

2019 Minnesota State Fair

Deadline Check List

This check list has been developed to help you prepare for the 2019 State Fair. It is not all inclusive, so please refer to your Concessions & Exhibits Information Manual for further details and dates of importance.

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

_____	of Postmark Signed license agreement, first invoice payment, and, if applicable, a completed ST19 Operator Certificate of Compliance form and utility/telephone form
_____	May 1 Food and Beverage product change or addition request(s)
_____	June 10 Non-food product change or addition request(s)
_____	June 21 Phone & Data Services Request form
_____	June 21 Giveaway form
_____	June 21 Prize Drawing form
_____	June 21 Deals, Drawings & Giveaways promotion form
_____	July 1 Certificate of insurance, see page 10 of the Information Manual for requirements
_____	Aug. 1 License fee balance (to include assessment and utility)
_____	Aug. 19, 20 or 21 Concessionaires must pick up concession packet and license number sign(s)
_____	Sept. 3 Percentage final settlements and payments between 8 a.m. to 2. p.m.
_____	Sept. 17 All personal property must be removed from the fairgrounds *exception, personal property in livestock area must be removed by Sept. 10
_____	Sept. 20 Prize drawing winner's names and addresses form must be submitted

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