

OBJECTIVES FOR THE NEW ENGLAND 4-H PROGRAMS

The 4-H program at The Big E is a cooperative effort with the Eastern States Exposition and the Cooperative Extension Systems of the New England States working together toward common objectives. These objectives are:

1. To motivate and recognize the achievements of 4-H members and their volunteer leaders.
2. To give the general public attending The Big E a better understanding of 4-H educational efforts including the organization, program, and accomplishments.
3. To provide educational experiences for 4-H members that are not available in the individual states.
4. To make 4-H programs and activities visible to the general public across the grounds of The Big E.
5. To expand the image of 4-H as a total diverse youth development program.
6. To ensure quality educational activities both for the 4-H participant and the general public.
7. To identify 4-H as an integral part of the Cooperative Extension System and the land grant universities of New England.
8. To involve youth as equal partners in full decision-making roles at all levels of program decision-making.

2011 Guidelines New England Center 4-H Activities

1. **Eligibility** The New England Center Activity is open to regularly enrolled 4-H members from New England who are 9 years of age or older on January 1 but have not turned 19 years of age on or before January 1 of the current year and who have completed at least one year of 4-H Club work. 4-H member age 7 and 8 may participate for the day but are not allowed to stay overnight in the dorm. All members must be registered with their state office and The Big E by August 25.
2. **Attendance** Members may not leave the grounds during the time frame of their state's program. The Dorm and New England Center area must be swept and left in a neat and tidy condition. All 4-H participants and delegates requiring overnight accommodations must stay in the Moses Dormitory.
3. **Drinking** of alcoholic beverages, smoking and use of drugs by delegates is prohibited. All 4-H delegates are expected to act in an orderly manner. Delegates are expected to respect the general public and answer questions politely. Delegates will abstain from using profanity. Appropriate actions will be taken for violations.
4. **Dress Code**. Please refer to the Dress Code Policy Page.
5. **Housing and Meals** The Big E will provide housing and meals for all 4-H New England Center delegates and chaperones. Delegates and chaperones will eat and sleep at the 4-H Headquarters in the Horace Moses Building. The Meal Schedule is as follows: Breakfast – 6:30 to 8 a.m., Dinner – 11:15 to 1:15 p.m. and Supper – 5 to 7 p.m.
6. **Exhibitor Health Condition** Delegates must obtain from their state or county leader a health form to be filled out and signed by their parents or guardian. This procedure gives permission to administer medical treatment if and when it is necessary to do so.
7. **Small Animals in the New England Center** must have a current health certificate signed by licensed veterinarian. Please refer to the Massachusetts Animal Health Regulations included in this packet. When not displayed the animal must be housed in a cage away from the public, (preferably in a quieter setting for the well being of the animal). The animal can not be housed overnight in the dorm; however, overnight arrangements can be made. To make arrangements for bringing an animal please contact the Agriculture & Education Office at aginfo@thebig.com or via phone at 413-205-5011, at least 3 weeks prior to arrival. This will insure proper accommodations are made for the animals.
8. **Emergency Protocol and Contact Numbers**. Please see Emergency Instruction page.
9. **Camper Policy**. Please refer to 4-H and Youth Working Steer Camping Policy page.

