

**STATE FAIR**  
**August 23 through September 3, 2018**

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\* Indicates section grouping (Policies, Procedures, and General Information and Services)

## MISSION STATEMENT

**Our Mission . . .** To educate and involve our guests by providing a world-class showcase that is innovative, entertaining and fun.

We strive to:

- Showcase Minnesota's finest agriculture, art and industry
- Present an unparalleled forum for knowledge and ideas
- Provide outstanding customer service
- Offer exceptional value
- Provide a safe, clean environment that is accessible to all
- Create unique experiences

## INTRODUCTION

The Minnesota State Fair has established a tradition of providing high-quality family entertainment that is clean, wholesome and fun, with a commitment to total guest satisfaction. As a member of the Minnesota State Fair team, you have been selected and licensed to help us continue the high standards established by this Great Minnesota Get-Together. We look forward to working with you to help carry on this tradition of excellence in your operation and the environment you help create.

This manual is designed to inform you of State Fair policies and procedures. The information contained in the following pages and Minnesota State Agricultural Society Rules are made a part of each license agreement by reference. Both are meant to foster better fair operations, and it is each licensee's responsibility to be familiar with these policies, procedures and rules.

We hope that your experience at the fair is a pleasant one. If you need assistance, please contact our staff indicated on the following pages at any time.

### Department Telephone Numbers:

Attractions Department . . . . .	(651) 288-4473
Concessions & Exhibits Department . . .	(651) 288-4456
Concessions & Exhibits (Fax) . . . . .	(651) 642-2440
Employment Center . . . . .	(651) 288-4475
Facilities Department . . . . .	(651) 288-4499
Fire . . . . .	911
General Information . . . . .	(651) 288-4400
Guest Relations Office (fair time) . . . . .	(651) 288-4559
Media and Marketing . . . . .	(651) 288-4321
Medical Emergency . . . . .	(651) 288-4500
Midway Office . . . . .	(651) 288-4491
Midway (Fax) . . . . .	(651) 643-6493
Police . . . . .	(651) 288-4500
Sponsorships . . . . .	(651) 288-4471
Telephone Department . . . . .	Orders: (651) 288-4457 Repairs: (651) 642-2418
Ticket Office . . . . .	(651) 288-4427
Touring Promotional Exhibits . . . . .	(651) 288-4472
Utility Office . . . . .	(651) 288-4445

# STATE FAIR STAFF

## Administration:

Jerry Hammer, General Manager  
Jim Sinclair, Deputy General Manager  
Dennis Larson, Licensee Administration Manager  
Pam Simon, Concessions & Exhibits Manager  
Danyl Vavreck, Sponsorships Manager  
Carol Doyle, Concessions Office Supervisor  
Brett Ward, Sales Accounts Supervisor  
Nikki Hines, Attractions & Food Concessions Supervisor  
Jennifer Bower, Events Specialist  
Julie Samec, Sales Specialist

## Concessions & Exhibits Department Location:

In the Administration Building at 1292 Cosgrove Street

## Superintendents:

Superintendents are employed to assist you with set up and tear down, interpretation of display guidelines, to respond to any questions and concerns you may have and will make routine rounds to be of assistance and ensure that rules and regulations are observed. They are your first point of contact immediately prior to and during the fair.

### Building/Area

Agriculture Horticulture Building  
Coliseum  
Creative Activities Annex  
Dairy Building  
Eco Experience  
Education Building  
FAN Central  
Food Building  
Grandstand (1st and 2nd Floors)  
Home Improvement  
International Bazaar  
Machinery Hill  
Merchandise Mart  
Midway  
Pet Center  
Ramberg Center  
West End Market

### Office Location

SW side of rotunda  
SW corner of building  
SE corner of Home Improvement Building  
N side of building  
E side of building  
W side, N of front entrance  
SW corner of building  
N side at rear of building  
1st floor of Grandstand, NE corner  
SE corner of building  
SE side of the stage  
In Eco Experience, E side of building  
SW corner of building  
Lower level, below Care & Assistance  
In Eco Experience, E side of building  
SW corner of building  
W end, south side, north of restrooms

## **POLICIES**

Minnesota State Fair management reserves the right to interpret and apply these policies, procedures and rules as it deems appropriate in the best interest of the public and furtherance of the fair's statutory duties.

The State Fair board of managers authorizes the licensing of privileges to serve the comfort, convenience, pleasure, needs and wishes of the State Fair's large and diverse audience. Fair management reserves the right to prohibit the showing of any attraction, exhibit, concession or animal that may be falsely entered or represented, or to remove any attraction, concession, exhibit, sign, display material, merchandise, animal or advertising if it is contrary to law or a violation of the State Fair's valid interest in providing for the health, safety, protection and best interest of the public. Privileges will not be licensed, nor will business pursuits be permitted, which are not conducted safely, ethically and in a manner consistent with the mission of the fair, as determined by the State Fair. The board of managers and concessions & exhibits department staff will use every precaution to guard against extortion practiced upon patrons of the State Fair.

## **POLICIES - Continued**

A violation of the terms and conditions of a license agreement or the rules, policies and procedures of the Minnesota State Agricultural Society (Minnesota State Fair) as printed in its Rules and/or Information Manual may cause the full amount of a license to become due and lead to a revocation and forfeiture of all privileges therein granted to a licensee, in which case all sums paid or to be paid shall become the property of the Minnesota State Agricultural Society as liquidated damages and cause will be created for expulsion of the licensee from the fairgrounds as fair management may direct. The Society shall have a lien on all property kept, used or situated upon premises assigned for licensee use on the State Fairgrounds for any unpaid fees due the Society and any damages sustained by the Society by breach of license by a licensee.

State Fair license agreements, any portion(s) thereof, as well as the privileges, duties, responsibilities, obligations and interests granted therein, may not be assigned, sublet, sold, transferred, devised by will, hypothecated or otherwise disposed of, except with the written consent of the Minnesota State Fair; nor may licensees subcontract or sublet space or license privileges to any other person or firm. Obligations provided for in said licenses, including, but not limited to, payments for insurance, utilities and/or special services, shall remain the obligation of the initial licensee regardless of approved assignment.

Licenses are issued to, and in the name of, a company, corporation, organization, institution, agency or individual (of legal age) with a designated principal (i.e. owner, president, C.E.O. or executive director). The principal has primary legal and decision-making authority and responsibility, must sign the exhibit or concession license and all related business documents, and the physical, on-site presence of the license principal, or State Fair approved agent of the license principal, is a condition precedent to the granting of a license.

The license principal may request authorization from the State Fair to have a secondary agent (i.e. manager, division or department head, assistant or secretary) designated on a license to speak for and conduct day-to-day exhibit, concession or attraction business on behalf of the license principal on-site at the fair in the absence of the license principal, but the agent may not execute (sign) a license on behalf of the license principal. Also, if or when a license principal is no longer willing, able or interested and discontinues active involvement in daily exhibit, concession or attraction operation, the secondary agent does not ascend to become the license principal, the license becomes null and void, and the State Fair reserves the right to assess and appraise the continued viability of the exhibit, concession or attraction and its operation.

In the event a licensee should sell all or part of its concession, exhibit or attraction business to a third party and/or the current owner(s) should, for any reason, cease to be active in the daily management and operation of same, the State Fair, at its sole option, shall have the right to terminate the license by giving the licensee written notice of cancellation.

All licensees are independent contractors in their relationship with the Minnesota State Fair. As such, all aspects of a licensee's operation, including, but not limited to, staff conduct and appearance, maintenance of appropriate and reasonable sound levels, handling consumer complaints, hours of operation and any other requirements placed on the licensee by the State Fair are the responsibility of the licensee.

## **LICENSES, FEES AND FORMULAS**

All exhibits, concessions and attractions on the Minnesota State Fairgrounds are licensed and regulated by the fair's concessions & exhibits department. All license information, such as business name, address, telephone number(s), etc., is public record and available to the public upon request.

Each license is issued for the exhibition or sale of specific goods, products and/or services. You may only sell or exhibit what has been approved in writing and is reflected on your license agreement. You may not advertise or distribute information on behalf of any third party. The sale or exhibition of unapproved products or services may result in license cancellation. Requests product adjustments or additions must be received by June 10. (May 1 for food and beverage products).

## **LICENSES, FEES AND FORMULAS - Continued**

It is the posture of the Minnesota State Fair to not grant exclusivity to any commercial exhibitor or concessionaire for any product or service.

The State Fair shall designate the area(s) where each licensee may present their attraction, concession and/or exhibit during the State Fair. The location(s) shall be selected solely by the Minnesota State Fair through its duly authorized agents or officers, who shall at all times have free access to each licensee's area(s) of operation for the purpose of inspection and to ensure compliance with license terms and conditions, as well as State Fair rules, policies and procedures.

All licenses specify the maximum size of subject concession, exhibit and attraction sites and all business dealings are to be conducted within the confines of the site designated on your license agreement. No structure, stand or booth may exceed the dimensional limits indicated on the corresponding license. Products, displays, signs and/or equipment may not be stored or placed outside or on the exterior of any concession or exhibit without the prior approval of the concessions & exhibits department.

The site(s) assigned for use under any license may not be occupied until the original copy of the license has been signed by the license principal whose name appears on the agreement and it is returned to the concessions & exhibits department with the required payment. Consult your license for specifics regarding license fees, deposit deadlines, etc.

The types of license agreements issued by the concessions & exhibits department are as follows:

**1. Concession** . . . issued to persons or firms that sell, make deliveries or accept deposits for future delivery from their assigned site(s) during the period of the State Fair. Except as noted below, concession license fees are based on the front footage of the site(s) assigned for use. (See concession number signs.)

**2. Exhibit** . . . issued to persons or firms that display goods, machinery, products and/or services for advertising purposes only. Those operating under exhibit licenses are permitted to take orders, but may not make retail sales or engage in deposit acceptance, contribution solicitation, acceptance of payments of any kind for future delivery or delivery of products or services from assigned premises during the period of the State Fair. Exhibit license fees are based on the front footage of the site(s) assigned for use.

**3. Institution Exhibit** . . . issued to institutions or organizations whose exhibits, at the discretion of the concessions & exhibits department, qualify as educational or as a service to the State Fair and/or State Fair patrons. No retail sales, order taking, deposit acceptance, contribution solicitation or product or service deliveries are allowed under the terms of this type of license. Such licenses will require a showing of qualification. Institution Exhibit license fees are based on the front footage of the site(s) assigned for use.

**4. Percentage Concession** . . . issued to food, beverage, souvenir, novelty, amusement, game and attraction concessionaires, whose license fees are based on a percentage of gross receipts, after removal of applicable tax.

