

- **2019 MA 4-H Days in the New England Center: Friday and Saturday, September 13-14.**
- Due date for original copies of Registration Form 1 and 2 and Big E Health Form:  

**Postmarked by July 15 - no exceptions! Faxes and emails not accepted.**  
 Mail to Sherrie Guyott, 4-H Program, 400 Main St., Walpole, MA, 02081
- Decisions will be made in early August and all registered families will be notified by email. Those individuals not chosen for a stage slot (as there are limited spaces) will be offered the opportunity to participate in the New England Center by helping to staff a MA 4-H action exhibit set up by 4-H staff. They will be trained at that exhibit the morning of participation.
- **All members and clubs must follow through on their commitment to participate.** Families should think about their fall schedule and make sure they are able to commit an entire day (8 a.m. to 6 p.m.) before signing up! If you sign up for this event, we are counting on you! 4-H makes the commitment to the Big E to fully utilize the stage and area they donate to us. When we are not on the stage they rent it to other groups.
- All club action exhibits must have an adult volunteer (or several volunteers) who will take responsibility for assisting with the youth with planning the exhibit and supervising the club at the Big E. The volunteer(s) can be a parent, does not have to be the club leader.
- Who is in charge? First is the member's 4-H chaperone; every member attending must have a designated chaperone (generally their parent or leader) for their entire participation in the New England Center. There will be a designated person in charge there to help you at all times. The New England Center Building 4-H Coordinator oversees this area when 4-H occupies the New England Center. In addition, a 4-H staff person will be there. These staff may ask your youth or adults to change something or help in some way. Please be sure your members and adults know this and be respectful of those in charge.
- Remember to be polite and respectful. You must abide by the 4-H Code of Conduct and dress code at all times. Appropriate clothing:  
 Action Exhibits – members are to wear a 4-H T-Shirt with khaki-style pants or dress jeans/pants (no torn or tattered jeans, please).  
 Stage – members may wear 4-H shirt and slacks or choose something dressier. Costumes appropriate to the performance are also welcome – please place a 4-H logo on costume (we will have 4-H stickers available that day).  
**NO:** bare midriffs, short-skirts, ripped clothing, low-cut tops, spaghetti straps, undergarments showing, muscle shirts or short shorts (pants preferred).



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- Orientation at the Big E: All youth and chaperones must attend the orientation at 8:15 a.m. the morning of their participation. Arrive at door #2 at the New England Center building at 8 a.m. (you will not be able to enter the building until 8:00 a.m.).
- All participants and at least one chaperone from their group are asked to participate in the parade at the end of the day. Line-up at 4:45 p.m. (behind the state buildings) find the MA 4-H delegation so that we can march together. 4-H and state flags and the Massachusetts and NE Center banners are to be picked up at the NE building to be carried in the parade – check with MA 4-H supervisor.
- Funding for your club action exhibit: Please try to have items donated through your community contacts. If you feel you need some funding for your exhibit supplies talk to Sherrie to see if this is possible.
- Tickets, parking pass, dorm info, specific stage times: In early September you will receive a packet with this information in the mail. ***If you do not receive it by Sept. 6 contact Sherrie Guyott.***
- If you have questions prior to the event you can contact Sherrie Guyott at [sguyott@umext.umass.edu](mailto:sguyott@umext.umass.edu).



## Action Exhibits:

**Bring:** All the supplies you need for your action exhibit including extension cords, hammers, tacks, items to give out to public, table top easels etc.

**Posters** – should be seen at least 5' away; one should have club name and town with 4-H logo.

**Size of Exhibit Area** – The composite bulletin boards behind the tables are 4' x 4' and attached to the wall. Action exhibit area includes ½ circular tables so that two people can stand comfortably behind them (see pictures above). All the tables handicapped accessible as they are sitting directly on the floor. The tables are skirted. There will be electric outlets behind each table.

Club banner – you need to have a club banner (or make a poster) on the board behind your table.

Table top – needs to be covered – note: semi-circular table (see picture on page 2).  
Available: electrical outlet, storage room, stove & refrigerator in backroom.

Grab attention of public – come up with ways to draw the public into your area:

- Stand up in booth to encourage people to come and learn more.
- There is no eating allowed in the booth. Members are given a break for lunch.

