

# 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.

<b>Due Date</b>	<b>Item(s) due in the Concessions &amp; Exhibits Department</b>
-----------------	---

**Within 15 Days**

_____	<b>of Postmark</b> 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

Concessions & Exhibits Departments • 1265 N Snelling Ave • St. Paul MN • 55108  
(651) 288-4456 • email address [sales@mnstatefair.org](mailto:sales@mnstatefair.org) • FAX (651) 642-2440