Percentage concessionaires must report their gross receipts on a daily basis for the preceding business day in a manner prescribed by the State Fair between 7 a.m. and 2 p.m. at the Concession Check-in Office. Final settlement under the terms of such licenses may be made between 8 p.m. and 10 p.m. on Labor Day, Sept. 3, or between 8 a.m. and 2 p.m. on Tuesday, Sept. 4. Non-compliance with the preceding shall be cause for immediate cancellation of license and lead to an automatic revocation of privileges granted to the licensee.

Concessionaires operating under a percentage license fee formula agree that all books, financial statements, source documents, accounting, financial, supply and other records relevant to their operations at the State Fair shall be open and available for audit upon request by the Minnesota State Fair or its auditors. Such records shall include, but not be limited to, copies of supply invoices, daily receipts and disbursement records.

## **LICENSES, FEES AND FORMULAS - Continued**

The State Fair may use any reasonable audit procedures it deems appropriate, may monitor any and all sales activities and shall be permitted access to concession premises at any time for such purposes.

Food and Beverage Concessionaires (See Appendix A - Food and Beverage Concession Guidelines).

### **ADDENDA**

If your electric, sewer or water consumption requirements are beyond the amount specified in your utility worksheet or request for utilities, an addendum will be made to your license to recover the cost for such added service. Please be sure at the time you request such services that all requirements have been considered.

An addendum may also be made to your license for insurance coverage if an acceptable insurance certificate is not submitted to the concessions & exhibits department by the date specified. In such case, the fair will provide coverage through its group insurance policy and charge you for the same.

(See Insurance)

### **ASSESSMENTS**

A utility assessment program is in place to fund proper maintenance, expansion and upkeep of exposition utilities (water, sewer and electric infrastructure) and a reasonable portion of these system costs is shared by all who present exhibits and operate concessions during the fair. Assessments are based on site front footage and a rate structure predicated on level of demand for each form of utility. All exhibitors and concessionaires participate at one of four rate levels. Assessment billings in a given year are based on the licensee's site size and utility service consumption the preceding year.

An environmental assessment program has also been initiated to defray a reasonable portion of state and county taxes levied based on how much trash is generated by fair operations. All exhibitors and concessionaires participate in this program at one of four rate levels and the rate structure for such fees is based on the type of license issued.

All exhibitors and concessionaires participate in both of the assessment programs.

### **MISREPRESENTATION**

Misrepresentation of any type, including, but not limited to, attraction, exhibit or concession ownership, products and/or services offered, operation, mechanical condition or appearance in the registration process or photographs provided therewith, shall be grounds for license cancellation, forfeiture of any payments made and immediate removal from the State Fairgrounds; in which case the affected licensee shall waive all claims for damages against the State Fair, its officers, agents and employees.

### **GATE ADMISSION AND VENDOR PARKING**

The State Fair operates an "All Pay" gate. Each person entering the fairgrounds, including employees and delivery personnel, must have an admission ticket each day. No passes or complimentary tickets of any kind are provided by the State Fair.

#### **Pre-Fair Discount Gate Admission Tickets**

You may purchase pre-fair discount gate admission tickets (\$11 each, a savings of up to \$3) online, over the counter or by mail order. There is a 50-ticket limit on over-the-counter sales. If you need to purchase more than 50 tickets, please use mail order or purchase via your licensee online account.

**\*NOTE: Pre-fair discount gate admission tickets are not refundable.**

## **GATE ADMISSION AND VENDOR PARKING – Continued**

### **Vendor Parking Vouchers**

Licensed exhibitors and concessionaires can purchase vendor parking vouchers for \$14. Parking in State Fair public lots is on a first-come basis and you will need a voucher for each day you wish to park in a State Fair parking lot.

A separate mail-in order form with more detailed information regarding pre-fair discount gate admission tickets and vendor parking vouchers will be provided to you by mail in June. We encourage you to take advantage of this opportunity to obtain admission tickets and vendor parking vouchers.

Pre-fair discount gate admission tickets and vendor parking vouchers may also be purchased over the counter at the State Fair Ticket Office in the Admin Too Building at 1312 Cosgrove St. from Monday, June 4 through Saturday, Aug. 4. Beginning Tuesday, Aug. 7 through Wednesday, Aug. 22, they will be available at the Como Loop Gate (#9) on Como Avenue. Please check [mnstatefair.org](http://mnstatefair.org) for specific dates and hours.

### **Refunds**

Pre-fair discount gate admission tickets and vendor parking vouchers are not refundable.

## **HOURS OF OPERATION AND STAFFING**

No concession, exhibit or attraction may be open prior to 6 a.m. on the first day of the State Fair without the prior written consent of the concessions & exhibits department.

The expectation of fair guests is that they are entitled to experience the exposition in its entirety regardless of the day and time they visit the State Fair. All exhibitors and concessionaires have an obligation to have their concessions, exhibits, attractions and display areas open, staffed and in full operation every day for the State Fair during the following hours.

All exhibit buildings and areas of the fairgrounds will be open from 9 a.m. to 9 p.m. daily, except as noted below:

Ag-Hort Building	9 a.m. to 9 p.m. daily (Labor Day until 8 p.m.)
Food Building	8 a.m. to 10 p.m. daily
International Bazaar	9 a.m. to 9 p.m. daily
Kidway	9 a.m. to 10:30 p.m. (Labor Day until 10 p.m.)
Little Farm Hands	8 a.m. to 7 p.m. daily
Machinery Hill	8 a.m. to 8 p.m. daily
Midway	10 a.m. to midnight (Labor Day until 11 p.m.)
Pet Center	8 a.m. to 8 p.m. daily
Ramberg Center	8 a.m. to 8 p.m. daily
West End Market	9 a.m. to 9 p.m. daily

All concessions, exhibits, attractions and display areas must be closed and shuttered from 12:30 a.m. to 6 a.m. daily unless otherwise authorized by the concessions & exhibits department.

### **Weather**

In the event of rain or inclement weather, outside exhibitors and concessionaires may cover and protect their merchandise, but must continue to staff their exhibit/concession and immediately remove such protective covering(s) and re-open for business for the remaining hours of operation prescribed when such weather passes.

### **Labor Day**

All concessions, exhibits, attractions and displays must be open, staffed and in full operation until 9 p.m. (8 p.m. on Machinery Hill, in the Agriculture Horticulture Building and Pet Center).

Vehicle admittance for take down will be allowed from 11 p.m. to midnight only.  
(See Set Up and Take Down)



## **PERSONNEL REQUIREMENTS**

Persons working in any concession or exhibit are considered the employees of the licensee. Licensees are responsible for the acts, errors, omissions, representations, appearance, conduct and behavior of their employees. Licensees are also responsible for their employees' compensation and unemployment coverage, social security taxes and other federal and state employment requirements. Independent contractor relationships or subleases between license holders and their employees are prohibited.

Licensees and their staff must be clean and neat in their personal appearance, hygiene and dress at all times during the operation of any concession or exhibit. Wearing uniform apparel is encouraged and should be provided whenever possible.

Impolite, foul or abusive language or conduct will not be tolerated; nor will the use of alcoholic beverages or drugs while on duty.

The Minnesota State Fair strongly supports the human dignity of each individual. It therefore condemns, opposes and will not tolerate any behavior on the part of any member of its community which constitutes discourtesy toward or unnecessary touching of fair employees and/or fair guests, sexual harassment, offensive behavior or workplace violence.

## **GROUNDS PERMITS**

Licensees who wish to have personnel stay in their concession, exhibit, building or at their display site overnight (between the hours of midnight and 5 a.m.) must first submit a list of such personnel to the concessions & exhibits department for approval. Grounds Permit identification badges will be issued to approved personnel and must be worn at all times. Such personnel must remain in the area to which they are assigned.

Licensees who are planning to hire their own security guards or off-duty police officers must request and receive formal permission from the State Fair Chief of Police at (651) 288-4520, prior to Aug. 10, 2018.

Public safety personnel will be patrolling the grounds throughout the night. Unauthorized or unidentified persons will be asked to leave the grounds immediately.

(Midway and Kidway licensees, see Appendix B)

## **INDEMNIFICATION**

The Minnesota State Fair assumes no responsibility for any accident, injury or mishap which may befall you, your employees or fair guests.

The State Fair will not be responsible for losses or the security and protection of property and merchandise belonging to license holders anywhere on the fairgrounds. The fair will provide general grounds security from Monday, Aug. 6 until Wednesday, Sept. 5. However, it is strongly suggested that license holders take adequate steps to avoid theft or damage to their property. Any loss or damage should be reported to State Fair Police at (651) 288-4500 immediately upon detection.

Licensees shall waive any claims against the State Fair for liability arising out of any damage done to their concession, exhibit, products or property from any cause. The risk of loss occasioned by all of the operations, installations, acts, errors and omissions of the licensee or the employees and agents of the licensee on the State Fairgrounds shall be that of the licensee, not the State Fair. Licensees shall not seek contribution, damages or indemnification from the State Fair for any loss so occasioned.

Licensees shall assume all liability for injury to persons, including death, and for damage to property arising from accidents or other causes incident to movement, set up, tear down and operation of their exhibit or concession on the State Fairgrounds and release the State Fair from any

## **INDEMNIFICATION - Continued**

liability, including, but not limited to, liability for licensee's employees and to its workers' compensation insurance carrier for injuries sustained by licensee's employees in the course and scope of their employment.

It shall be the duty of licensees, support equipment and service contractors, and their insurers, to protect, defend with counsel acceptable to State Fair, indemnify and hold the Minnesota State Fair harmless from all damages, costs, attorney and court fees, and other claims arising out of their actions, errors, omissions, movement, set up, tear down and operation of their exhibit, concession or support equipment and/or provision of service(s) on the Minnesota State Fairgrounds.

## **INSURANCE**

### **General Liability Insurance**

All exhibitors and concessionaires licensed by the Minnesota State Fair must have occurrence form commercial general liability insurance coverage on their activities/operations at the fair. Coverage requirements are as follows:

1. Minimum of \$1 million (\$1,000,000) combined single limits per occurrence, \$2 million (\$2,000,000) annual aggregate, insuring against claims for bodily injury and property damage.
2. Where applicable, exhibitors and concessionaires must also have coverage insuring against claims for products liability and products/completed operations.
3. The Minnesota State Fair and Minnesota State Agricultural Society must be named as an "additional insured" with respect to licensee operations/activities on their insurance certificate. Listing the Minnesota State Fair as the Certificate Holder is not acceptable.

In the event we do not receive a certificate reflecting acceptable general liability insurance coverage, or as an alternative to providing your own such coverage, you may be added to the group general liability insurance policy established for Minnesota State Fair's exhibitors and concessionaires. Such coverage is in excess of any coverage you may have. If approved for such coverage, \$70 will be added to your license invoice for the first exhibit or concession site and \$50 for each additional site. This group policy does not provide workers' compensation coverage. (These rates may be subject to change.)

