair administrators are present, accessible, in control, and capable. | 333 | 222 | 111 |
| PROMOTION Fair Pamphlet Advertisement  Signs | Adequate brochure showing scheduled events and competition.Advertisement for fair is effective.Directions to fair are visible and adequate in number. | 333 | 222 | 111 |
| SAFETY Hazards Security Emergencies Lost people | Fair is free of unnecessary hazards. Security personnel are adequate. Facilities and personnel are arranged for emergencies.Provisions are made by which lost people can be easily located. | 3333 | 2222 | 1111 |
| ATMOSPHERE Wholesomeness Friendliness Public Attitude | All attractions promote high standard of conduct.Neighborly community participation.Public is enthusiastic.  | 333 | 222 | 111 |

Value of items circled divided by number of items circled = Average Score \_\_\_\_\_\_\_\_\_\_\_\_

**II. QUALITY OF STANDARD AGRICULTURAL ATTRACTIONS**

**A. Livestock**

**Event: SHOW EXHIBIT DEMONSTRATION PULLING**

Standard: Animals are clean, Attractive display Activity is explain- Rules are

 healthy, well pre- with labels and ed- ed, inspires viewer, implemented,

 sented. Competi- ucational material meets the purpose public is

 tion is fair & available. of the informed.

 explained. demonstration.

**Rating: VG A P VG A P VG A P VG A P**

Horses & Ponies 3 2 1 3 2 1 3 2 1 3 2 1

Dairy Cattle 3 2 1 3 2 1 3 2 1

Beef Cattle 3 2 1 3 2 1 3 2 1

Oxen/Steer 3 2 1 3 2 1 3 2 1 3 2 1

Sheep 3 2 1 3 2 1 3 2 1

Goats 3 2 1 3 2 1 3 2 1

Poultry 3 2 1 3 2 1 3 2 1

Other 3 2 1 3 2 1 3 2 1

Other 3 2 1 3 2 1 3 2 1

Other 3 2 1 3 2 1 3 2 1

**B. Horticultural, Home Arts and Crafts**

**Standard**: Food products are fresh, without defect, and well presented. Attractions have educational value through labeling of varieties, information on growing, harvesting, preparation.

 **VG A P COMMENT**

Vegetables, fruits, grains 3 2 1

Flowers 3 2 1

Home canned & cooked food 3 2 1

Dairy, poultry, or other products 3 2 1

4-H, FFA, and other clubs 3 2 1

Grange and other exhibits 3 2 1

**C. Non-Food Attractions**

**Standard**: Clean, well presented, and has educational value. Rating should consider the purpose of each attraction and how well the attraction meets that purpose. Demonstrations should be accessible and be clearly explained.

**Event: EXHIBIT DEMONSTRATION COMMENT**

 **VG A P VG A P**

Mechanic Arts &Crafts 3 2 1 3 2 1

Photographs & Paintings 3 2 1 3 2 1

Energy Exhibit 3 2 1 3 2 1

Domestic & Fancy Needle Work 3 2 1 3 2 1

Other: 3 2 1 3 2 1

Other: 3 2 1 3 2 1

|  |
| --- |
| Value of items on pages 4 and 5 (A, B, and C) divided by number of items circled \_\_\_\_\_\_\_\_divided by number of items circled = Average Score \_\_\_\_\_\_\_\_\_\_\_ |

**III. QUALITY OF SPECIAL ATTRACTIONS**

**ATTRACTION STANDARD VG A P**

1. Agricultural Exhibit

 (other than included in

 section II, --

 e.g. Farm Museum)

 Well arranged, educational, accessible 3 2 1

 (Same as above) 3 2 1

 (Same as above) 3 2 1

2. Agricultural Events

 Petting Zoos Safe, clean, healthy animals 3 2 1

 Scrambles Safe, not harmful to animals 3 2 1

 Woodsmen Days Safe, well managed 3 2 1

 Sheep dog trails Safe, well managed 3 2 1

 Tractor pulls Fair competition 3 2 1

3. Other Agriculture Attractions

 Safe, creative, interesting 3 2 1

 (Same as above) 3 2 1

 3 2 1

 3 2 1

 3 2 1

 3 2 1

4. Agricultural Commercial

 Exhibit

 Type: Interesting, relevant to rural living 3 2 1

 (Same as above) 3 2 1

5. Harness Racing Healthy horses, clean track, 3 2 1

 efficient betting, security enforced.