Hand-outs – include directions/recipes, supply items, games having to do with your subject, places to find information, etc. These are optional.

Develop a time schedule for workers in your booth – remember to include meal breaks!!

Time frame –

- 8:15 a.m. required orientation, followed by set up
- Exhibit must be set-up by 9:45 a.m.; action exhibit operating from 10 a.m. – 4:30 p.m.

When off duty, members & volunteers should not be hanging around at their booth – keep free for visitors to the area as there is not much extra room. Only youth are to be in the booth! There are benches in close proximity that adults may sit on. Adults will also be asked to work at the information table for a one hour shift. Sign up will be on the day of the Big E.

### **Information for All Stage Presenters (Performances and Visual Presentations)**

Available for your use: 3 microphones – one of them is a head set. There is a storage area and changing room. Instruments may have a microphone – be sure to test sound balance between any singers and instrument. One easel and table are provided.

Note: All stage presenters and performers are expected to introduce themselves. They must bring all their own equipment. Performers should bring their own CD or MP3 player. A CD player is available and may work if you have the appropriate cord.

Stage size: 12' x 24' with side ramp (on right side if facing the stage) and back stage entrances. Men's changing room on left, ladies on right side as you face the stage. Items may be stored in the dressing rooms until 5 p.m.

Time Frame: Each presenter will have one to four 15-minute time slots per day/throughout the day.  
Stage schedule will be posted that day.

4-H area in the New England Center building is open to the public from 10 a.m. – 5 p.m.  
All equipment must be set-up and removed from the stage just prior/after performance.

Presenters: Keep in mind that you will be speaking into a microphone as you present. You will have a few minutes to practice after the morning orientation.

Any stage presenters preparing food will not be allowed to give out samples to the audience.

## **Information Specific to Food and Nutrition Action Exhibits:**

Due to MA state health regulations we need to be sure our food preparers are serving food to the public correctly. This is a good learning opportunity for our members to learn about safe serving practices for the public. Please be advised of the following:

- ***If your club will be preparing food you must bring at least one ServSafe certified volunteer to be on-site during your action exhibit time*** to supervise and be sure clubs are following good preparation/serving/storing procedures.
- Please provide cutting boards (if needed) for each variety of food: ex. Fruit, vegetable, each type of meat, other.
- All cold foods must be kept at 40 degrees or colder. A refrigerator is on site in the NEC kitchen. Please provide ice to keep your cold items cold when serving.
- All hot foods must be served at the required temperatures for type of food item. Please let the MA NEC coordinator ahead of time what type of food you are preparing so that we can tell you what the MA regulations are for that food or service. There is a stove in the kitchen and we recommend a warming tray if needed. You are also welcome to bring a clean microwave.
- Once food is out of required temperature for four hours the food must be thrown away and all tools used to prepare must be thoroughly cleaned and disinfected.
- All food servers should have hair pulled back and should wear a clean hat (please: no writing on hat unless it is a 4-H one). Preparers need to also wear an apron and remove all jewelry (rings, necklaces, earrings, non-4-H dorm bracelets and watches).
- The MA 4-H Program requests no fresh or frozen seafood served.
- No foods may be prepared at home and then served to the public as home kitchens usually have not been health board certified. (If your kitchen has been certified please bring the certification with you – ex. Syrup producers, etc.) You may use food from stores and restaurants as long as food stays within the required temperatures during transportation and has not been opened until you arrive and used for preparation.
- When you change shifts please clean all tools before using with new members.
- All members touching food and supplies need to wear food gloves during their time in the booth. Gloves need to be changed for the following reasons:
  - are cut or touch items other than food items
  - member changes the type of food variety they are cutting; example, switches from vegetable to fruit or to meat, etc.
  - member leaves the booth for any reason
  - please be sure not to touch your hair, face, or clothes when wearing gloves
- Due to NEC 4-H policy all brand names on products need to be covered!
- Ingredients need to be readily available for those seeking allergy information.
- Please post if the following ingredients are included: ground or tree nuts, milk products, soy, wheat products.
- Bring sign telling public when samples will be given out.

***\*\*\* If you are ServSafe Certified please send us a copy of your ServSafe and Allergen Certificates with your registration.***