### **Workers' Compensation Insurance**

All exhibitors and concessionaires licensed by the Minnesota State Fair are required to provide a certificate giving proof of workers' compensation insurance coverage in compliance with requirements of Minnesota Statutes Chapter 176, or provide evidence of their exemption from same.

### **General Insurance Requirements**

4. The concessions & exhibits department must receive a certificate(s) of insurance from your carrier(s) by July 1, 2018 (we accept faxes, copies or emails at sales@mnstatefair.org).
5. Certificate(s) provided must cover the period from Aug. 23 through Sept. 3, 2018, as well as fair set-up and tear-down dates. If your license agreement is issued after July 1, a certificate of insurance must be provided within fifteen (15) days of the license issue date.
6. Insurance carriers must provide the State Fair with a minimum of thirty (30) days written notice of any policy cancellation or material change in policy terms.
7. To expedite insurance processing, please reference your license number and company name as reflected on your license agreement.

## **STATE FAIR PROPERTY**

Licensees may not move benches, picnic tables or trash/recycling containers placed by the State Fair for public use. The movement or damaging of any trees, shrubbery, flowers or other vegetation and decorations on the State Fairgrounds is also prohibited. Licensees may be charged for any such damage. Licensees are responsible for the maintenance, improvement, repair and restoration of their assigned site. (See Maintenance, Repair, Remodeling and Improvements Requests/Permits)

## **SMOKING**

For the comfort and safety of all, designated smoking areas have been established at convenient locations throughout the fairgrounds. Smoking (including use of electronic cigarettes) is permitted only in these areas. Consult a State Fair map for specific locations. Each designated smoking area consists of a bench and receptacle to safely deposit spent cigarettes. If you, your employees or volunteers wish to smoke, we request that you utilize these designated smoking area(s) during the Minnesota State Fair. Smoking is strictly prohibited in all public buildings, in the seating area of all entertainment venues, including the Grandstand and the Coliseum, and in any indoor or outdoor food/beverage concession areas.

## **PROHIBITED MERCHANDISE AND PRIZES**

The display, sale, distribution or use of weapons (including, but not limited to, firearms, knives, whips, martial arts items, chains, studded jewelry, water pistols, pea and rubber band shooters), fireworks, drug paraphernalia, laser pointers and pens or pornographic materials of any type, as well as their use as game prizes, is prohibited unless such display, sale or distribution is specifically authorized under the terms of a license agreement executed by the State Fair. Use of live animals and cigarette lighters as game prizes is also prohibited. State Fair staff discretion will be final in making a determination with respect to such matters.

## **CONFLICT OF INTEREST**

State Fair employees are not allowed to accept from any concessionaire, exhibitor, supplier or fair guest, any tip, gratuity, gift or merchandise, including food and/or beverages. Offering same to fair employees will place your participation in the fair and their employment in jeopardy.

## **TIP JARS**

Tip jars and prompts for tips are not allowed on any bar or service counter. Tips may not be solicited, but may be accepted if offered and immediately removed from the sight of fair guests.

## **DONATIONS AND CONTRIBUTIONS**

Donations or contributions may not be requested, solicited or accepted at the State Fair without the prior written approval of the concessions & exhibits department and execution of a license providing for payment of appropriate fees for such privilege.

## **RAFFLES**

No raffles of any kind are allowed during the Minnesota State Fair.

## **STOCK SALE**

No licensee shall sell or dispose of capital stock in any corporation, concern or organization of any name or character upon the State Fairgrounds.

## **PROCEDURES**

### **LICENSE CANCELLATION/REFUNDS**

The concessions & exhibits department must receive written notice of license cancellation by July 15, at which time any payments received will be applied to assessment fees invoiced with the license and the remaining balance refunded by Nov. 1. After July 15, all payments received by the fair will be forfeited.

Site(s) assigned for use by a license, but not properly set up and ready for business at 9 a.m. on the first day of the fair, as well as failure to have a site open for business and staffed during prescribed operation hours every day of the fair, shall be cause for the site to be forfeited and reassigned with fees previously paid for such license surrendered as liquidated damages.

## **SET UP AND TAKE DOWN**

### **Set Up:**

The State Fairgrounds will be closed to all persons not involved in preparation for the fair beginning Aug. 6, 2018. Authorized persons may enter Gate #0, at Larpenteur and Hoyt avenues, or Gate #7, at Como Avenue and South Underwood Street.

Exhibit buildings are open for set up three (3) days prior to the fair during the following hours:

Monday ..... Aug. 20 ..... 8 a.m. to 5 p.m.  
Tuesday ..... Aug. 21 ..... 8 a.m. to 5 p.m.  
Wednesday ... Aug. 22 ..... 8 a.m. to 10 p.m.

Earlier set up may be approved by the State Fair upon request by contacting the concessions & exhibits department.

Any site(s) assigned for use by a licensee must be in the process of set up by 7 p.m. the day before the fair opens and ready for business by 9 a.m. on the first day of the fair. If these deadlines are not met, the fair may reassign said site(s) with fees previously paid for same forfeited as liquidated damages.

Overnight security personnel will be on duty in exhibit buildings from 10 p.m. Wednesday, Aug. 22 through 8 a.m. on Tuesday, Sept. 4.

(See Hours of Operation and Staffing)

Please observe the following during fair preparation, set up, operation and tear down:

- Use only established driveways and streets for access to display lots, exhibit buildings or concession areas.
- Do not drive over curbs or across boulevards and sidewalks to park or for access to your concession or exhibit area.
- Do not park on sidewalks or boulevards.
- Do not use curb cuts designated with the international accessibility symbol as driveways to access concession or exhibit areas.
- Do not drive vehicles into State Fair exhibit buildings without the prior written approval of the concessions & exhibits department.
- Do not double park.
- Do not park at yellow curb areas.

Violators of the preceding will be ticketed and towed.

(Midway and Kidway licensees, see Appendix B)

### **Take Down (Labor Day):**

#### Inside Buildings

No exhibit, concession or display may be closed, left unattended or dismantled before 9 p.m. (8 p.m. in the Ag-Hort Building and Pet Center). Staff is instructed to prevent any attempt to dismantle exhibits before 9 p.m. (8 p.m. in the Agriculture Horticulture Building and Pet Center).

#### Outside Buildings

All concessions, exhibits and displays must remain staffed, fully intact and operational until 9 p.m. (8 p.m. on Machinery Hill). Vehicles will be allowed through barricades for take down from 11 p.m. to midnight only.

## **Take Down (Labor Day) - Continued**

Unless otherwise approved by the concessions & exhibits department, all personal property must be removed from exhibit buildings by 4 p.m. on Tuesday, Sept. 4. Any personal property, temporary structures or portable equipment situated outdoors must be removed from the fairgrounds by Monday, Sept. 10, or it will be removed or torn down by the State Fair at the licensee's expense. This includes all vinyl signs, banners, cardboard signs and/or other temporary removable signs. On Monday, Sept. 10, the fairgrounds will only be open on a limited basis. No staff or special services will be available.

(Midway and Kidway licensees, see Appendix B)

## **PRODUCT PRICES AND COUPONS**

Licensees may not change the initially posted price of any item of merchandise, food or beverage sold under their license without the prior written approval of concession & exhibit department staff, unless previously approved in writing as part of an authorized State Fair promotion.

Coupons represent a change in price and, as such, any use of paper or electronic coupons, other than Minnesota State Fair-issued coupons (e.g., Blue Ribbon Bargain Book coupons), is not permitted.

The prices of all products and services (merchandise, food, beverages, services, etc.) sold or dispensed from any concession must be plainly marked in a visible manner. Price signs, tags or lists must be professionally produced, positioned in clear public view and be of a size and placement approved by the concessions & exhibits department.

Sales tax should be itemized separately on price signs, lists, menus and tags. If you include tax in the selling price, you must post a sign, or indicate on your menu, that "all prices include sales tax" so customers know they are being charged tax.

## **CONCESSION CHECK-IN AND LICENSE NUMBER SIGNS**

You will not be allowed to pick up credentials, set up or open for business until all required paperwork related to insurance, payments, licenses, etc. has been properly handled.

All concession license holders selling products/services must have a current concession number sign prominently displayed in their concession. The number on this sign must match your license number for said site. Concession license number signs are provided by the fair at no cost. You may pick up your concession license number sign and information packet at the south side window of the Libby Conference Center, located at 1311 Cosgrove Street, during the following dates/times:

Monday.....Aug. 20 ..... 8 a.m. to 5 p.m.  
Tuesday.....Aug. 21 ..... 8 a.m. to 5 p.m.  
Wednesday.....Aug. 22 ..... 8 a.m. to 5 p.m. after 5 p.m. packets will be available  
at the concessions & exhibits department in the Administration Building.

## **BOOTHS AND STRUCTURES**

### **Inside Buildings**

The fair establishes the boundaries for most indoor sites with back and side drapes. Back drapes are usually 8 feet tall and side drapes are 3 feet tall. This will vary with some center aisle and perimeter wall booths. (See Indoor Booth Guidelines -- Appendix C)

Those licensed for exclusive use of space in a fair-owned building, or who have been approved to install permanent fixtures, displays or equipment in same, are responsible for fixture removal and site restoration, as well as maintenance and improvement of same e.g., painting, cleaning, structural repairs, etc., at their own expense.

Showcases must be in good repair and adequately lighted. All tables and counters must be clean and neatly covered and draped or finished on all sides exposed to the public. Carpeting placed in booths must be clean, taped down on all edges and must not exceed the licensed booth size. Contact the concessions & exhibits department for current standards information.

## **Outside Buildings and Structures**

Those licensed for outside sites are required to provide their own structure(s) and equipment, which must meet State Fair specifications and standards. Food and beverage concessions must also comply with the standards of the Minnesota Departments of Health and Agriculture. Contact the Minnesota Department of Health at (651) 201-4500 or the Minnesota Department of Agriculture at (651) 201-6027 for current standards information.

All stands and structures must be professionally constructed, in good repair, well maintained, structurally sound, neat in appearance and meet current Minnesota Uniform Fire Code, as well as state building, electrical, safety, disability access and sanitation codes applicable to same. Structures not complying with the provisions of this policy may be ordered to be torn down and/or removed.