6. Non Agricultural Commercial Relevant to rural living, attractive,

 interesting. 3 2 1

 3 2 1

 3 2 1

 3 2 1

 3 2 1

 3 2 1

 Type: (Same as above) 3 2 1

7. Carnival

 Rides Safe, clean, supervised fair, 3 2 1

 attractive, good quality, clean. 3 2 1

 Games (Same as above) 3 2 1

 Food (Same as above) 3 2 1

8. NonAgriculture Entertainment-Standard: Well managed, attractive, safe

 **ATTRACTION VG A P**

 Children's Area 3 2 1

 Firemen's Muster 3 2 1

 Musical Entertainment 3 2 1

 Drag Races 3 2 1

 Parades 3 2 1

 Auctions 3 2 1

 3 2 1

 3 2 1

 3 2 1

 3 2 1

 3 2 1

 3 2 1

 3 2 1

 3 2 1

|  |
| --- |
| Value of items circled divided by number of items circled = Average Score  |

**IV. QUALITY OF PHYSICAL PLANT**

**CRITERIA STANDARD VG A P**

ACCESS

 Access to fair Safe and easy access in and out of fair. 3 2 1

 Parking Sufficient parking within reasonable

 distance. 3 2 1

CLEANLINESS

 Incentive for cleanliness. Trash containers and clean up crews in 3 2 1

 evidence.

BUILDINGS Buildings in good repair and condition, safe, 3 2 1

 ventilated and capable of handling crowds.

GROUNDS

 Layout Attractive, with vegetation, and capable of 3 2 1

 handling flow of people.

 Condition In good repair, walkways delineated, land- 3 2 1

 scaped, dust kept to minimum.

FACILITIES

 Participants Adequate space for exhibits and 3 2 1

 demonstrations.

 Rest-rooms Sufficient number of clean restrooms. 3 2 1

 Special Facilities Special facilities for handicapped and 3 2 1

 elderly.

 Rest Facilities Sufficient rest facilities (benches, picnic 3 2 1

 tables)

 Emergency Facilities First aid and personnel available. 3 2 1

FOOD & DRINK

 Food Food services adequate in number, clean, 3 2 1

 good quality.

 Drinking Fountains Adequate number available and accessible. 3 2 1

|  |
| --- |
| Value of items circled divided by number of items circled = Average Score \_\_\_\_\_\_\_\_ |

**V. AGRICULTURAL EMPHASIS**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. |  | 2. |  | 3. |  | 4. |  | 5. |
| Number ofattractionsin II. StandardAgriculturalAttractions\_\_\_\_\_\_\_\_\_\_ | + | Number of attractions in III. Special Attractions 1-4\_\_\_\_\_\_\_\_\_\_ | = | Total number of agriculture events\_\_\_\_\_\_\_\_\_\_ | + | Number of non-agricultural events in III. Special Attractions5-8\_\_\_\_\_\_\_\_\_\_ | = | Index of Agricultural Emphasis\_\_\_\_\_\_\_\_\_\_ |

 SCORE

SCORE: If index is less than .5, score is 1.

 If index is at least .5 but less than .7, score is 2.

 If index is greater than .7, score is 3.

**VI. VARIETY**

 SCORE

It the total number of agricultural events, Box 3 above, is less than .5, score is -6.

If the total number of agricultural events, Box 3 above, Is 5-10, score is 2.

If the total number of agricultural events, Box 3 above, Is 10 or more, score is 3.