



## **FOOD/BEVERAGE SAMPLING AT EVENTS ON THE MINNESOTA STATE FAIRGROUNDS**

The Minnesota State Fair retains complete and exclusive rights to all food and beverage sales, service, concession and catering operations that take place on the State Fairgrounds, including any/all sampling of food and/or beverage products at events. Event licensees are not permitted to make any arrangements for food and/or beverage sales, service, concessions, catering or sampling at their event without the prior written approval of the Minnesota State Fair and any/all arrangements for food and beverage sales, service, concessions, catering and/or sampling at events must be made through the Minnesota State Fair Events Department.

If you wish to offer the opportunity to sample food and/or beverage products at your event, the Minnesota State Fair has developed the following sampling requirements and application to complete and return with the required supporting documents in order to have sampling considered for your event on the State Fairgrounds.

### **Sampling Food and/or Beverage at Events**

#### **Requirements (if sampling is approved):**

1. Twenty-five dollars (\$25.00) sampling fee per event day in advance from the sampler.
2. All food and/or beverage samples must be distributed free of charge to event attendees.
3. No sampler may offer samples of more than three (3) items at one time.
4. Food and/or beverage samples dispensed must be limited to products manufactured, processed or distributed by the sampling entity.
5. Alcoholic beverages may not be offered as samples.
6. Sample size is limited to a maximum of five (5) ounces for beverages; one (1) to three (3) ounces for food. The Minnesota State Fair reserves the right to initiate other additional portion control measures it may deem appropriate.

#### **Required Support Documents:**

**Insurance Certificate:** Each sampling entity must provide a certificate(s) of insurance giving evidence of coverage as follows:

1. **General Liability Coverage:** A minimum of one million dollars (\$1,000,000) combined single limits per occurrence, two million (\$2,000,000) annual aggregate, insuring against claims for:
  - bodily injury
  - property damage
  - food products liability
2. The general liability insurance certificate must name the Minnesota State Fair as an “additional insured” with respect to sampler operations/activities on the Minnesota State Fairgrounds.
3. **Automobile Liability Insurance Coverage:** Minimum automobile liability insurance shall cover owned, hired and non-owned vehicles as follows:
  - Bodily Injury and Property Damage
  - Any Auto
  - Owned Automobile, if any

- Non-owned Automobile
  - Hired Automobile
4. Workers' Compensation Insurance Coverage:  
Statutory required coverage insuring for the following with limits of not less than:
- \$100,000 - Bodily Injury per Disease per Employee
  - \$500,000 - Bodily Injury per Disease Aggregate
  - \$100,000 - Bodily Injury by Accident
5. The Workers' Compensation certificate must be provided by a company licensed to do business in the state of Minnesota and approved by the Minnesota State Fair.

**Health or Agriculture Department License:** Each sampling entity must have a license issued by the Minnesota Department of Health or Minnesota Department of Agriculture issued specifically to operate on the Minnesota State Fairgrounds. *County or municipal licenses are not valid on the State Fairgrounds and will not be accepted.* To secure the proper license contact James Noyola at the Minnesota Department of Health (651-201-4929) or Kip Fondrick at the Minnesota Department of Agriculture (651-263-9841).

**Note:** If you are sampling pre-packaged food, beverages and/or bakery items, a license from the Minnesota Department of Agriculture will be required. All other food or beverage items are licensed by the Minnesota Department of Health.

**Application:** Please complete the application on the following page and submit it with your insurance certificate(s) and Health or Agriculture Department license.

### **Information on Cooking Demonstrations and Food Warming Device Usage**

(The following rules have been developed by the Minnesota State Fair in collaboration with the Minnesota Department of Health and Minnesota State Fair Fire Marshal. Events at which cooking and/or food warming devices will be used must comply with the following regulations. No exceptions.)

**Rules (if a cooking demonstration and/or use of food warming devices is approved):**

1. All booths handling food/beverages for public consumption must be licensed by the Minnesota Department of Health and maintain full compliance with their codes.
2. Domestic slow cookers and crock pots are prohibited per MDH Code 4626.1855 sub. Part D. (i.e. slow cookers that do not have numeric temperature specific settings)
3. A three (3) compartment wash system is required per MDH Code 4626.1860 Sub-part L.
4. Cooking and food warming devices must be:
  - placed on a surface of non-combustible material
  - kept at least two (2) feet away from combustible materials
  - isolated from the public by a four (4) foot space
  - limited to three hundred (300) square inches of cooking area
5. Table cloths, drapery materials and decorations used near cooking equipment must be treated with flame retardant and proof of treatment must be furnished for the State Fair Fire Marshal.
6. Open flames are prohibited inside Minnesota State Fair Buildings.
7. Use of propane, butane and other combustible fuels is prohibited inside Minnesota State Fair Buildings.
8. All booths containing cooking or food warming devices must have an approved 2AB 10BC fire extinguisher readily available for use. Fire extinguishers must be fully charged and operable.

**Deadline for Submission:** An application and all required supporting documents must be received by the Minnesota State Fair Events Department no less than thirty (30) days prior to the first day of the event at which you wish to offer samples.

**Send to:** Minnesota State Fair  
Attn: **Events Department**  
1265 Snelling Avenue North  
Saint Paul, MN 55108  
Fax: 651-642-2440  
Email: [events@mnstatefair.org](mailto:events@mnstatefair.org)

**MINNESOTA STATE FAIR EVENTS**  
**Application to Sample Food and/or Beverage Products**

<b>General Information</b>		
Event Name:	Event Dates:	
Name of Sampling Entity:		
Contact Person:		
Address:		
City:	State:	ZIP Code:
Phone:	Email:	
<b>Product # 1</b>		
Product Description:		
Sample Size (e.g. 5 ounces of apple juice or 1 ounce of cheese):		
Packaging and Serving Container:		
<b>Product # 2</b>		
Product Description:		
Sample Size (e.g. 5 ounces of apple juice or 1 ounce of cheese):		
Packaging and Serving Container:		
<b>Product # 3</b>		
Product Description:		
Sample Size (e.g. 5 ounces of apple juice or 1 ounce of cheese):		
Packaging and Serving Container:		