Demonstrating in the New England Center

1. 6 PODS are available for state use. Each POD is a 6 foot kidney shaped table about 30 inches high with room for two people behind it. If needed additional skirted tables will be available. Tables will be skirted. Each table will be set with its back to a wall, with a 48" x 48" homosote bulletin board on the wall. A suggestion would be to place club or state banner at the top and posters that explain your exhibit below. The best action exhibits include audience participation. Brand names must be covered up. If food is involved, all members must use plastic gloves. If food is to be sampled or handed out to the public a member of the delegation must be Serve Safe certified and be present while the serving is taking place. As of 2011, Massachusetts has a new requirement that in addition to being Food Safe Certified, Allergen Awareness training must be completed. Allergen Awareness training can be completed online at:
<http://www.serve-safe.com/catalog/ProductList.aspx?SCID=56&RCID=46&NRAEFProd=1>. If you have a limited amount of materials, you may make a clock that shows when samples will be available. The PODS have electric outlets, but you may need to bring extension cords.
2. The Stage. The Stage is 12 feet deep by 24 feet wide (the width faces the audience) in dimension and is universally accessible. 3 microphones are available for use. 4-Hers must set the stage clock to show when the next performance will take place. There are 2 changing rooms available. You must bring all music that you will need.
3. Schedule: Must exhibit from 10 am until 5 pm unless released by New England Center 4-H coordinator. 4-Hers may be permitted early release to march in the parade.
4. Equipment that will be at The Big E: ladder, hammer, staple gun, pens, pencils, extension cords, demonstration mirror, etc.
Equipment to bring: Any piece that is vital to your presentation should be brought with you. Also, equipment that is considered unusual will need to be brought in by the presenter (e.g. If you are doing a cooking demonstration, pans, pots, knives, towels, dishwashing liquid and all other equipment will need to be brought in by the presenter).

Parade Participation

1. 4-H members are encouraged to march in The Big E Daily parade.
2. Please remember that you are representing 4-H and dress appropriately (4-H shirts or jackets look great if you have them).
3. No throwing of items to the crowd. It is safer to give them items in the New England Center.
4. You must line up in front of the Moses Dormitory at 4:45.
5. You must have at least 1 Chaperone for every 20 members marching.
6. You are encouraged to bring club and state banners as well as the flags from the New England Center. However, you must return the flags to the New England Center.
7. Try to be as orderly as possible. Lines look much better than a mass of kids.

For New England Center Coordinators

1. **MOU:** Refer to the Memorandum of Understanding for any additional rules.
2. **REGISTRATION:** Must be received by Agriculture Office by August 25. If you will not be using the stage, please contact New England Center 4-H Coordinator by August 1. Brochures can be sent from your state by August 1 to Eastern States Exposition, 4-H, NEC, 1305 memorial Avenue, West Springfield, MA 01089.
3. **LIMITS ON TOTAL PARTICIPANTS:** 125 Girls and 50 boys. Please consult Agriculture & Education Department before the fair starts if you think you will be close to these limits and they will try to work with you on it.
4. **PASS POLICY:** All admission passes (including bus passes) are issued through your state office on an as needed basis. Additional passes are available for family members at a reduced price. Please call (413)205-5011 or email aginfo@thebige.com within the Agriculture & Education Department.
5. **OVERNIGHT PARKING PASSES:** can be picked up from dormitory coordinator in the Moses Dorm upon arrival.
6. **INFORMATION REQUEST FORM** (due September 1) this form is to let 4-H Coordinator know if your state has any special needs; how many PODs you need; 4-H contact person with cell phone number; and when you would like your orientation. Mailing address is listed on the form.
7. **LEADERS LIST** (due September 1) A list of all leaders or chaperones, along with their addresses and phone numbers and e-mail addresses must be mailed to 4-H Coordinator.
8. **NEW ENGLAND CENTER ADMITTANCE:** Door #2 is the 4-H Door. Cars may drive onto grounds to deliver items to NEC Door #2 until 9 a.m. when all vehicles must be off the fairgrounds. Door will open at 8 a.m. each morning for 4-H people to bring their items in. 4-Hers are requested to stay in the 4-H and stage area until 10 a.m. when the whole building opens. All 4-Hers should be in the NEC by 8:15 a.m. for orientation/setup.

ACTION EXHIBITS MUST BE READY TO GO BY 9:45 a.m.

