
2021 Concessionaire & Exhibitor Guide

August 26 through
Labor Day, September 6

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Please note, information subject to change.

Welcome to the 2021 Minnesota State Fair!

This guide has been developed as a supplement to the Concessions & Exhibits Information Manual which accompanied your 2021 license agreement. In preparation for the 2021 State Fair, we urge you to carefully review the Concessions & Exhibits Information Manual and rules booklet provided with your license agreement, as well as this handy guide. It is important that you and your staff be familiar with all State Fair rules, policies and procedures.

You will be receiving two (2) mirror tags in the mail within the next couple of weeks. Please refer to the MIRROR TAGS section in this guide for instructions regarding their use and entry information. These tags are not a gate admission pass, do not exempt the holder from admission or vehicle parking fees and provide no special access, parking or privileges other than those indicated in this guide.

MEET THE SALES DIVISION STAFF

Deputy General Manager, Jim Sinclair, senior executive staff person responsible for overall division management, administration, operation and oversight, is assisted by the following experienced staff:

- Pam Simon, Sales Director, is responsible for management, administration and coordination of commercial and institutional exhibits, non-food/beverage concessions, oversight of sponsorships and non-fair events as well as liaison with exhibitors and concessionaires regarding decorating services.
- Carol Doyle, Concessions Office Manager, with her summer assistant Emily Kline, handles day-to-day Concessions & Exhibits Department administration, including registration and license processing, vendor/purveyor insurance, Wholesale (distributor) and Supply Vehicle (parking) Permits, purveyor and supplier relationships, the division's fair-time building and area superintendents.

MINNESOTA STATE FAIR

- Nikki Hines, Attractions & Food Concessions Supervisor, is responsible for coordination and supervision of food and beverage concession operations, including beer and wine licensing and reconcilments, Mighty Midway, Kidway and ticketed attraction administration and operations, and liaison with agencies having jurisdiction regarding such operations.
- Melissa Varriano, Sponsorship Supervisor, has responsibility for fair sponsorships and related activities, as well as touring promotional exhibit relationships and operations.
- Emily Quam, Events Supervisor, handles multiple fair administration and operation projects, and oversees group hospitality activities at Heffron Park.
- Julie Samec, Sales Specialist, assists with division administrative duties and programs, including concession and exhibit insurance programs and maintenance /improvement permit processing.

We look forward to having you with us and to being of service to you at the 2021 Minnesota State Fair. If you have questions or need assistance, please contact us at the following telephone numbers:

	Area code (651)
Carol Doyle	288-4456
Melissa Varriano	288-4306
Nicole Hines	288-4473
Julie Samec	288-4456
Pam Simon	288-4404
Jim Sinclair	288-4421
Emily Quam	288-4307

Reminder: You can do business with us online by using your email address and registering to set up your account at licensee.mnstatefair.org.

GUEST SERVICE STANDARDS

The State Fair considers every one of its employees, exhibitors, concessionaires, contractors and volunteers to be members of its team. As a member of the team, we depend on you to help us meet our goal of providing quality service to our guests. Remember to treat our guests as you would like to be treated, and that sometimes the smallest gesture of kindness means the most.

We strive to create an environment that is:

- welcoming
- entertaining
- educational
- safe, clean and accessible

Our guests come first and we show our commitment to them by:

- providing prompt, efficient, courteous customer service
- exceeding their expectations
- providing outstanding value
- treating them with dignity and respect

COMMENTS/SUGGESTIONS/ COMPLAINTS

Feedback is welcome at Guest Relations in Visitors Plaza (1677 Dan Patch Ave). Hours are 7 a.m. to 11 p.m. (10 p.m. Labor Day). Please direct guests to this office so we may provide a prompt response to their feedback. Guests may also email guestservices@mnstatefair.org.

ADMISSION

Everyone entering the fairgrounds must present a valid ticket of admission.

PRE-FAIR DISCOUNT GATE TICKETS

Pre-fair discount gate admission tickets are available to licensed concessionaires and exhibitors only for \$12 each when ordered by mail. Payment for such tickets must be received by Aug. 12 for orders to be mailed or by Aug. 16 for orders to be picked up at the State Fair Ticket Office on the fairgrounds. Contact the ticket office for a mail order form.

Concessionaires & exhibitors only may also purchase pre-fair discount gate admission tickets over the counter for \$12 each at the State Fair Ticket Office at the Loop Gate (#9) on Como Ave. Monday, Aug. 2 through Wednesday, Aug. 25. Tickets purchased over the counter are subject to limits. Please call 651-288-4467 for more information.

You will need a pre-fair discount admission ticket for each day you wish to enter the State Fair.

Vendor Parking Vouchers: Licensed exhibitors and concessionaires are entitled to purchase vendor parking vouchers for \$16 each. Parking is subject to availability and you will need a voucher for each day you wish to park in a State Fair parking lot. Vehicles with reserved supply vehicle permits will not be required to have vendor parking vouchers.