Services you may need, such as electricity, gas, water, sewer, etc., must be arranged for and undertaken at your own expense. Contact the concessions & exhibits department for more information. (See Utilities and Maintenance, Repair, Remodeling and Improvements Requests/Permits)

All excess exhibit/concession boxes, cartons, window coverings, merchandise, etc. must be placed in an enclosed storage area out of public view. Visual screening to hide service equipment and storage from public view immediately adjacent to concessions and exhibits must have the prior approval of the Minnesota State Fair with respect to dimensions and appearance and, if approved, must be designed with complimentary artwork and colors to blend with the appearance of the exhibit or concession.

Where appropriate, trailers and other portable concessions must have proper perimeter skirting to hide the undercarriage, wheels, chassis, trailer hitch, etc.

Anyone owning personal property on the State Fairgrounds, whether portable or fixed, must properly secure same during both the fair and non-fair periods. The concessions & exhibits department must be provided with keys for access to fixed facilities in the event of an emergency. Failure to do so will result in a request for removal of such property.

Keys for portable (temporary) facilities must be provided to the concessions & exhibits department when they are first placed on the fairgrounds. Utility services will not be provided to such facilities without keys for access.

## **Tents**

Tents, canopies, awnings or umbrellas will not be allowed in any exhibit building. If approved for outdoor use, tent structures must be made for commercial use and properly anchored.

## **MAINTENANCE, REPAIR, REMODELING AND IMPROVEMENT REQUESTS/PERMITS**

Approval must be obtained from the State Fair for any work a licensee wishes to undertake on the fairgrounds, including all remodeling, new construction, maintenance, improvements, excavation, equipment or tent installation, whether to portable (temporary) or permanent facilities, particularly when involving utilities. This process requires approval by the concessions & exhibits department, from which the permit request form is available upon request. Forms for the work to be undertaken must be submitted along with photos, drawings, specifications and complete architectural plans signed by an architect, when required. If approved, a permit will be issued, and all permit fees must be paid before any work may be initiated. (Also see Gopher State One-Call)

## **GOPHER STATE ONE-CALL**

Minnesota State Statutes require anyone who engages in any type of excavation (e.g., digging, landscaping, planting, removal of shrubs or any ground materials, grading, leveling or pounding tent or guy wire stakes) to provide at least 72 hours advance notice, excluding weekends and holidays, to Gopher State One-Call. Please contact them at (651) 454-0002 in the Twin Cities metro area or (800) 252-1166 or online at [gopherstateonecall.org](http://gopherstateonecall.org).

## **UTILITIES**

A request for electric, water, sewer and/or telephone service must be made each year and licensees will be responsible for all utility consumption, service and assessment costs. (See Addenda and Assessments) Returning licensees will be charged utility fees based on their previous year's usage. A worksheet itemizing previous year utility usage and a telephone service application is enclosed with your license materials. If there are changes to your utility needs, contact the utility department at (651) 288-4445 or the telephone department at (651) 288-4457.

New licensees will be given a Request for Utilities form with their license materials. This form should be completed in detail and returned along with your license agreement.

During the course of the fair, each exhibit and concession site will be visited by utility department staff to verify utility service usage and consumption. Invoices or refunds will be issued for any variations from original charges.

(Midway and Kidway licensees, see Appendix B)

## **Electric**

All electrical work and wiring must meet the standards and requirements of the National Electric Code and the State of Minnesota. All substandard electrical equipment must be repaired or replaced at the licensee's expense.

The following provisions also apply:

1. If requested, the fair will provide one (1) duplex outlet with 110/120 volt, 20 amp, single phase service and up to 500 watts of power consumption at a licensee's site(s). If electric service is not presently available at a site, the cost of installation will be the licensee's responsibility. Electric service is available for set up and tear down from Aug. 1 to Sept. 15, unless earlier set up is approved by the State Fair. There will be an added charge for electric service needed prior to Aug. 1 or after Sept. 15, and for those approved to open for business prior to the first day of the fair, in an amount sufficient to cover the increased costs.
2. Licensees are responsible for all electricity consumption and assessment costs. A schedule showing standard costs for most types of electric service is available from the concessions & exhibits department or the utility office.
3. First year licensees (See Addenda)
4. The utility office has records of the electricity usage and service provided to prior year licensees. Electric charges for such licensees shall be based on the prior year's electric usage, plus any projected changes therein for the current year.
5. If electric consumption costs exceed the amount included in one's original utility worksheet/invoice, the associated fee will be increased by an amount sufficient to cover the additional cost. (See Addenda)
6. All electric work must have the prior approval of the concessions & exhibits department and must be performed by a licensed electrical contractor. Electrical contractors may obtain electrical permit request forms at the Admin office and return them to the Minnesota State Fair, 1265 Snelling Ave. N., St. Paul, MN 55108. (See Maintenance, Repair, Remodeling and Improvements Request/Permits)
7. To assure timely installation and service, exhibitors and concessionaires must have their equipment in place and ready for connection by Monday, Aug. 20.
8. Electric lighting must be grounded (3-wire) fixtures, placed between 6 and 8 feet above the floor or ground, away from booth drapes and other combustible materials.

## **Electric - Continued**

9. No current taps are allowed.
10. No one may tamper with or change any electrical circuitry, general illumination, electric connection or installation on the State Fairgrounds without the approval and supervision of fair management.

The State Fair does not assume responsibility for electrical failures of any kind or liability for costs and/or damages related to electrical failures, including, but not limited to, damage to equipment or property caused by drops or increases in power supply, low voltage or power surges, loss of profits or revenue, loss of equipment use, cost of capital, cost of temporary equipment (including additional expenses incurred in using existing facilities), claims of customers of the licensee, or for any special, indirect, incidental or consequential damages due to interruption or fluctuation in electrical service on the fairgrounds.

To obtain specific information with respect to electrical work and application of the National Electric Code at the Minnesota State Fair, please contact the State Fair's Construction Manager, Sean Casey, at (651) 288-4436, or Electrical Inspector, Bill Masloski, at (763) 286-5771.

## **Plumbing, Water and Sewer**

All plumbing, sewer and water work must have the prior approval of the concessions & exhibits department and must be performed by licensed plumbing contractors. All substandard plumbing, sewer and water equipment and work must be repaired or replaced at the licensee's expense. (See Maintenance, Repair, Remodeling and Improvement Requests/Permits)

The following provisions also apply:

1. Water and sewer service is available in most permanent exhibit buildings and within a reasonable distance of most sites on the fairgrounds. Licensees are responsible for all costs for extending such service to their site and equipment, including normal turn-on and turn-off before and after the fair. Licensees with sewer service are also responsible for any blockages that may occur within their sewer system, as well as any costs associated with same.
2. First year licensees (See Addenda)
3. Water and sewer charges for licensees who were licensed the prior year will be based on their prior year's usage, plus any projected changes therein for the current year.
4. If water and sewer service costs exceed the amount included in one's original utility worksheet/invoice, the associated fee will be increased by an amount sufficient to cover the additional cost. (See Addenda)
5. All licensees connected to State Fair water service must have a reverse flow check valve back flow preventer installed at the point of water connection.

Water and sewer service is available from Aug. 1 to Sept. 15. There will be an added charge for water and/or sewer service needed prior to Aug. 1 or after Sept. 15, and for those approved to open for business prior to the first day of the fair or that place a high demand on such services, in an amount sufficient to cover the increased costs.

The State Fair does not assume responsibility for water or sewer service failures of any kind or liability for costs and/or damages related to water or sewer service failures, including, but not limited to, damage to equipment or property caused by drops or increases in water supply, water surges, sewer backups and blockages, loss of profits or revenue, loss of equipment use, cost of capital, cost of temporary equipment (including additional expenses incurred in using existing facilities), claims of customers of the licensee, or for any special, indirect, incidental or consequential damages due to interruption or fluctuation in water or sewer service on the fairgrounds.



## **Plumbing, Water and Sewer - Continued**

Direct questions regarding plumbing, water or sewer service to the State Fair's Construction Manager, Sean Casey, at (651) 288-4436.

## **Gas (Natural and Propane)**

All gas work (natural or propane) must have the prior approval of the concessions & exhibits department and must be performed by licensed contractors. (See Maintenance, Repair, Remodeling and Improvement Requests/Permits)

The following provisions also apply:

### **Natural Gas**

1. Natural gas service is available in limited areas on the fairgrounds. Licensees assume all costs for extending such service to their site and equipment, including normal turn on and turn off before and after the fair.
2. Natural gas service is available for set up and tear down from Aug. 1 to Oct. 1 only.
3. Billings for natural gas consumption come directly from the supplier, Xcel Energy. Natural gas service costs are not included in license agreements or utility contracts.
4. When setting up an appointment with Xcel Energy for a service call, you must provide your company name as it appears on your license agreement.
5. Direct questions regarding natural gas service to the State Fair's Construction Manager, Sean Casey, at (651) 288-4436.

### **Propane (L.P.) Gas**

1. The State Fair annually designates an official supplier of all bottle and bulk propane gas to serve areas not served with natural gas. Bottle and bulk propane gas service is available only through this source. Propane gas service costs are not included in license agreements or utility contracts.
2. Those requiring propane gas service must contact the designated propane gas supplier at their fairgrounds office, located in block 47, west of the International Bazaar at 1240 Underwood Street.

The State Fair does not assume responsibility for gas service failures of any kind or liability for costs and/or damages related to gas service failures, including, but not limited to, damage to equipment or property caused by changes in gas supply, loss of profits or revenue, loss of equipment use, cost of capital, cost of temporary equipment (including additional expenses incurred in using existing facilities), claims of customers of the licensee, or for any special, indirect, incidental or consequential damages due to interruption or fluctuation in gas service on the fairgrounds.

## **SOUND SYSTEMS**

Sound systems (e.g., loudspeakers, amplifiers, radios, broadcasting devices, live music, music systems or instruments) may not be used or operated unless permission is first obtained from the concessions & exhibits department. If approved, systems and equipment will be controlled as to volume levels, operation hours, location and manner of operation by the Minnesota State Fair. Approved sound and music systems or instruments, e.g., organs, pianos, etc., must be kept at volume levels that do not disturb normal business in adjoining attractions, exhibits and concessions or activities in adjacent public space. State Fair management discretion will be final in all such circumstances, and they reserve the right to revoke permission to use such equipment if these provisions are not observed. (If you would like to use sound equipment of any kind, check with the concessions & exhibits department for approval and further details regarding proper operation methods, hours and decibel levels.)

## **DEMONSTRATIONS**

Product and service demonstrations, "pitches" or "grind tapes" will not be allowed unless specifically approved by the concessions & exhibits department with respect to time, place, manner, content and sound volume. Demonstration booth patrons should not block building aisles. If your demonstration draws a crowd, patrons should be encouraged to gather within your licensed site and/or your booth should be altered to keep aisles open.

