

*Decorated Tables &
Tabletop Trees
Exhibitor's Handbook*



**SOAK UP
THE FUN**

Creative Living at the 2023

Oregon State Fair

DECORATED TABLES & TREES

IMPORTANT DATES ENTRY AND RELEASE SCHEDULE

Online Entry Deadline:
10 pm, Wednesday, August 16

Set up Tables and Trees:

Wednesday, August 23, 2 pm to 7 pm

Enter through Red Gate on 17th Street and follow signs to Columbia Hall.

Bring a copy of your online registration receipt (see instructions this page).

Pick up entries:
Tuesday, September 5, 2 pm to 7 pm
Wednesday, September 6, 10 am to 2 pm

By submitting an entry into the Fair, exhibitors agree to abide by all rules, regulations and entry requirements of the Fair and of the department(s) to which they are submitting entries.

It is important that exhibitors read and be familiar with the General Rules as well as the Competition Rules in this Handbook.

ONLINE REGISTRATION AND ENTRY INSTRUCTIONS

ONLINE ENTRY OPENS JUNE 1, 2023

Read the complete rules, division descriptions and entry information in this Handbook **BEFORE** going to online Registration.

1. Then go to <http://oregon.fairwire.com>
2. Click **Register** or **Sign In** (for return visits).
 - Register using your First and Last Name and create a password (write your password down).
 - Fill in requested information, including email address. Add age only if under 18. Click **Continue**.
 - Select **Department** ex.: Decorated Tables
 - Select a **Division** ex.: Adults, Division 380
 - Select a **Class** ex: Class 3802
 - Fill in all information for class(es) you are entering, including a brief **Description** if needed.
3. When all your information is complete, click **Add Entry to Cart** and follow instructions to check out. (NOTE: If you think you may want to modify your entries, you may save your current session and check out at a later session. Be sure to **Check Out before the closing date listed for your Department; entries are not submitted to the Fair office until the check-out process is complete.**)
4. Fill in "yes" at the statement to agree to all the terms and conditions of entry as defined in this Handbook.
5. Click **Submit**.
6. Please print and bring a copy of your detailed online entry receipt **with your entries** when you bring them to the Fair.

Please contact us with any questions.

Oregon State Fair Creative Living Office

971-701-6571 or email creativeliving@oregonstatefair.org

www.oregonstatefair.org

Follow the Oregon State Fair on Facebook, Instagram and Pinterest!

GENERAL RULES

1. Oregon State Fair (OSF) competitions are open to residents of Oregon only. Entries do not need to be entered or have won at a county fair to be eligible for any competition.
2. All articles must be the handiwork of the exhibitor and not been previously exhibited at the Oregon State Fair.
3. Online entries must be submitted by the date indicated within each Department Handbook. Paper applications will not be accepted. Information must be accurate and complete. Walk-in entries may be accepted during intake days on a limited basis.
4. Entries must be delivered and removed only during the scheduled times. Any exception shall be at the discretion of OSF staff.
5. Entries will receive a claim check upon delivery. Exhibitor (or representative) must present claim check or valid Oregon ID when picking up entries.
6. Some competitions require an entry fee. See specific departments for fee and processing information.
7. OSF staff or a judge may disqualify or transfer any exhibit which is not a true representation of the class in which it is entered, if rules are not followed, or is considered offensive.
8. Judging is closed to the public unless otherwise noted. Every reasonable effort is made to secure highly qualified judges with expertise in their field.
9. Entries by OSF staff and judges are prohibited in the department in which they are working. They may enter other departments.
10. Volunteers who submit entries in a department in which they are working may not be present during judging.
11. Ribbons and/or prizes will be awarded as warranted. All judges' results are final. Results cannot be provided over the phone but will be posted online when available. (www.oregonstatefair.org)
12. Protests may be submitted to the Creative Living office accompanied by a deposit of \$25 which will be forfeited if the protest is not sustained. Protests must plainly state the cause of the complaint or appeal and submitted within 24 hours of the action.
13. Ribbons and scorecards (as available) are provided with return of entries after Fair. See specific departments for return days.
14. OSF is authorized to use any and all photographs, video and or digital images related to the entry for promotional purposes.
15. Exhibitors shall indemnify OSF from and against all claims for damage to persons or property caused by them or their exhibits.
16. OSF will take reasonable precautions to ensure safety of exhibits while on the fairgrounds, but will not be responsible for loss, damage, theft or injury of any kind to exhibits or exhibitors, unless the loss or damage is due to the negligence of OSF staff and volunteers.
17. Exhibitors found in violation of rules, or to be in practices unethical or adverse to OSF, shall be penalized by forfeiture of awards and/or privileges, and removed from the exhibit.
18. Items not picked up by final return days of each department are forfeited by exhibitor.