9. **ORIENTATION:** Orientation will be held the first morning a state is in the New England Center by the 4-H Coordinator by 8:15 a.m., however, some states may request to have orientation the night before in the Moses Auditorium. If additional 4-Hers join your state on the second day, please let the 4-H Coordinator know so that a second brief orientation can be set up for new people. Please let the 4-H coordinator know when orientation is requested by filling out INFORMATION REQUEST FORM.
10. **STATE RESPONSIBILITIES IN THE NEW ENGLAND CENTER**
 - a. **Information Desk:** Volunteers are to staff Information Desk from 10 to 5 p.m.
 - b. **Parade:** All states are encouraged to march in the 5 p.m. Big E parade. This only takes about an hour total time. This is good for 4-H public relations and well-received by the public. Flags borrowed for the parade from NEC should be returned by 6pm to NEC.
 - c. **Clean-up:** All PODs, dressing rooms, kitchen, and the stage must be cleaned up before you leave each evening.
 - d. **Valuables:** will be locked up in the 4-H Coordinators office each evening.
11. **STATE PHOTOS/POSTERS:** Photos and Posters from your State 4-H contests may be displayed in the NEC. All photos should be DUPLICATES, not originals. Photos should be laminated and labeled with 4-Her's name, age, club, and state. Posters should be between 12 x 18 and 14x22, with the same information needed for photos but they do not need to be laminated. Posters are automatically returned to the state, photos are returned if requested.

12. **EQUIPMENT AVAILABLE AT THE NEW ENGLAND CENTER:** Six foot extension cords, staple gun, pens, pencils, push pins, ladder, hammer, nails, markers, scissors, demonstration mirror and a wireless microphone.

PROPER DRESS ATTIRE
WHILE REPRESENTING 4-H
AT EASTERN STATES EXPOSITION

It is an honor and a privilege to represent 4-H and the excellent reputation of your local and state program in the New England Center at the Eastern States Exposition. We are asking you to consider your dress while representing 4-H Youth and Family Development programs. Chaperones may ask you to change your attire if they deem it not appropriate for representing 4-H. You may be corrected on any inappropriate language or actions while you are representing 4-H at The Big E.

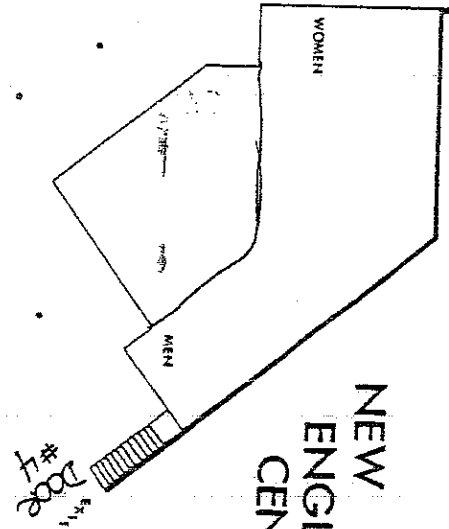
Dress code while participating in the New England Center

1. Participants and chaperones are required to wear shirts with short or long sleeves. 4-H shirts and state logos are encouraged. Tank tops and spaghetti straps are not appropriate. Shirts with inappropriate sayings will not be permitted. Your shirts should cover the whole torso (no midriff lengths will be allowed).
2. Clean shorts, pants or dress jeans are encouraged. Torn and frayed jeans, cutoffs and short shorts will not be permitted. If wearing shorts, they must reach mid-thigh or longer. No wide leg, loose fit pants.
3. Comfortable, clean shoes or sneakers are suggested.
4. Hair should be clean and neatly combed. Hats will not be allowed unless it is part of the action exhibit.
5. Manicured nails (clean fingernails with no ragged edges) make the hands-on presentation more appealing.

Dress Code for the Grounds during free time and in the dormitory

It is expected that you are representing 4-H Youth and Family Development at all times while you are on the Exposition Grounds. Be polite, clean and well groomed. Foul language does not enhance communication.

