



2022 Market Auction Participant Guide

Exhibitors must attend a minimum of two meetings

- September - November –**
 - Consider what animal(s) you will be entering in the market auction
 - Read the [Market Auction Rules](#)
 - Fill out [Market Auction Biography](#) and [Market Auction Letter of Intent](#)
- December -- Attend mandatory participants meeting on December 6th @6pm**
 - Topic: Bidder recruitment, marketing, and interactions
 - Information & forms
- March– Attend mandatory participants meeting on March 7th @6pm**
 - Topic: Nutrition, condition, best practices for display
 - Project check: check if animal is presently on their farm
 - Get a head start on contacting potential buyers
- June – Attend mandatory participants meeting on June 6th @6pm**
 - **Topic: Finalization of auction paperwork and final prep including signage.**
- July 1 –Entries Due**
 - Make sure to enter your market animals in the market auction classes.
 - Assist with preparing the fairgrounds for fair. Participating will help you finalize your plans for the housing and care of your market animal(s).
- August– Attend mandatory participants meeting – to be announced**
 - Topic: Thank you notes and checks!
 - Review of the auction and next steps to take with your buyers.

Fair Week To-Do List

- Monday - Weigh-in your animals at 9:00 a.m.** at the Swine Area (4-Her must be present).
 - Display “Animal in Market Auction” Sign for your animal.
 - Display “Thank You” Sign. (for next year)
- Work with your animal(s) in the show ring.
- Maintain an acceptable herdsman ship score. Animals with four or more white scores prior to the auction on Saturday will not be allowed to participate and will forfeit premiums in that species.
- Show your animal(s) in the Market Auction Class(es) for their specific species.
- Contact your bidders 48-24 hours before the market auction via phone, text, or email.
- Participate in the Market Auction

Day of Market Auction To-Do List

- Help set-up chairs and the auction area** the morning of the auction. Ask Rylie Lear for specific times.



- Move animals to the auction area one hour prior to auction preview. (Each species will have different requirements. Speak to your animal superintendent for specific details.)
- If possible, move and display your Thank You Sign in the auction area. (for next year)
- Make sure that your animal has been identified as Market Auction (number on animal) prior to the auction.
- Review the Market Auction Program to determine when your animal is to be sold and make sure you are ready at that time.
- After your animal has been sold, make sure that your buyer has received his/her thank-you gift.
- Have you and your animal's picture taken with the buyer.
- Help in distribution of clipboards for signatures and thank-you gifts.
- Help to move animals to appropriate location after the auction.
- Help clean-up the market auction area** when completed.
- Thank auctioneers and volunteers for their time and help.

Post Fair To-Do List

- Write thank you note(s) to buyers and send or deliver them to the 4-H office to meet the buyer thank you requirement.
 - Checks will not be released until thank you notes are written.
 - If a thank you note does not have a stamp, the 4-H office will provide one.
 - Please make sure to write legibly and spell correctly.