The Oregon State Fair reserves the final and absolute right to interpret any and all terms, conditions, rules and regulations contained in any and all parts of Department Handbooks and to settle and determine all matters, questions or differences in regard thereto, or otherwise arising out of, connected with or incidental to the Oregon State Fair. OSF further reserves the right to determine unforeseen matters not covered by General or Competition Rules, and to withdraw award offerings in all Competitions should any emergency exist and circumstances demand.

DECORATED TABLES COMPETITION RULES

1. All Oregon State Fair General Rules apply. Your submission indicates you have read and agree to abide by the General Rules and the Rules of this competition.
2. Due to space limitations, a maximum of 20 tables will be allowed. Acceptance will be in the order entries are received and the competition closes when all 20 slots are filled. Once all entry slots are filled, participants may contact the Creative Living office to be placed on the waitlist by emailing: creativeliving@oregonstatefair.org
3. Exhibitors are required to bring their own table on which to set up their display. Any type of table may be used, but must not exceed 36" diameter.
4. Tables previously entered in this competition are not eligible.
5. Only one (1) entry per household will be accepted.
6. **Adult Division** entries consist of one or two adults over age 17. Enter all exhibitors' names during registration. **Youth Division** entries consist of up to two (2) youths, ages 6 to 17. Youth exhibitors are responsible for setting their own table. Parents/Adults may not help the youth in setting their display. Enter all exhibitors' names during registration. **Adult/Youth Division** entries consist of one adult over age 18 (parent, grandparent, etc.) and one youth under the age of 18 (child, grandchild, etc.). Enter all exhibitors' names during registration. **Oregon Award Division** entries consist of one or two people over the age of six (6). Enter all exhibitors' names during registration.
7. **PLEASE NOTE:**
 - Tables must have two (and only two) place settings.
 - Exhibitors who have entered in the last three consecutive fairs will be automatically placed on the waitlist in order to make space for new exhibitors to have the opportunity to enter the competition. Also, Best of Division winners will be ineligible to compete in the next year's competition.
8. Provide a neatly printed menu (large enough for easy viewing) with items listed in order of service.
9. Entry set-up will only be allowed at the designated time. Only those registered are allowed in the exhibit area during set-up. No one may touch their own completed entry, or another's, once the end time is reached.
10. All table decoration must be on the table and fit within the perimeters of the table.
11. No real foods, liquids, or fresh flowers are permitted. However, non-perishable "fake" foods as well as artificial flowers are allowed. No disposable paper plates, cups or disposable (plastic, wood, etc.) flatware will be permitted. Entries not following this rule will receive a substantial deduction from the judges.
12. If centerpieces are placed between place settings, height of centerpieces must allow for a clear view of the dining partners, but if centerpieces are placed in a corner of the table, they may be higher and/or larger.
13. Place cards can be used on the tables but are only required in the Formal Class of the competition.
14. Linen, china, glassware, flatware, and other accessories should be marked with name or initials of owner when possible, and must not show when accessories are in placed in the exhibit. Reasonable precaution will be taken to ensure safety of exhibits, but the State Fair assumes no responsibility for loss or damage.
15. Decorations should be designed for functional service of the menu and follow the established theme. Judging will be on overall creativity, functionality, appearance, tableware (appropriate for menu), table cover/place mats (clean, pressed and appropriate for menu), decorations (centerpiece, place cards, etc.).
16. Regular air and helium balloons may be used only if they are totally secured. **Metallic mylar balloons are not allowed.**
17. In the event of a registration change or cancellation, please contact the Creative Living office as soon as possible by email: creativeliving@oregonstatefair.org.

Class 3803 will be the ONLY class that MUST adhere to the rules regarding American Standard Table Setting (see appendix A). To allow for "creative decorating", entrants in all other Divisions and Classes have the creative freedom to place centerpieces/decorations, silverware, plates and glassware in any manner they choose on the table. However, functionality **must still be maintained.**

DECORATED TABLES DIVISIONS & CLASSES

Limit of one entry per exhibitor

DIVISION 380 ADULTS (ages 18 and older)

3802 **Sunday Brunch**

3803 **Formal Birthday Luncheon** — Formal Luncheon

Entries in this class must adhere to the American Standard Table setting rules as listed in Appendix A

DIVISION 382 YOUTH (ages 6 – 17)

3821 **Birthday Party** – Boy or Girl

DIVISION 384 ADULT/YOUTH (one adult 18 or older and one youth under 18)

3841 **First Day of School Breakfast**

DIVISION 385 OREGON AWARD (All ages)



Celebrate Oregon!

To be eligible, entries need to highlight a recognizable aspect of an Oregon specialty or landmark.