NEW ENGLAND CENTER



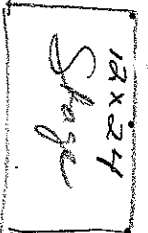
EXIT
DOOR #3

EXIT
DOOR #2

DOOR #1

OFFICE AREA

Seating area



4-H area

EXIT
DOOR #6

DOOR #5
O.D.

CONCERT CONVENTION SERVICES
94-08 LEVYARD ST
HAISTON, CT 06514
(203) 523-3400
THERE ARE ELECTRICAL OUTLETS ON EACH COLUMN: * WALL OUTLETS

Dressing Room

SCALE: 1/8" = 1'-0"
ROOM SIZE:
NUMBER:

O.D. - OVERHEAD DOOR

4-H CAMPER POLICY:

1. **Camper spaces are reserved for those serving in an official capacity with their state 4-H program at The Big E. Each state will provide to ESE no more than 3 names for each activity. The list needs to include the responsibilities of each person they are requesting receive a camper space reservation. This one list from each state will be provided to the Agriculture office by August 15 of each year.** If not postmarked or received by August 15, ESE reserves the right to use these spaces for other purposes. The following methods of communication are acceptable:

- a. US Mail ESE Ag Office 1305 Memorial Ave W.Spfld, MA 01089
- b. Email aginfo@thebige.com

Please Note: Lists will not be accepted via the telephone!

2. Camper spaces in the Mallery Agriculture Complex area and the area designated for the 4H Horse Committee in the Horse Show camping area are assessed a \$10 per camper per night fee. Depending on state policy, these fees must be paid by the individual or state prior to the issuing of a sticker.

3. No cars, trucks or other non-camper vehicles are allowed to be used as overnight accommodations on the grounds of The Big E. Any vehicles used in this manner will be towed.

- a. Eastern States Exposition does not encourage the use of tents due to their possible placement near moving vehicles in our public parking lot. Persons wishing to use canvas-sided/pop-up/tent campers must tell the Parking Attendant upon entering the parking area so they may be directed to the designated areas. For specific information, please contact the Admissions Department of The Big E at (800)639-2908.
- b. No tents are allowed in the Mallery Agriculture Complex parking area.
- c. Any persons using canvas-sided/pop-up/tent-type campers will be required to sign a waiver accepting all responsibility for any theft, safety and/or personal liability.
- d. Management reserves the right to refuse access, and is not responsible for accidents or personal loss, injury or damages to any property.
- e. Space is reserved upon receipt of payment and signed Camper Reservation Form. (your check must accompany the registration form) By signing the Camper Reservation Form the individual agrees to assume all risks. (SIGNATURE IS REQUIRED)

4. More information is available regarding the availability of camper parking spaces for parents and non-official personnel in our public parking lot. For specific information regarding public parking camping and pricing, please email us at aginfo@thebige.com.

EMERGENCY PROTOCOL (SEE SPECIFIC LOCATIONS)

Fairgrounds in general

In the case of a major emergency on the fairgrounds, all 4-H members, leaders and chaperones are to report to the front lawn of their respective state buildings along the Avenue of States and remain there until released by the 4-H Dormitory Supervisor.

Mallery Complex and New England Center

In case of emergency on the fairgrounds, all 4-H members, leaders and chaperones participating in activities in the Mallery Complex or New England Center should follow the instruction of Eastern States Exposition personnel or staff given through announcements and stay in a group with their volunteer leaders.

► **Emergency contact telephone numbers**

800-639-2908 or 413-737-2443 and ask for Agriculture Office
413-205-5011 Agriculture Department
413-205-5185 Moses Dormitory Office
413-205-5250 First Aid
413-205-5152 Lost People
413-205-5253 Big E Security—24 Hour



EASTERN STATES EXPOSITION

1305 Memorial Ave., West Springfield, MA 01089 • 413-737-2443

- ☎ Telephones
- ♿ Restrooms
- ♿ Handicap accessible
- ☎ TTY Telephone
- 👶 Baby Changing Station
- ★ Unisex Handicap Restrooms