## **STATE FAIR GRAPHICS USE**

The Minnesota State Fair name, logo and graphics are protected under U.S. trademark law. Use of the name Minnesota State Fair, the words "Great Minnesota Get-Together," the State Fair's logos, color scheme or any other aspect of the State Fair's graphics program is forbidden without the written consent of the State Fair. For further details regarding the State Fair graphics program and associated fees, contact the concessions & exhibits department. (See Minnesota State Fair Brand Assets flyer.)

## **SIGNS AND ADVERTISING**

You may not advertise or distribute information about anything other than those products/services that are specifically approved and indicated on your license agreement; nor are you allowed to advertise or promote your products services at any fairground location other than your licensed site.

All signs, banners, posters, etc. must be professionally made, neat in appearance and of a size, type and placement approved by the concessions & exhibits department prior to the first day of the fair. Banners must be hung taut within the designated exhibit space.

All signs and product displays must be placed inside your assigned site and may not be affixed to any exhibit building walls or pillars. Advertising outside your site or on trees, gates, light poles, etc. is strictly forbidden.

All booths or sites must have an identification sign posted in public view with the concession, exhibit or company name as it appears on the corresponding license. The fair will provide an identification sign, with the name as it appears on the corresponding license, for each draped display booth in most exhibit buildings.

Licensees may not advertise any product by brand name, trademark or trade name on or facing the outside of any concession or exhibit, unless prior approval is obtained from concessions & exhibits department staff. Such advertising shall generally be restricted to menu boards that are placed well inside concessions. Menus may be posted on the outside of concession stands, provided they are professional in appearance and do not list any item by the manufacturers brand name or trademark. Suppliers may furnish suitable signs for placement inside concessions and exhibits if approved by concessions & exhibits department staff with respect to size, type, placement and manner of display.

No 'A' boards or freestanding sign boards will be permitted unless approved by the concessions & exhibits department.

No gummed or adhesive-backed labels, stickers or signs are allowed on the fairgrounds.

The use of hand-lettered or felt-marker signs is not allowed.

## **PRIZE DRAWINGS**

The following rules apply to all sign-up prize drawings held at the State Fair:

1. Licensees who intend to hold a prize drawing must complete and return the required registration form inserted with this manual by the deadline noted on the form.
2. Drawings must be limited to the period of the State Fair, unless otherwise approved by the concessions & exhibits department.
3. No prize may be awarded or offered other than what is advertised at the sign-up location.

## **PRIZE DRAWINGS - Continued**

4. No further drawing or purchase may be required for a person to be eligible for the prize drawing and to obtain the prize(s) to be awarded.
5. All prize drawing and sign-up slips should clearly state the name of the firm, organization or individual holding the drawing by the name that appears on their license.
6. A sample of all prize drawing sign-up slips used and the rules for each drawing held during the fair must be filed with the concessions & exhibits department prior to June 22.
7. A sample of the prize(s) to be awarded, or a reasonable facsimile, must be displayed in plain view at the point of drawing registration.
8. If persons signing up for a prize drawing are subject to sales appointments, calls or contacts because they have signed up for a prize drawing, it must be clearly indicated in writing at the drawing registration point.
9. All licensees conducting a prize drawing must submit a prize drawing winner(s) form to the concessions & exhibits department by Sept. 21, listing the names and addresses of all drawing winner(s). This form will be mailed to you upon approval of your prize drawing registration.

Prize drawing and giveaways registration forms are included with this manual for completion and must be returned to the concessions & exhibits department for review/approval prior to the deadline noted on the form.

## **PROMOTIONS**

Any promotion a licensee wishes to undertake associated with their exhibit or concession must have the prior approval of the concessions & exhibits department, contact (651) 288-4456.

## **GIVEAWAY ITEMS, SAMPLING AND HANDOUTS**

Any item given away as a prize or used as a free handout or sample (e.g. rulers, pens, pencils, temporary tattoos, etc.) must be approved by the concessions & exhibits department before supplies for such activities are ordered. No gummed or adhesive backed labels, stickers or signs are allowed on the fairgrounds. To request approval, complete the appropriate form included with this manual and return it by June 22. There are companies on the fairgrounds that pay for the privilege of selling certain items and we must honor their licenses by not allowing free distribution of the same or similar items. Printed literature relative to the products and/or services listed on one's license agreement do not need to be submitted for review and approval.

## **FOOD AND BEVERAGE SAMPLING**

Any licensee who wishes to offer free food or beverage samples (including water), must seek permission from the Minnesota State Fair and secure required permits from the Minnesota Departments of Health and/or Agriculture. Sample size must be limited to two ounces or less.

## **MEDIA AND MARKETING**

In order to prevent the conception or spread of misinformation, it is essential that all information given to the media comes from a single source. Never speculate or repeat rumors. As a concessionaire or exhibitor, you may speak on behalf of your business. However, you may not speak or post on social media on behalf of the Minnesota State Fair. All media personnel and inquiries should be directed to the marketing department's media relations hotline at (651) 288-4321.

The fair's marketing department promotes the State Fair as a whole, working closely with representatives of newspapers, magazines and radio and television stations throughout the region. If you have a story idea that may interest the media, please contact the marketing department at (651) 288-4321 or email [media@mnstatefair.org](mailto:media@mnstatefair.org).

## **MEDIA AND MARKETING - Continued**

You are also encouraged to market your business. We invite you to use the marketing and promotional resources created by the marketing department especially for concessionaires and exhibitors, available at [mnstatefair.org](http://mnstatefair.org).

### **Fair Finder**

Beginning in mid-August, descriptions of exhibits and concessions are posted in the Fair Finder, the State Fair's website database and smartphone app. Descriptions exist as a service to guests wishing to locate specific products or services on the fairgrounds and are offered to exhibitors and concessionaires free of charge as a promotional tool. If you have suggested changes or corrections to your concession/exhibit entry on the Fair Finder, please email [sales@mnstatefair.org](mailto:sales@mnstatefair.org). Your changes will be reviewed and posted, subject to approval by the concessions & exhibits department and marketing department.

For other marketing questions, please call (651) 288-4321.

### **Deals, Drawings & Giveaways Guide**

This free publication is a great opportunity to promote products sold for a \$1 or less, prize drawings, special day promotions (e.g., Thrifty Thursday, Seniors & Kids Days, Last Chance Day, etc.), and free giveaway items. All approved Deals, Drawings & Giveaways submitted by the deadline will be listed in the guide, which is distributed free at all information booths and at [mnstatefair.org](http://mnstatefair.org). The registration form must be completed and submitted to the department by June 22. For more details, contact the concessions & exhibits department at (651) 288-4456.

### **Special Days:**

#### **Thrifty Thursday – Thursday, Aug. 23**

Thrifty Thursday features reduced gate admission for adults (13-64) and kids (5-12), as well as all-day discounts on Midway and Kidway rides and games. This promotional day is a great way to kick off the fair by offering a special deal or discount on your product(s). Special booth signs that designate your offering of a Thrifty Thursday deal will be given to all participating concessionaires. All deals will be listed in the Deals, Drawings & Giveaways Guide (distributed free at all information booths and at [mnstatefair.org](http://mnstatefair.org)).

#### **Seniors and Kids Day – Monday, Aug. 27**

Seniors & Kids Day features reduced gate admission for seniors (65+) and kids (5-12), as well as all-day discounts on Midway and Kidway rides and games. Offering a special-day product deal or discount for all fair guests entitles you to a listing in the Deals, Drawings & Giveaways Guide (distributed free at all information booths and at [mnstatefair.org](http://mnstatefair.org)). Special booth signs that designate your offering of a Seniors & Kids Day special will be given to all participating concessionaires.

#### **Military Appreciation Day – Tuesday, Aug. 28**

The Minnesota State Fair salutes and honors active, retired and veteran United States military for their service to our country with a day of admission discounts and special activities. Service members and their families are admitted for \$9 by presenting proof of U.S. Military service when purchasing a ticket at the gate. Additionally, early bird specials are offered for everyone until 1 p.m. on Mighty Midway and Kidway rides and games. Offering a special-day product deal or discount for all fair guests entitles you to a listing in the Deals, Drawings & Giveaways Guide (distributed free at all information booths and at [mnstatefair.org](http://mnstatefair.org)). Special booth signs that designate your offering of a Military Appreciation Day special will be given to all participating concessionaires.

#### **Read and Ride Day – Wednesday, Aug. 29**

Read & Ride Day celebrates reading in the community and our public libraries. This special day features admission discounts for individuals of any age presenting a valid public library card when purchasing admission at the gate. (One discount per card.) All-day discounts are also offered for all fair guests on Mighty Midway and Kidway rides and games.

## **MEDIA AND MARKETING - Continued**

### **Seniors Day - Thursday, Aug. 30**

Seniors Day features reduced gate admission for seniors (65+). Offering a special-day deal or discount on your product(s) for all fair guests entitles you to a listing in the Deals, Drawings & Giveaways Guide (distributed free at all information booths and at mnstatefair.org). In addition, early bird specials are offered until 1 p.m. on Mighty Midway and Kidway rides and games.

### **Kids & Last Chance Day - Monday, Labor Day, Sept. 3**

Kids & Last Chance Day features reduced gate admission for kids (5-12), as well as all-day discounts on Mighty Midway and Kidway rides and games. This is also the last day for concessionaires to offer food or merchandise discounts. All participants will be included in a flyer at all information booths and will be listed at mnstatefair.org. Special booth signs that designate the offering of a "Last Chance" deal will be given to all participating concessionaires. All other signage must be approved by the concessions & exhibits department.

### **Blue Ribbon Bargain Book**

The Blue Ribbon Bargain Book is a coupon book produced in March by the State Fair. It is available for purchase from June 4 through Labor Day, Sept. 3 and offers discounts on items from participating concessionaires. Details are available by calling Lara Hughes in the marketing department at (651) 288-4453.

## **PERMITS**

1. **Wholesale permits** must be obtained by all distributors and purveyors who sell, provide services, solicit orders or deliver merchandise, parts or equipment to exhibitors and concessionaires at the fair. They may be purchased for \$75 per permit upon application at the concessions & exhibits office. At the time of permit purchase, those seeking permits must present a valid certificate of occurrence form commercial general liability insurance, listing the Minnesota State Fair as an additional insured with respect to purveyor operations on the State Fairgrounds, to insure against claims for bodily injury, property damage and, where applicable, products liability.

Wholesale permits are not a gate admission pass; their sole function is to grant outside purveyors the privilege to deliver goods or provide services on the fairgrounds in compliance with the fair's delivery regulations. (See Deliveries)

Wholesale permits are not transferable; each delivery or service vehicle must have a permit firmly attached to its windshield in plain view. Delivery or service vehicles not properly identified with wholesale permits will not be allowed to enter the fairgrounds.

