The view/delete menu displays a list of all exhibitors currently entered in the fair. The list can be sorted by item, name, or class. Select an item to display the exhibitors information which includes: item number, exhibitor ID, exhibitor name, item class, method, placing, awards, earnings, fees, balance due, and available optional information.

1. Click **Go to > Exhibitors/Items > Item Utilities > View/Delete**. See Figure 1.

2. Click the **Item**, **Name**, or **Class** button to display the exhibitors.

3. Highlight an exhibitor’s **item** to display the information.

   ![Figure 1. View/Delete Exhibitor Items]

   The **Review Livestock Data** is active when the item is associated with a livestock method. The optional data for an entry can be added or edited.

4. Click **Delete** to delete an entry.
An exhibitor’s item can also be deleted from the Exhibitors screen. See Figure 2.

Figure 2. Delete Exhibitor’s Item from Exhibitors Screen