

**RULES AND REGULATIONS
2021 HARTFORD COUNTY 4-H FAIR ASSOCIATION
FUNDRAISING CAMPAIGN**

FULL PAGE AND BANNER	\$ 400.00
BANNER AND BUSINESS CARD AD	\$ 200.00
BANNERS	\$ 150.00
BUSINESS CARD AD	\$ 60.00
Class or Kids Activity Sponsor	\$ 50.00
GREEN	\$ 40.00
WHITE	\$ 25.00
CLOVER	\$ 15.00

Payment may be made by CASH OR CHECK

RULES

1. No sponsorships/Ads can be sold before the Kick-Off on Friday, February 19, 2021.
2. ONLY 4-H MEMBERS may sell and turn in sponsorships/ads. To be a member, you must be enrolled for the current program year with the Hartford County 4-H Office before the Kick-Off date.
3. Records will be kept for each individual 4-H member. You must write your name on each sponsorship form, so it will count on your record.
4. Due to COVID-19 we **STRONGLY RECOMMEND** 4-Hers sell to potential donors, **especially businesses**, either through a phone call, email, or through the mail. However, if you do conduct any sales in person, even if you simply pick up a sale, you **MUST** wear a mask, practice social distancing, **AND** fill out the given contact tracing form **WITHIN 48 HOURS OF VISITING THE BUSINESS**. Form can be accessed at <http://bit.ly/4hvisitlog>
5. Each physical sponsorship/Ad must be **printed legibly**, including the address. It must be dated and **signed**.
6. **No credit or commissions will be paid on incomplete or unreadable forms.**
7. **All ads must have a CAMERA READY BUSINESS CARD or CAMERA READY ARTWORK attached to the form. (Ads will be printed as received no changes).**
8. Payment must be collected when the Sponsorship /Ad form is complete.
9. Checks should be made payable to: **Hartford County 4-H Fair**. When paid for, remove the receipt from the form, sign and email or mail it to the sponsor.
10. A gradual commission ladder will be awarded to each member who sells \$500 or more. Other awards are available. See the awards list.
11. **If you use the traditional sponsorship forms and collect cash or checks you must fill out a list sheet before turning the sales forms in.** Check the directions for the proper way to return your forms. No commissions will be paid to 4-Hers who do not complete a list sheet with their sponsorship forms. **If your donations are made electronically then you do not need to fill out a list sheet.**
12. The turn in date is **Saturday March 27th, 2021 from 9 to 11 a.m. at Zoppa Studio, 23 Sea Pave Road, South Windsor, CT.**
13. No commissions will be paid on forms postmarked after Friday, March 27th, 2021 and will not appear in the Premium Book.
14. If you cannot bring your sales forms to the turn in, mail them to the 4-H Office **BEFORE March 27th, 2021.** **Please note due to COVID-19 drop off at the 4-H Office is not an option.**
15. Additional forms are available at our Hartford County 4-H Fair Website: hartfordcounty4hfair.org

OUR GOAL...\$38,000

**REMEMBER ... DUE TO COVID-19 WE STRONGLY ADVISE AGAINST SELLING ADS IN PERSON.
UTILIZE PHONE CALLS, EMAILS, AND THE MAIL TO COMMUNICATE WITH POTENTIAL DONORS.
EVEN SO, 4-H SALESPEOPLE ARE STILL SELLING 4-H TO THE PUBLIC.
BE POLITE AND REMEMBER TO SAY THANK YOU!!!**