

2018 Minnesota State Fair

Deadline Check List

This check list has been developed to help you prepare for the 2018 State Fair. It is not all inclusive, so please refer to your Concessions & Exhibits Information Manual for further details and dates of importance.

Due Date	Item(s) due in the Concessions & Exhibits Department
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Within 15 Days

_____ of Postmark	Signed license agreement, first invoice payment, and, if applicable, a completed ST19 Operator Certificate of Compliance form and utility/telephone form
_____ May 1	Food and Beverage product change or addition request(s)
_____ June 10	Non-food product change or addition request(s)
_____ June 22	Phone & Data Services Request form
_____ June 22	Giveaway form
_____ June 22	Prize Drawing form
_____ June 22	Deals, Drawings & Giveaways promotion form
_____ July 1	Certificate of insurance, see page 10 of the Information Manual for requirements
_____ Aug. 1	License fee balance (to include assessment and utility)
_____ Aug. 20, 21 or 22	Concessionaires must pick up concession packet and license number sign(s)
_____ Sept. 4	Percentage final settlements and payments between 8 a.m. to 2. p.m.
_____ Sept. 10	All personal property must be removed from the fairgrounds
_____ Sept. 21	Prize drawing winner's names and addresses form must be submitted

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