Exhibitor mailing labels can be printed using Avery 5160 laser labels.

1. Click **Go to > Exhibitors/Items > Exhibitor Lists > Mailing Labels.** See Figure 1.

   ![Mailing Labels](image)

   **Figure 1. Mailing Labels**

   2. Select the **desired exhibitor types.**

   3. Select **fair, department, division, or class** in the **Labels By/For** section.

   4. Select the actual **department, division, or class** in the tab area. Figure 1 shows the 4-H department selected.

   5. Click the **Add Classes** button.

   6. Select **zip code or name** in **Sort Method.**

   7. Remove duplicate records by selecting **address or name.**

   8. Click **Process.**

   9. The number of labels displays in the **Print** button. Click **Print** to print the labels.