

INTERNATIONAL ASSOCIATION OF FAIRS AND EXPOSITIONS
P.O. Box 985
Springfield, Missouri 65801

APPLICATION FOR CERTIFICATION

Date _____

Applicant _____ Position _____

Employed by _____
 (Name of Fair)

Address of Fair _____
 (Street - P.O. Box)

 (City) (State or Province) (Zip Code)

Phone _____ Fax _____

I certify that the following information is true and accurate, to the best of my knowledge.

Applicant's signature _____

Chief Executive Officer's signature _____

Applicant must attain the minimum number of points in EACH of the following categories with an overall total of a minimum of 75 points to qualify. Points will not be awarded for forthcoming activities and event participation and points will only be awarded for individual accomplishments, not those of the exposition at which the applicant is employed. Credit for each activity, accomplishment, contribution, etc., will only be given in a single area . . . do not list the same item twice in two separate sections of the application.

I. EXPERIENCE AS AN EXECUTIVE OF AN IAFE MEMBER FAIR

Minimum of 15 points - Maximum of 25 points

Position(s) Held	Fair	Employment Dates	Number of Years	Applicant's use	IAFE use only
_____	_____	_____	_____		
_____	_____	_____	_____		
_____	_____	_____	_____		
_____	_____	_____	_____		
3 points for each of the first five years and 1 point for each additional year.				I. TOTAL	

		Applicant's use	IAFE use only
C.	Fair staff organizational chart and the job description for your current position (Attach copies of each)		
D.	Pertinent fair sector surveys conducted (Attach results)		
E.	Evidence of experience in planning and construction of new or improved fair facilities (Provide supporting documentation)		
F.	Other evidence of management skills (brochures, newsletters, promotions, or reports) (Provide supporting documentation)		
G.	Speeches on fair production and facilities management (Provide topic and specify date and site of presentation)		
V. TOTAL			
VI.	COMMUNITY ACTIVITIES Minimum of 5 points - Maximum of 10 points Name civic or community organizations in which you are a member, number of years of service and those organizations, if any, in which you have held the top office, such as: Chamber of Commerce; Farm Bureau; agricultural councils; service clubs such as Rotary, Kiwanis, Optimist, Lions, Jaycees, or others; Masonic Order, Elks, Knights of Columbus; United Way; church organizations; 4-H; FFA; Boy/Girl Scouts; YMCA/YWCA; or other recognized civic, service, or fraternal organizations. 1 point per organization per year 2 points for President per year		
	Specify Year(s) Served		

VI. TOTAL			
I. through VI. TOTAL			
VII.	MANAGEMENT PHILOSOPHY Points awarded on a 1-10 scale Please attach a written statement of not less than 150 words giving your philosophy of management as it relates to the production and presentation of fairs.		
VII. TOTAL			
TOTAL POINTS			

VIII. REFERENCES

Provide at least three letters of recommendation addressed to the Certification Committee relative to association with and management of the applicant's fair and his/her community's attitude with regard for his/her management skills. At least one must be from a person involved in fair management (but not with the applicant's fair).

VII. STATEMENT OF MANAGEMENT PHILOSOPHY

IAFE USE ONLY

Fee received _____ Check number _____

Total points earned _____

Application approved: Certification Panel _____ Board _____