Vehicles identified with a wholesale permit must enter the fairgrounds through the Transitway entry, located on Como Avenue west of the Canfield Gate (#14), where such permits provide access before 8 a.m. or after 11 p.m. only. No parking fee will be charged for vehicles with a wholesale permit, but the vehicle occupant(s) will be required to present an admission ticket(s).

If you are delivering merchandise, parts or equipment strictly for your own use and operation, a wholesale permit is not necessary.

2. **Supply vehicle permits** authorize the use of a designated supply vehicle area and site within same. They may be purchased for \$170 per permit at the concessions & exhibits office. This permit must be firmly adhered to the windshield of the vehicle approved for placement in the specified area/site. Vehicles placed in such areas without a supply vehicle permit shall be towed. Supply space is provided on an "as available" basis and is not guaranteed from year to year or with acquisition of a wholesale permit. Supply vehicle permits may not be obtained for personal vehicle parking unless the vehicle is essential to concession or exhibit operation and has been approved as such by concessions & exhibits department staff. Vehicles identified with a supply vehicle permit must enter the fairgrounds as instructed on the back of the permit. No parking fee will be charged for vehicles identified with a supply vehicle permit, but the vehicle occupant(s) will be required to present an admission ticket(s). (See Deliveries)

### **PERMITS - Continued**

3. The **Minnesota Departments of Health and Agriculture** issue food and beverage handler licenses for the State Fair and make frequent inspections of such operations. Licenses to operate a retail food, food service or beverage service establishment must be obtained in advance from the Department of Health and/or Agriculture.

All food and beverage concessions must have a license from one or both of these departments and maintain full compliance with their rules. (See Appendix A - Food and Beverage Concession Guidelines)

4. A **Minnesota Revenue Operator Certificate of Compliance (ST19)** form including a **Minnesota State Tax Identification Number** must be provided by all licensees undertaking retail sales at the fair. This Tax I.D. Number must correspond with the business entity being licensed. For a Tax I.D. Number, contact the Minnesota Department of Revenue, Business Registrations, Mail Station 4410, St. Paul, MN 55146-4410 or phone (651) 282-5225 or (800) 657-3605, or visit [www.taxes.state.mn.us](http://www.taxes.state.mn.us). Non-compliance with Minnesota tax laws is grounds for license cancellation.
5. Out-of-state operators are required to file with the **Secretary of State** before doing business in Minnesota. The Secretary of State's telephone number is (651) 296-2803.
6. **Office and Storage Unit Permits** must be obtained for any vehicle authorized by concessions & exhibit department staff to be placed on the fairgrounds for use as an office and/or storage facility.
7. **Maintenance, Repair, Remodeling and Improvement Requests/Permits** (See Maintenance, Repair, Remodeling and Improvement Requests/Permits – Page 14)
8. **Security** (See Grounds Permits – Page 9)

(Midway and Kidway Licensees, see Appendix B)

### **DELIVERIES BEFORE THE FAIR**

Licensees should advise those delivering their equipment, etc. to access the fairgrounds as follows: Snelling Avenue (State Highway 51) to Hoyt Avenue; west on Hoyt Avenue into the fairgrounds and proceed straight ahead to Gate #0.

(Midway and Kidway licensees, See Appendix B)

The State Fair cannot accept your deliveries. If you are having merchandise or equipment shipped for use at the State Fair, please have one of your employees at the fairgrounds to receive the delivery. If it is not possible for you or your representative to be here, have the cartage company hold your shipment(s) for you at its local office until you contact them with an exact location, date and time when you will be at the fairgrounds to take deliveries.

### **SHIPPING INFORMATION**

To be sure your packages are delivered to you in a timely manner they must be labeled as follows:

For Shipping Inside a Building  
ABC Club  
C/O Minnesota State Fair  
Grandstand Space 279  
1265 Snelling Ave. N.  
St. Paul MN 55108

For Shipping to an Outside Area  
ABC Club  
C/O Minnesota State Fair  
Underwood St Blk 24 Lot 16,17  
1265 Snelling Ave. N.  
St. Paul MN 55108

## **DELIVERIES DURING THE FAIR**

No motorized vehicles will be allowed to make on-grounds deliveries between 8 a.m. and 11 p.m. any day of the fair. On-grounds passage for deliveries will be allowed through any barricade before 8 a.m. and after 11 p.m. each day (South Underwood Street (Gate #7) barricade = exit only). All vehicles must complete their deliveries and be off the streets and out of barricaded areas of the fairgrounds by 8 a.m. On Labor Day, no vehicles will be allowed inside barricaded areas of the fairgrounds for teardown/removal until 11 p.m.

If you are delivering merchandise to your own concession or exhibit before 8 a.m. or after 11 p.m., you must enter as instructed on your entry permit credentials and pay the appropriate admission fee(s) at the gate.

No deliveries by motorized vehicles will be allowed inside any exhibit building at any time of day during the fair. (See Set Up and Tear Down)

(Midway and Kidway Licensees, see Appendix B)

## **RECYCLING**

The State Fair has central recycling stations around the fairgrounds for the materials indicated below. Contact the concessions & exhibits department for the location of the recycling stations nearest you. Please observe the following recycling guidelines carefully, and do not place recyclable materials into trash receptacles or garbage vats at any time:

**Clean, dry cardboard** must contain no other trash, paper or food waste. Boxes must be collapsed and placed flat in appropriate recycling containers.

**Metal and/or plastic containers** should be rinsed free of food waste, have any labels removed and be crushed before being placed in appropriate recycling containers.

**Cooking grease, oil and fat** must be disposed of in proper receptacles and must not contain paper, trash or food waste. If the receptacle is full, find the next closest available receptacle. Do not place cooking grease, oil or fat in cardboard boxes or buckets near disposal receptacles or in trash cans, garbage vats, sewers, streets or onto the ground. Empty grease containers (cardboard and plastic) need to be separated and disposed of in the proper vat for each.

**Petroleum grease and oil, old tires, etc.,** must be properly disposed of off the fairgrounds.

## **TRASH AND SANITATION**

Trash removal and sanitation services will be provided for set up and tear down from Aug. 1 to Sep. 15. There will be an added charge for trash removal or sanitation service needed prior to Aug. 1 or after Sept. 15, and for licensees approved to be open for business prior to the first day of the fair or that generate an extraordinary amount of trash. Contact the facilities department regarding trash disposal prior to Aug. 1 and after Sept. 15.

All licensees must keep their facilities, equipment and the area surrounding their exhibit or concession in a clean, sanitary condition at all times and are responsible for disposal or recycling of their trash. Trash vats are located around the fairgrounds for this purpose. If you see trash on the ground, pick it up and dispose of it properly.

Inside exhibit buildings, if a trash vat is not within easy access from your concession or exhibit, you may deposit refuse in the aisles each evening after the building closes. State Fair staff will clean buildings each evening after the buildings close.

Public trash receptacles or barrels and recycling containers may not be moved without State Fair authorization. Use of same inside concessions and/or exhibits is prohibited. Licensees must provide their own trash receptacles for their personal use. Food concession operators providing a seating area must provide their own trash receptacles and container liners. Emptying receptacles and keeping seating areas clean is the sole responsibility of the licensee.

## **TRASH AND SANITATION - Continued**

Garbage containing food waste must be stored in tightly sealed, non-absorbent containers. Please do not use public trash receptacles or barrels for food and/or food prep waste from your concession. Trash vats are located throughout the grounds for disposal of waste.

Concessionaires and exhibitors may not deposit any grey water, fluid, waste water or other liquids onto the ground or into the street or storm gutter/sewer. Fluids (not grease/oils) must be discharged into approved sanitary sewer systems or centralized holding tanks placed throughout the fairgrounds. (See Recycling, above)

## **MACHINERY REGULATIONS**

Licenses exhibiting or operating power-driven machinery or tools must comply with OSHA Safety and Health Administration Standards and requirements for presenting, operating and guarding such power-driven machinery and tools.

## **EMERGENCIES**

In the event of an emergency (accident, incident, crisis, fire, etc.), immediately contact the appropriate emergency service(s) at the number(s) listed below.

### **Emergency Phone Numbers:**

Police ..... (651) 288-4500

Medical Emergency ... (651) 288-4500

Fire ..... 911

All incidents or injuries of any type must be reported to the concessions & exhibits office immediately, with a written report filed by the licensee and/or their employee(s) involved.

## **GENERAL INFORMATION AND SERVICES**

### **PARKING AND TRAFFIC**

All posted parking and traffic regulations are in effect year-round.

Parking in the State Fair's public parking lots costs \$14. Parking in all State Fairgrounds lots is filled on a first-come basis. As parking lots fill, gates will be closed to vehicles or they may be directed to another gate where parking may still be available. Vehicles are placed in parking spaces during the State Fair at the owner's risk.

A lot is available for motorcycles on Como Avenue near the International Institute. Parking in this lot is \$8; in other State Fair lots it costs \$14. Hours are 6 a.m. to midnight daily. Those who ride a bicycle to the fair can park in one of three (3) free bike corrals at the Como-Snelling Gate (#6); Hoyt-Snelling Gate or Randall Ave. - Buford Gate.

During the fair, vehicle parking and traffic in certain areas within the fairgrounds will be restricted during certain hours each day or prohibited without a special permit. (See Deliveries During the Fair)

Parking is prohibited on all streets and in parking lots between 1 a.m. and 6 a.m. Gates open at 6 a.m. daily. No overnight parking is permitted on the fairgrounds. For the location of overnight and long-term parking, as well as off-site parking for empty trucks and trailers, check with the concessions & exhibits department.

Only golf carts or similar delivery vehicles authorized and permitted by the State Fair may be used on the Minnesota State Fairgrounds. Privately owned golf carts or similar vehicles are not allowed on the State Fairgrounds. (See Rule 1.09 – Two-wheeled and track-vehicles).

(Midway and Kidway licensees, See Appendix B)



## **Employee Parking**

Public parking lots are located around the State Fairgrounds. No specially designated on-grounds parking area is set aside for licensees and their employees. Licensees and their employees (staying off-grounds) are encouraged to use the State Fair Park & Ride or Express Buses that operates from 8 a.m. to midnight daily. Call (651) 288-4400 for a free brochure explaining this service, or visit [mnstatefair.org](http://mnstatefair.org) for more information.

(See Permits)

## **DECORATING COMPANY**

The State Fair contracts with an official decorator and supplier of convention services. They rent tables, chairs, carpet, counters, stools, drapes, table skirts and covers, booth equipment and provide other services. The official State Fair decorating firm has an office on the fairgrounds from mid-August through Labor Day in the Commissary Building. For the name of this company and further information, contact the concessions & exhibits department. (See Appendix C Indoor Booth Guidelines)

## **SIGNS**

Contact the concessions & exhibits department for sign service sources.

