



Iowa State Fair Iowa Family Living Exhibitor Help Sheet

We are very excited that you are entering the Iowa State Fair this year. If you have any questions as you enter your exhibits, please call (515) 262-3111 ext. 243 or email entryintern1@iowastatefair.org.

Enter online at <https://iowaifl.fairwire.com/>.

IFL Online Entry Instructions:

Be sure to read the Welcome page before creating an account.

Step 1: Create an Account

- Read the ‘Log-In Information’ on the Welcome Screen to decide which type of account you would like.
 - Exhibitor and Quick Group accounts are annual accounts, so you will need to make a new account each year. Passport Accounts will store your information for future years.
 - Exhibitor numbers are assigned as entries are processed. You will receive a new exhibitor number each year.
- Click the ‘Sign In’ button in the top right corner.
- Choose your account type from the drop-down menu.

I am a...

- Exhibitor – each exhibitor will set up their own account and submit entries individually.
- Quick Group – ability to set up multiple exhibitor accounts and submit entries under one cart.
- If you wish to enter under a Business or Farm Name, use the toggle switch for Team/Company after selecting the account type. The Business/Farm Name will be the name listed on entry tags and reports.

YES I am a Team or Company NO I am not a Team or Company

- Enter your First Name and Last Name, then select ‘I am a new exhibitor or have yet to register this year.’

- I am a new exhibitor or have yet to register this year
- I have previously registered this year

First Name

Last Name

Password *

Re-type Password *

Address *

Address2

City *

State/Prov *

Postal Code *

County *

Phone Number *

e-mail *

Re-type e-mail *

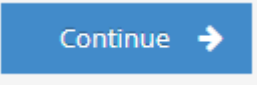
- The system only allows one exhibitor for each First Name/Last Name combination. If you get the Error Message “Name Exists” the exhibitor name ‘Rosetta Rosette’ is already registered, you may either attempt to log in as this person by supplying the correct password or create a new exhibitor using a different name (such as adding a middle initial in the First Name).

- If you are entering in a Business or Farm Name, list it in the First Name field. Last Name field can be blank.

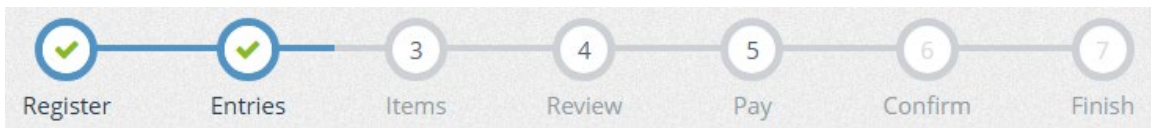
- Please include the County you live in (Polk, Dallas, Warren, etc.).**

- The next time you log in, enter the First Name and Last Name, then select ‘I have previously registered this year’ and enter the password created for your account.

- Fill in your personal account information, then click ‘Continue’.



- Once you have saved or submitted a cart, the exhibitor profile will be saved.



Step 2: Add Entries

- Select a department from the drop-down menu.
- Select a division from the drop-down menu.

Department

Division

- Read the Special Instructions window at the top of the page.
- Select a class from the drop-down menu.
 - For most departments, the class will be generic, such as number 000, in classes that are not limited. We do NOT need to know the specifics of your entry at this time. You will receive a tag in the mail to fill out your division and class number, which you will need to attach to your entry before bringing your exhibit to the Fairgrounds.

Entries

Special Instructions:
 Select Wood Projects for your woodcarving (wood sculpted or shaped with gouges, knives or handshaped entry tools), woodworking (articles made from wood) and woodturning (articles of wood shaped on a lathe) items.

Indicate your TOTAL number of entries for the Wood Projects Department. Use the + sign below to add entries then click **Add # Entries to Cart**.

Submit entries in the generic division and class. Specific division(s) and class(es) will be identified at entry drop-off.

All Wood Project exhibitors will receive a Pre-Fair pass to allow their vehicle on the grounds for dropping off entries.

ENTRIES SUBMITTED JULY 2-8 MUST ALSO PAY A \$10 LATE FEE ON THE NEXT MENU (3-Items).

Example

* required

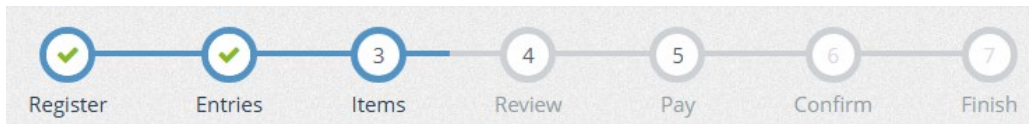
Department: WOOD PROJECTS

Division: Wood Projects

Class: 1008 : Wood Project Entries

Add 1 Entry to Cart + -

- You will see + and – buttons to add or subtract the number of entries from your cart.
- Once you have the desired number of entries, click the blue ‘Add # Entries to Cart’ button.
- In the upper left corner above Your Entry Cart, click ‘Save’
- Once you have finished with your entries, click ‘Continue’



Step 3: Add Items (Menu 3)

