Memo

To: [Fair] Exhibitors

From: [Fair] Fair Office

Date: [Date]

Re: Introducing FairEntry – the Online Fair Management System

The [Fair] is excited to announce a transition to the FairEntry online fair management system for the [Fair Name]. Beginning [Registration Open Date], please log on to http://\_\_\_\_\_\_.fairentry.com from your computer or any mobile device (including smartphones) to submit your entries to the fair. The new online entry system will streamline the entry process so, check-ins, show programs and results can be processed and posted quickly and efficiently at the fair.

Online entries will be required for all exhibitors. The deadline for online entries is [Registration Close Date]. This deadline will be strictly enforced since the system will close entries at 11:59 p.m. CT on this date. Late entries will not be allowed. We have attached instructions for the entry process on the next page. If you do not have internet access or need assistance with the entry process, the [Fair] Office will be open at the following times for exhibitors to come in, set up their accounts and ask any questions.

* [Date], [Time], [Location]
* [Date], [Time], [Location]

If you have any questions about the process, feel free to stop in or give us a call during regular business hours for assistance. We look forward streamlining these processes to make your fair experience the best yet!

Thank you,

[Fair Manager/Director]