Entries will be judged using the American System with only one Oregon Award given

JUDGING SYSTEM OVERVIEW

Entries are judged in a closed judging session. Score cards with Judge's comments will be displayed at each table during the fair.

Each exhibit is judged not only on its own merit, but in comparison to other exhibits. A point system is used to help judges in selecting winners, but is not the sole factor in the awarding of ribbons and placements. One Blue (1st), one Red (2nd) & one White (3rd) ribbon will be awarded in each class except in the case of a true tie. Once ribbons in each class are awarded, Best of Division will be chosen.



In this Department, ribbons may be awarded as merited for the following categories:

First, Second and Third Place in each Class as merited.
Best of Division chosen from all blue ribbons in specific divisions

TABLE JUDGING CRITERIA

TABLEWARE – 30 Points (NOTE: This portion is judged under Class 3803: Appendix A if a formal setting)

- (15 pts) Is the choice of china, glassware and silverware appropriate for the chosen menu?
- (15 pts) Is each place setting correctly set to match the menu as served?

TABLE DECORATIONS – 25 Points

- (5 pts) Is the choice of tablecloth, runner, place mat or other table covering appropriate for the theme?
- (4 pts) Is the chosen napkin appropriate for the setting?
- (4 pts) Are all displayed items clean and the linens pressed?
- (4 pts) Is the centerpiece appropriate (color, occasion, visible to all diners) for the theme?
- (4 pts) Are the table decorations obstructive for diners?
- (4 pts) If place cards are used, are they neatly printed or typed, placed correctly (for a formal setting) and appropriate to the theme?

MENU – 25 POINTS

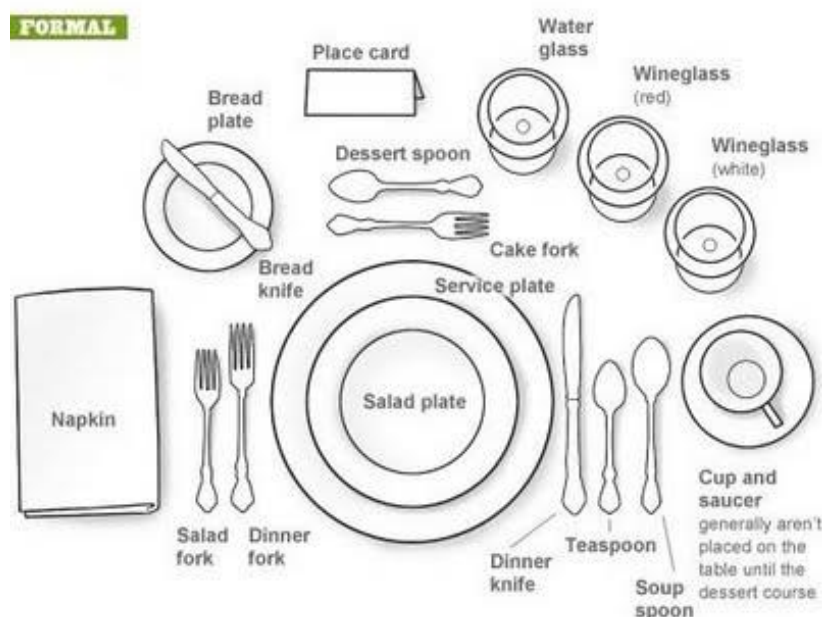
- (5 pts) Are the menu courses appropriate for the chosen theme?
- (5 pts) Are the courses listed in the correct order as served?
- (5 pts) Is the menu neatly printed? Are there any spelling errors?
- (5 pts) Is it large enough to be easily read and displayed for easy viewing?
- (5 pts) Do food preparation, type and variety of foods to be served complement each other? Are the food choices suitable for the occasion and theme?

APPEARANCE – 20 POINTS

- (10 pts) Does the table setting show functionality, originality, and creativity?
- (10 pts) Is the overall effect pleasing to the eye?

APPENDIX A: Sample American Standard Table Settings for CLASS 3803 only

Visual example of a Formal Table



Appendix A cont.:

Rules for Tableware Placement for Class 3803 (Worth 27 pts)

