State Fair Item Numbers

Exhibitors' items being sent to State Fair must be issued a State Fair item number. Item numbers can be issued for the entire fair, by department, division, or class.

1. Click **Go to > To State Fair/Registration-Items > Process State Fair Items > Issue State Fair Item Numbers By**.

2. Select an option to assign item numbers.

- **Fair** – A message displays asking to confirm that all the items in the fair are being examined. See Figure 1. Click **OK** to continue the process. Click the **Process** button. A circle displays showing 100% when all the item numbers are assigned.

Figure 1. Assign Item Numbers by Fair

- **Department**, **Division** or **Class** – Select the appropriate department, division and class information. See Figure 2 on page 2. Click the **Process** button. A circle displays showing 100% when all the item numbers are assigned.

Figure 2. Select Department

- **Items** – Select the **individual item** or click the **All** button. Enter the **State Fair code** in the *State Code* field. Click the **Process** button. See Figure 3.

Figure 3. Item Assignment Number

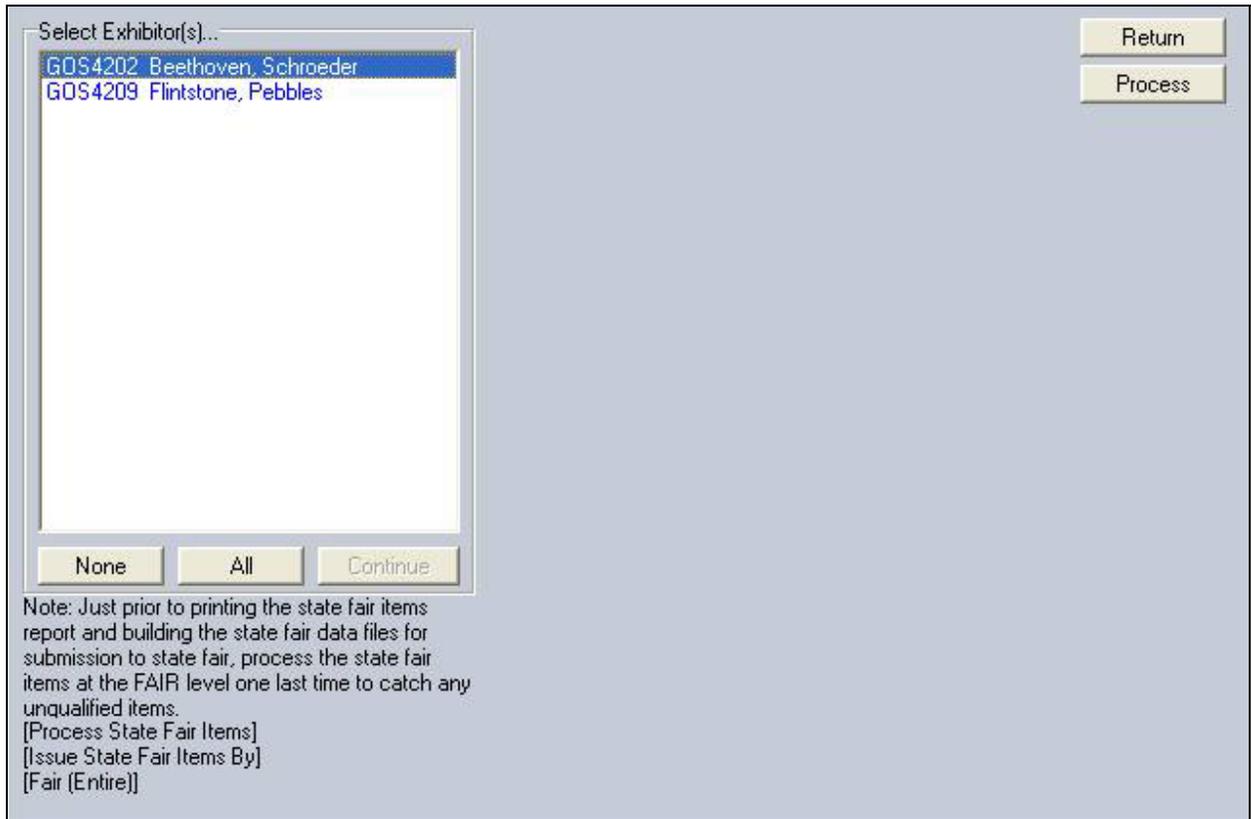- **Exhibitors** – Select the **exhibitor**. Click the **Process** button. See Figure 4.

Figure 4. Exhibitor Assignment Number