## **EMPLOYMENT CENTER/INFORMATION**

The State Fair operates an Employment Center as a resource for potential job applicants and employers. The Employment Center staff will assist in coordinating and scheduling interviews for you to conduct. All employers utilizing the Employment Center must follow the rules and guidelines of the Employment Services department. If you need employees, please call (651) 288-4475 or visit the Employment Center at our **new location** at 1640 Como Avenue. The last day to contact the Employment Center to schedule interviews is Friday, Aug. 17 by 4 p.m.

Employment Center Hours of Operation:

June 18 to Aug. 3 ..... 10 a.m. to 4 p.m. ... Monday, Tuesday, Thursday, Friday  
10 a.m. to 6 p.m. .... Wednesday

(Closed June 22 and July 4)

Aug. 5 to Aug. 17 ..... 9 a.m. to 5 p.m. ... Monday, Tuesday, Thursday, Friday  
9 a.m. to 6 p.m. .... Wednesday

Aug. 18 ..... 10 a.m. to 4:30 p.m. Saturday  
(Closed Aug. 19)

Aug. 20 to Aug. 22 ... 9 a.m. to 6 p.m. .... Monday – Wednesday

Aug. 23 to Aug. 24 ... 8 a.m. to 5:30 p.m. .... Thursday – Friday

On Saturday, Aug. 25, the Employment Center staff move to the Admin Too Building at 1312 Cosgrove Street.

The Employment Center operates in full compliance with federal and state laws. Persons registering for work are referred without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status, sexual orientation or familial status.

The provisions of the Minnesota Fair Labor Standards Act cover all persons employed at the State Fair. For further information regarding wages, labor laws, etc., contact the Minnesota Department of Labor and Industry, 443 Lafayette Road N, St. Paul, MN 55155; phone (651) 284-5005, (800) 342-5354 or see [dli.mn.gov](http://dli.mn.gov).

License holders should remember that the State Fair operates an "all pay" outside gate. Your employees will be held responsible for their admission to the fairgrounds each day. Licensees must provide employees with tickets of admission or monetary reimbursement to cover such cost, in addition to their regular rate of pay, to ensure employee pay of at least the minimum wage. (See Gate Admission) As an employer you may not deduct from your staff's wages for breakages, cash shortages, tools and/or uniforms. See [dli.mn.gov](http://dli.mn.gov) for more information.

In an effort to maintain a safe environment for fair guests, the Minnesota State Fair suggests that all employers conduct background checks on their employees.

## **EMPLOYMENT INFORMATION - Continued**

Minnesota law does not require an employer to provide a specific amount of employee break time, but employers are required by law to allow an employee to use the nearest restroom once every four (4) hours and sufficient time to eat a meal once every eight (8) hours.

Breaks of less than twenty (20) minutes must be paid. Breaks of twenty (20) minutes or more are considered to be on the employee's time and do not require compensation.

Employees who quit must be paid within the following pay period, not to exceed a total of twenty (20) calendar days after the employee's final day of employment. Employees who are fired must be paid within twenty-four (24) hours. (See Minnesota Statute 181.14)

Licenses must pay their employees no less than the Minnesota minimum wage for all hours worked and employee pay in a given work week must meet the minimum wage rate (\$9.65) per hour regardless of the method of compensation. For exceptions to the minimum wage rule, please refer to <http://www.dli.mn.gov>. Hours worked include training time, waiting time, rest periods of less than twenty (20) minutes and any other time the employee must be at work. This includes "on-call time," i.e., any time an employee is required to remain on the employer's premises or so close that the employee cannot use the time effectively for their own purposes.

Please refer to federal and state guidelines regarding minimum wage laws and contact the Minnesota Department of Labor and Industry with specific questions regarding employee wages.

## **FORKLIFT**

Forklift service (5,000 lb. capacity/20 ft. reach) is available through the facilities department on a first-come basis. To request this service, please call (651) 288-4499. Forklift charge is \$85 per hour, including operator (minimum one-hour charge). Forklifts may not be rented without a State Fair operator. The fair cannot assume responsibility for damage or accidents involving the use of State Fair forklifts and personnel. Vendors assume responsibility for securing their load(s), as well as proper positioning and placement of the load on the forklift. To expedite forklift service, please have your license name, block number, site number, building and/or street address available when calling for such service. Failure to call and cancel your reservation or failure to be present for your appointment may result in a charge to your account.

## **HOME SOLICITATION SALES ACT**

**(Minnesota Statutes #325G.06 through #325G.11)**

All licensees are required to comply with the Home Solicitation Sales Act, which applies to the sale of non-agricultural consumer goods and services at a price greater than \$25 made at a location other than the seller's normal place of business.

All retailers/sellers at the fair should be knowledgeable of the statute's principal provisions that follow:

1. Buyer's right to cancel any order or sale of purchased product until midnight on the third business day after the date of signing or purchase; Saturdays, Sundays and holidays excluded.
2. Seller's obligation to verbally inform the buyer of this right and provide a completed receipt or contract stating such cancellation privilege as specified by Minnesota Statute #325G.08.
3. Seller's obligation to return to the buyer any payments, evidence of indebtedness or trade-in made by the buyer within ten (10) days of cancellation.
4. Buyer's obligation to take reasonable care of goods received for twenty (20) days after cancellation. Upon the buyer's receipt of refund, the buyer must make the goods originally sold to them available to the seller.
5. Goods for which the buyer has canceled a contract for purchase become the property of the buyer, without any obligation to pay, if the seller fails to demand possession of the goods within twenty (20) days after cancellation.

Additional information regarding the Home Solicitation Sales Act may be obtained from the Minnesota State Attorney General's Citizen Assistance Division by calling (651) 296-3353 or (800) 657-3787.

## **APPENDIX A**

### **FOOD AND BEVERAGE CONCESSION GUIDELINES**

All food and beverage concessionaires must obtain a current State of Minnesota Food License. Before operation begins, contact the Environmental Field Services Division of the Department of Health at (651) 201-4500, or the Department of Agriculture at (651) 201-6027, for license application information and their standards for proper operation.

All food and beverage concessions must comply with current Minnesota Department of Health Food Service Rules (Chapter 4626).

Each concessionaire licensed to sell, distribute, offer samples or handle any type of food or beverage products(s) (including bottled water), whether prepared on-site or pre-packaged, must have at least one (1) person on staff with current certification by an acceptable food managers training course. Said certification must be posted in the licensee's concessions stand(s).

Employees must maintain their hands in a clean and sanitary condition as per current Department of Health and Department of Agriculture procedures.

Use of tobacco in any form while working in or operating a food and beverage concession is prohibited. (See Smoking - Page 11)

Food and beverage concessions must be supplied with and sell only good, wholesome food and beverages and pure, honest goods at reasonable prices.

All products must be served in an appropriate container or wrapping and proper utensils, straws and/or napkins must be readily available for public use. Condiments must be available at an accessible height to accommodate persons with disabilities. Condiment stations must be maintained in a clean manner.

The public is to be provided with free tap water upon request. Moreover, you may not charge for the cup supplied for this purpose.

All food supplies and ice must come from an approved commercial source. No home food preparation or use of food stored at home is allowed. Ice must be cubed, block or crushed and be sealed in a bag at the point of manufacture.

The State Fair is the sole supplier of all beverage cups to be used on the State Fairgrounds. Food and beverage concessionaires must serve all beverages in State Fair approved containers.

Liquid beverages may not be dispensed, nor carried on the fairgrounds, in a glass, metal, or unapproved paper or plastic container. This shall not apply to non-alcoholic liquids brought onto the fairgrounds by the public as part of picnic meals when used or consumed in a stationary location.

No concession supplies, equipment, product, etc. may be placed or stored outside or on the exterior of any concession stand unless approved by concessions & exhibits department staff and proper screening, approved by concessions & exhibits department staff, is provided within which to contain such supplies, equipment, product, etc. from public view.

Contact the concessions & exhibits department regarding proper methods for storage and racking for soft drink dispensing system canisters and tanks.

Construction or remodeling plans for all food and beverage concessions must be approved by the State Fair concessions & exhibits department and Minnesota Department of Health or Agriculture before construction begins.

See Recycling and Trash and Sanitation for disposal guidelines.

## **APPENDIX B**

### **MIDWAY AND KIDWAY LICENSEES**

#### **SET UP AND TAKE DOWN**

##### **Set Up:**

Midway and Kidway move-in may begin Friday, Aug. 10.

Please check in at the Midway office upon arrival. No one is to park or locate their own equipment without Midway staff direction. All attractions, concessions and support equipment must be positioned at the Midway and Kidway by an authorized representative of the State Fair's Midway Operations Staff.

All set-up must be completed in such a time and manner as to assure that attractions, exhibits and concessions can be inspected and fully operational prior to opening at 9 a.m. on Thursday, Aug. 23.

##### **Take Down:**

All Midway attractions and concessions must remain open, staffed, fully intact and operational until 11 p.m. on Labor Day. Kidway attractions and concessions must remain open, staffed, fully intact and operational until 10 p.m. on Labor Day. Vehicles will not be allowed through barricades for tear down before 11 p.m. on Labor Day.

Utility services for tear-down and living quarters will cease to be available at noon on Thursday, Sept. 6. License holders must remove all equipment from the fairgrounds by 4 p.m. on Friday, Sept. 7.

#### **ID BADGES**

Identification badges, provided at no charge by the State Fair, must be worn in public view at all times by all on-duty Midway and Kidway attraction, concession, support equipment and service supplier licensees and their employees as prescribed by the State Fair. ID badges may only be obtained in the Midway Office with authorization from the licensee.

If lost, ID badges will be reissued for a \$5 fee, which must be paid in cash at the time of reissue. Persons terminated or leaving employment prior to the conclusion of the fair must return their ID badge before leaving the fairgrounds.

ID badges will be required for access to services and amenities provided for Midway and Kidway licensees and employees, but do not provide admission to the fairgrounds. Moreover, State Fair public safety personnel will be checking the fairgrounds throughout each night for unidentified and unauthorized persons; when found, they will be asked to leave the fairgrounds immediately.

#### **DELIVERIES BEFORE THE FAIR**

Midway and Kidway licensees should advise those delivering their equipment and attractions to access the fairgrounds as follows: Snelling Avenue (State Highway 51) to Como Avenue; west on Como Avenue six-tenths of a mile to the Canfield gate (#14); turn right into the fairgrounds and proceed straight ahead to the Midway.