1. (1 pt) The flatware and plate should be 1 inch from the edge of the table.
2. (1 pt) The plate is always in the center of the place setting.
3. (1 pt) If a charger is used, it should be set 1 inch from the table edge with dinner plate centered on top.
4. (1 pt) The dinner fork is placed at the left of the plate.
5. (1 pt) If a salad fork is used, it is placed to the left of the dinner fork.
6. (1 pt) The salad plate, if needed, may be set to the left of the forks or on top of the dinner plate.
7. (1 pt) If soup is to be served, the soup bowl may be placed on top of the dinner plate or layered on top of the salad plate if the soup course is served first.
8. (1 pt) Normally, for a formal setting, the napkin may be placed to the left of the fork, with the fold on the right, under the forks, or on top of the plate. In an informal place setting, the napkin may be decoratively placed elsewhere in the place setting.
9. (1 pt) Because the napkins may be placed anywhere, use of napkin rings is optional.
10. (1 pt) The knife is placed to the right of the plate with the sharp blade facing in towards the plate and should be 1 inch from the edge of the plate.
11. (1 pt) The teaspoon is placed to the right of the knife.
12. (1 pt) If a soup spoon is needed, it is placed to the right of the teaspoon.
13. (1 pt) If a dessert spoon is needed, it is placed above the dinner plate with the bowl facing left. Note: a dessert spoon should be no larger than a teaspoon. A deduction will be made if the dessert spoon is a soup spoon or the dessert fork is a dinner fork. (The dessert fork is similar to a salad fork and a salad fork can be used in place of a specialized fork.)
14. (1 pt) If a cake/dessert fork is needed, it is placed above the dinner plate with the tines facing right.
15. (1 pt) If a bread plate is used, place it just above the tip of the fork.
16. (1 pt) Small bread knives or spreaders, if used, should lay across the bread plate, parallel to the edge of the table with the handle pointing to the right, or at a 45-degree angle, handle to the right, blade turned toward center of the plate.
17. (1 pt) The cup and saucer are to be placed to the right of the spoons with the handle to the right. Generally, the coffee/tea cup and saucer are not placed on the table until the dessert course. For this competition however, **cups must be placed with the table setting.**
18. (5 pts) Water glasses and/or wine glasses are placed to the right of the plate above the knife and spoons. Don't forget to list all beverages on the printed menu card, including water, if served.
19. If individual salt and pepper shakers are used, they may be placed where desired.
20. (5 pts) For this very formal setting, place cards are required and should be computer generated vs. handwritten. They are to be placed above the dinner plate.

DECORATED TABLETOP TREES COMPETITION RULES

1. All Oregon State Fair General Rules apply. Your submission indicates you have read and agree to abide by the General Rules and the Rules of this competition.
2. Due to space limitations, a **maximum of 10 trees** will be allowed. Acceptance will be in the order entries are received, and closes when all 10 slots are filled. Once all entry slots are filled, participants may contact the Creative Living office to be placed on the waitlist by emailing creativeliving@oregonstatefair.org.
3. Exhibitors must bring their own tabletop tree. Any type of tree may be used, including potted live tree or artificial. Each tree must have its own stand or other means so the tree stands securely on its own.
4. The Oregon State Fair will provide the tables or pedestals for display and will determine location of each entry.
5. Only one (1) entry per household will be accepted. Only one (1) person is allowed to work on a tree in the individual divisions, and up to six (6) people in the family/group divisions.
6. **Individual Division** entries consist of one adult over age 17.
Family/Group Division entries consist of up to six (6) people ages six (6) and up.
Oregon Award Division entries consist of either an individual or a group up to six (6) people ages six (6) and up.
7. For family/group divisions, the tree will be listed under the primary name entered during online registration. **For Family/Group or Oregon Award Divisions, bring a neatly printed brief description** (on 8 1/2 x 11 in. paper) of the tree which **also lists the names of all those included in the group**.
8. Entry set-up will only be allowed at the designated time. Only the person(s) registered are allowed in the exhibit area during set-up. No one may touch their own completed entry, or another exhibitor's entry, once the end time is reached.
9. Miniature UL approved lights allowed with approved multi-plug adapters, but no off/on switches. Exhibitors must provide UL approved (14 gauge or heavier three wire grounded) extension cord, 15" minimum length.
10. Tree skirt and decorations around the base of the tree, if used, may not extend more than 5" beyond the tips of the lower branches.
11. Judging will take place prior to Fair. All decisions of the judges are final. Results will be posted on the Oregon State Fair website as soon as they are available.
12. In the event of a registration change or cancellation, please contact the Creative Living office as soon as possible by email: creativeliving@oregonstatefair.org.

TABLETOP TREES DIVISIONS & CLASSES

DIVISION 390

3901 **INDIVIDUAL - Old Glory** (red, white, blue) OR **Veteran's Celebration**

3902 **GROUP/FAMILY – Teddy Bear Tree**

Each exhibit is judged not only on its own merit, but in comparison to other exhibits. One Blue (1st), one Red (2nd) & one White (3rd) ribbon will be awarded in each class except in the case of a true tie. Once ribbons in each class are awarded, Best of Division will be chosen.

DIVISION 391 OREGON AWARD



Celebrate Oregon!

To be eligible, entries need to highlight a recognizable Oregon specialty or landmark.

Only one Oregon Award will be given. Entries are judged in a closed judging session. Score cards with Judge's comments will be displayed near the trees during the fair.