▲ limits to the quantity allowed apply to this item

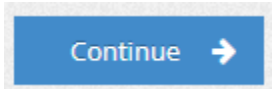
Fee Items	Amount	Qty	Total
Admission: Daily Adult (12+) Ticket	\$11.00	0	\$0.00
Admission: Daily Child (6-11) Ticket	\$7.00	0	\$0.00
Admission: Wristband <small>good for admission entire Fair, non-transferable</small>	\$121.00	0	\$0.00
Parking: Lot A - Valid Any 1 Day <small>north lot parking</small>	\$10.00	0	\$0.00
▲ Ag & Hort Crops: Department Fee <small>1 REQUIRED per Ag & Hort Crops exhibitor</small>	\$10.00	0	\$0.00
▲ Cr. Arts & Crafts: Department Fee <small>1 REQUIRED per Cr. Arts & Crafts exhibitor</small>	\$10.00	0	\$0.00
▲ Fabric & Threads: Department Fee <small>1 REQUIRED per Fabric & Threads exhibitor</small>	\$10.00	0	\$0.00
▲ Floriculture: Department Fee <small>1 REQUIRED per Floriculture exhibitor</small>	\$10.00	0	\$0.00
▲ Food: Department Fee <small>1 REQUIRED per Food exhibitor</small>	\$10.00	0	\$0.00
▲ Heritage: Department Fee <small>1 REQUIRED per Heritage exhibitor</small>	\$10.00	0	\$0.00
▲ IA Quality Dairy Products: 1-4 Entries <small>Total fee for 1-4 entries</small>	\$25.00	0	\$0.00
▲ IA Quality Dairy Products: 5-7 Entries <small>Total fee for 5-7 entries</small>	\$40.00	0	\$0.00
▲ IA Quality Dairy Products: 8-10 Entries <small>Total fee for 8-10 entries</small>	\$50.00	0	\$0.00
▲ IA Quality Dairy Products: 11 + Entries <small>Total fee for 11+ entries</small>	\$60.00	0	\$0.00

- If you have registered an entry that requires a department fee (Ag & Hort Crops, Cr. Arts & Crafts, Fabric & Threads, Floriculture, Food, or Heritage), add one \$10 department fee for the correct department per exhibitor by clicking +. This is separate from your entry fees and does not register you for any entries (you should already have these in your saved cart).

Note: If you are using **Quick Group**, the department fee must be added **individually for each exhibitor**. Be sure to log in as **each exhibitor** to apply the fee.

- Add any additional items such as admission tickets or vehicle passes to your purchase.

- Ag & Hort, Floriculture and Food exhibitors will be mailed an unload pass to drop off entries. It does not need to be requested at the time of entry. The pass is not valid for parking.
- Apiary, Creative Arts & Crafts, Doll House & Miniature Rooms, Heritage and Wood Projects exhibitors will be mailed a pre-fair pass to drop off entries. It does not need to be requested at the time of entry.
- If you would like to come back to add more entries or pay at a later time (before entry deadline), select “Save this Cart for Later”. You **MUST** save your cart for your account to be saved.
 - Please note: your entries will not be registered until you have submitted your cart and payment.
- Click ‘Continue’




Step 4: Review

- Review your entry to ensure it is correct.
- You can edit your entry/item by clicking the yellow pencil or remove an entry/item by clicking the red ‘X’.
- Click ‘Check-Out’.



Payment Method

Account Number

CW 

Expiration Date

Step 5: Payment

- Enter your card information
 - Card number, expiration date, and security code
- Read the statement under the "Signature" box
- Type YES into the signature box to agree

Use my previous address

Name on Card

Billing Address

Billing City

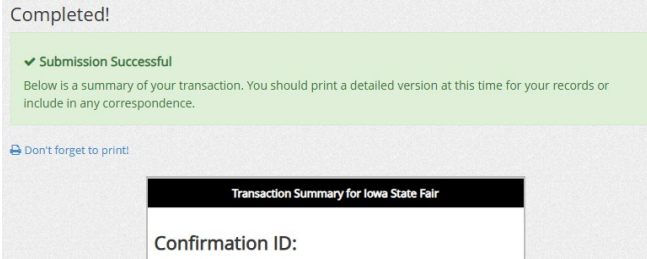
Billing State/Prov

Billing Postal Code

Billing Country

- Click "Submit" button

Step 6: Confirm



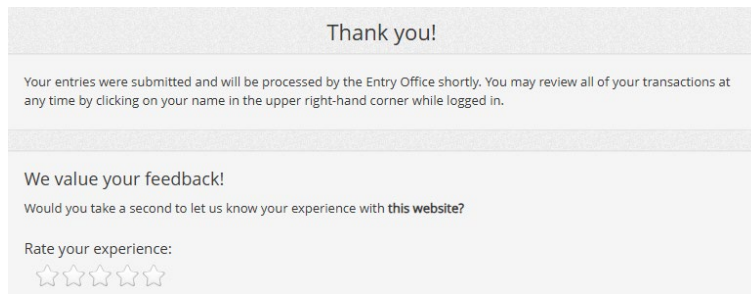
Read through the copy of your transaction to ensure it is correct

You can print a copy of your receipt by either clicking the "Don't forget to print!" button under the green "Submission Successful" box, or the "Print Detailed Receipt" button at the bottom of the screen

- You can also have a copy of your receipt emailed to you by checking the "Also, email a copy of my receipt to:" box and entering your email
- Click "Finish"

Step 7: Feedback

- If you wish, leave any feedback or comments about your entry experience.
- Click 'Submit My Feedback'.



You may continue to submit additional entries until the entry deadline by logging back into your account.

After entries are processed by the Entry Office, you will be mailed a packet that includes your entry tags, instructions on how to complete tags, drop-off/pick-up schedule, pre-fair or unload pass (if needed for drop-off) and any admission or parking tickets that were purchased. Note: Iowa Commercial Wine and Iowa Dairy Products will not receive a packet from the Entry Office unless admission and/or parking tickets were purchased.

A complete list of rules and classes for each department can be found on the Iowa State Fair website at <https://www.iowastatefair.org/>.

Iowa State Fair - Family Living Department - PO Box 57130 - Des Moines, IA 50317
515-262-3111 x243 or entryintern1@iowastatefair.org