#### **DELIVERIES DURING THE FAIR**

All deliveries must be made between 11 p.m. and 8 a.m. through the Transitway entry (west of the Canfield gate #14 off Como Avenue. No on-grounds deliveries will be allowed by motorized vehicles between 8 a.m. and 11 p.m. any day of the fair. Entry to the fairgrounds for all Midway and Kidway licensees holding proper credentials and valid admission tickets shall be permitted throughout the day only at the Transitway entry (west of the Canfield gate #14 off Como Avenue).

This service gate is open 24 hours a day persons on foot must enter at the Canfield gate (#14).  
(See Permits)

## **APPENDIX B - Continued**

### **UTILITIES**

Unless otherwise agreed by the State Fair and licensee, the fair will provide all Midway and Kidway concessions and exhibits with electrical power generated, supplied and distributed by the fair for operation of all Midway and Kidway attraction(s), concession(s) and support equipment. No "cut-in" or connection fees will be charged to such licensees, but a fee for electric consumption will be charged to food, beverage, merchandise and non-ride or game of skill concessionaires.

Midway and Kidway licensees must supply at least one hundred fifty (150) feet of appropriate connecting "lead wire" from the perimeter of each of their concessions, as well as an acceptable and compatible connection device for any concession(s) and/or support equipment they present.

### **PERMITS**

**Midway vehicle permits** authorize vehicle access in and out of the fairgrounds without charge and vehicle placement in the Midway area. They are available at the Midway Office for \$120 per vehicle. Only those authorized to live in the Midway area may obtain a Midway vehicle permit for access to and parking in the Midway area.

Vehicles with Midway vehicle permits must enter and exit the fairgrounds through the Transitway entry west of the Canfield gate (#14) off Como Avenue; on and off grounds access through this entry is provided throughout the day. When exiting the fairgrounds, occupants of vehicles identified with a Midway vehicle permit should request a hand stamp to re-gain personal admittance the same day without charge (6 a.m. to midnight).

These permits must be displayed as directed by instructions printed on the permit. Vehicles without this permit, or a storage and stationary unit permit, will be towed from the Midway area at the owners expense.

### **UNIFORMS**

Employees of all licensees must be uniformed with matching shirts, jackets and hats (if worn), provided and/or approved by the State Fair, at the licensee's cost, and worn in a manner approved by the State Fair. Ride, game of skill and attraction employees and operators will be required to wear either khaki, navy blue or black pants or shorts (no denim jeans). Licensees or their employees who do not comply with this policy may be dismissed.

### **SAFETY MEETINGS**

All attraction licensees, concessionaires, support equipment and service providers and their employees are required to attend all safety, orientation and training meetings scheduled by the State Fair that pertain to their operations and activities. Attendance is mandatory.

**SPECIAL SERVICES** - As a convenience to Midway and Kidway licensees and their staff, the following services and amenities are available on the fairgrounds:

#### **Public Restroom and Shower Facilities**

#### **Coin-Operated Laundromat (washers and dryers)**

#### **Convenience Store**

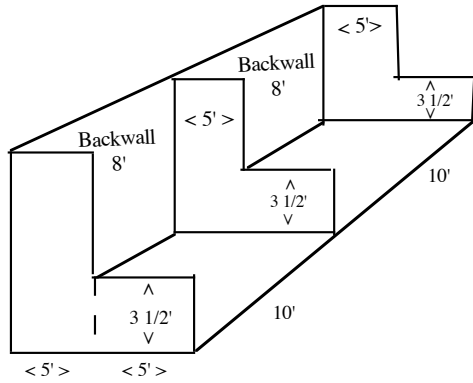
**Copy and Fax Services** - available at the Midway Office for a nominal fee

**Forklift Service** - (5,000 lb. capacity with a 20 ft. reach) is available on the Midway and Kidway on a first-come basis. To request this service, go to the Midway Office. The charge for forklift service is \$85 per hour, including operator. The forklift may not be rented without an operator.

## APPENDIX C INDOOR BOOTH GUIDELINES

The following booth design parameters have been developed to create a high-quality, professional presentation to Minnesota State Fair guests.

Most indoor lineup and corner booths will be finished with drapery dividers. Equipment placed in booths, such as counters, tables, chairs, carpeting, additional draping, etc., and the cost thereof, are the responsibility of the licensee. No element of your display may extend beyond the boundaries of your licensed site, and you may not have any unfinished display walls exposed to public view.



### Perimeter wall and back to back Booths

Any booth that faces one aisle.

The maximum height in the front half of the booth is 3 1/2'. Displays, signs and products must stay below this height for maximum sight lines.

The maximum height in the back half of the booth is 8'.

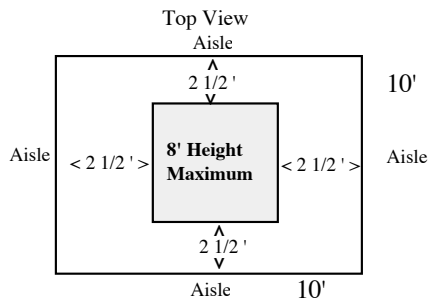
### Island Booth

A contiguous grouping of exhibit space, freestanding, and bordered on four sides by aisle space.

Display materials may not exceed 3 1/2' in height in the front third of each side. (white area)

Any obstruction, sign, display or product exceeding 3 1/2', to a maximum of 8' in height, must be positioned in the middle of the booth. (shaded area)

The shaded area in the diagram is one-fourth of the booth depth on all sides of the booth side midpoint.



### Aisle to Aisle Booth

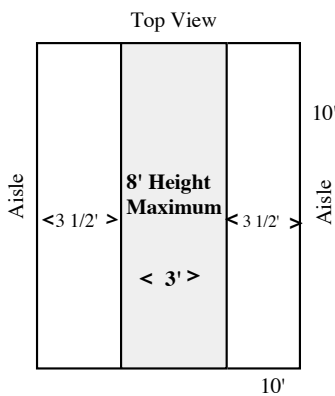
Booths facing two side aisles.

Similar to the Perimeter Wall Booth, in this layout you don't have a backwall. With a contiguous line-up, the front and back of these booths are exposed to aisles.

The maximum height in the middle one-third of the booth is 8'. (shaded area).

The maximum height in the outer one-third is 3 1/2'. (white areas).

There will be curtains dividing each of the exhibitors using the same height restrictions.

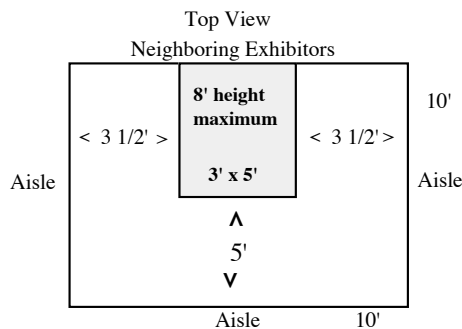


### Peninsula Booth

Booths exposed to three aisles with one adjacent exhibitor.

Any sign, display, obstruction or product above 3 1/2', to a maximum height of 8', must be set back 5' from the facing end aisle. (shaded area)

A 3 1/2' height restriction is imposed in the remaining area of the booth. (white area)



Deviation from these guidelines will be considered on a case-by-case basis and may be approved by State Fair concessions & exhibits staff when deemed appropriate and/or necessary.

## **APPENDIX C    INDOOR BOOTH GUIDELINES - Continued**

**Layout guidelines pertaining to inline and end cap peninsula booths**  
(Example given is for 14' x 9' in line and 18' x 14' end cap booth configurations)

### **Inline booths:**

The maximum height of the front half is 3 1/2 feet. Displays and products must be below this height for maximum sight lines. The maximum height in the back half of the booth is 8 feet, including all signage.

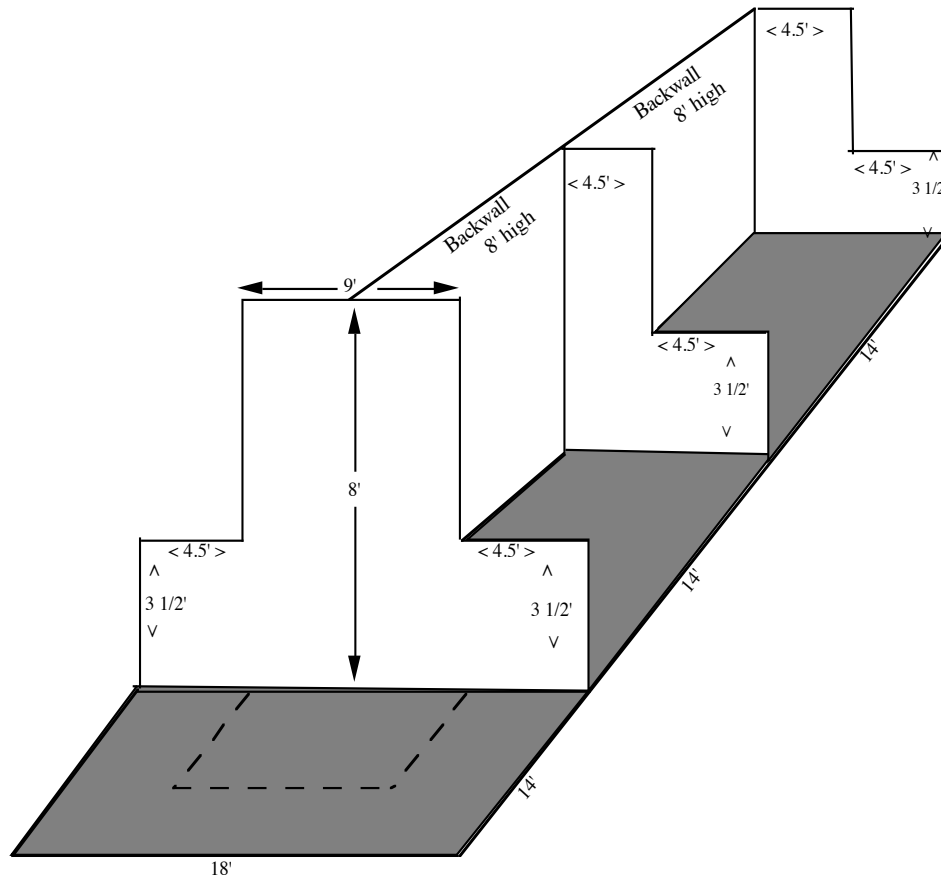
### **Peninsula end cap:**

Backwall height:

The outside 4 1/2 feet of back wall may not exceed 3 1/2 feet in height, the center may not exceed 8 feet in height, including signage

Displays exceeding these dimensions must be approved by MSF staff prior to set up.

All displays, signs and products must be placed inside your assigned site and may not be affixed to any exhibit building walls or pillars.



Deviation from these guidelines will be considered on a case-by-case basis and may be approved by State Fair concessions & exhibits staff when deemed appropriate and/or necessary.