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

Ticket Office Hours:

Monday – Friday, Aug. 2 through Aug. 20.....11 a.m. - 6 p.m.
Saturdays, Aug. 7 and Aug. 1410 a.m. - 1 p.m.
Saturday Aug. 21.....11 a.m. - 4 p.m.
Sunday Aug. 229 a.m. - 12 p.m.
Monday Aug. 23 through Wednesday Aug. 25.....10 a.m. - 6 p.m.

Pre-fair discount Mighty Midway and Kidway ride and game tickets are also available at the Ticket Office and Loop Gate as specified above.

RE-ADMISSION

Guests may leave the fairgrounds through any gate and be readmitted the same day without additional charge by requesting a hand stamp when leaving. Re-admittance must occur before 10 p.m. on the day the hand stamp is issued.

PARKING

Pre-fair discount gate admission tickets may not be used for vehicle parking. Licensed exhibitors and concessionaires are entitled to purchase vendor parking vouchers for \$16. Parking is subject to availability, and you will need a voucher for each day you wish to park in a State Fair parking lot. Vehicles with reserved supply vehicle permits will not be required to have vendor parking vouchers. All parking is filled on a first-come basis. Parking for motorcycles is available in a lighted lot south of Como Avenue for \$9. Motorcycle parking in other State Fair lots is \$16.

Parking Voucher

When entering the fairgrounds before 8 a.m. to deliver products, you will be asked to provide admission for each person and for parking. If you plan to park your car in a fair-owned lot, you will receive a parking voucher to place on your dashboard as evidence of payment. Vehicles without a visible parking receipt will be ticketed and towed.

Free Park & Ride

Free parking with free bus service to and from the fairgrounds is provided from the State Fair’s extensive network of Park & Ride lots. Specific information on lot locations will be available on the State Fair’s website (mnstatefair.org) after Aug. 1.

Free Bicycle Parking

The Minnesota State Fair offers three secure bike corrals for your convenience. Bike parking is free and all lots have attendants on duty from 6 a.m. to midnight. Bike riders will be issued a claim check for bike pick-up. Bicycle parking lots are located at the Como-Snelling Gate #6, Hoyt-Snelling Gate #2 and Buford (U of M St. Paul campus) Gate #17 at Randall Ave.

Motorized bikes with a license plate must park in the motorcycle lot (\$9 each) or in general parking on the fairgrounds (\$16).

DELIVERIES

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.

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 delivery.

Shipping Information

To be sure your packages are delivered to you in a timely manner; see the following shipping label examples:

For Shipping Inside a Building

Your Name Here
C/O Minnesota State Fair
Ex: Grandstand Space 279
1265 Snelling Ave. N.
St. Paul, MN 55108

For Shipping to an Outside Area

Your Name Here
C/O Minnesota State Fair
Ex: 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 barricade = exit only). All vehicles must complete their deliveries and be off the streets and out of the barricaded areas by 8 a.m. On Labor Day, no vehicles will be allowed inside barricaded areas of the fairgrounds for tear down/removal until 11 p.m.

Entry for deliveries will be permitted as instructed on entry permit credentials. If you are delivering merchandise to your own concession or exhibit between 11 p.m. and 8 a.m., you must enter at the Transitway

entry (west of the Canfield Gate #14) off Como Avenue, provide the appropriate admissions and show your vehicle mirror tag, provided by the fair, at the barricade. No deliveries by motorized vehicles will be allowed inside any exhibit building (including the International Bazaar or West End Market) at anytime of day during the fair.

(Midway and Kidway licensees see Appendix B of the 2019 Concessions & Exhibits Information Manual).

MIRROR TAGS

In the coming weeks you will receive (2) vehicle credential tags via mail. These credential tags will be used to expedite fairgrounds access for set-up and tear-down (with white side exposed) and during the fair (with colored side exposed). These tags should be hung from the inside rear-view mirror of your vehicle windshield. Please refer to the tag for entry instructions via the transit way. This tag is not a gate admission pass, does not exempt the holder from the applicable admission or on-grounds vehicle parking fees and provides no special access, parking or privileges other than those indicated.

SET UP-MOVE IN

We welcome and encourage early set up. All license holders with outdoor sites may bring their stands (including trailers), structures and equipment onto the grounds anytime beginning Aug. 9. Please contact the Concessions & Exhibits Department to request set up at a day/time other than the following:

Outdoors:

Beginning Aug. 9 Monday - Friday: 8 a.m. to 10 p.m.

(The Concessions & Exhibits Department must be provided with a key to your stand for inspection access purposes on the same date your stand is brought onto the fairgrounds.)

Exhibit Buildings:

Monday Aug. 23 and Tuesday Aug. 24 8 a.m. to 5 p.m.

Wednesday Aug. 25 8 a.m. to 10 p.m.

Prior to assembling your display, please refer to our indoor booth guidelines (Appendix C in the 2021 Concessions & Exhibits Information Manual).

Vehicles may not be driven into State Fair exhibit buildings (including the International Bazaar or West End Market) without the prior written approval of the Concessions & Exhibits Department.

FORKLIFT

Forklift service (5,000 lb. capacity/20 ft. reach) is available through the Facilities Department with 24 hours advance notice. 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 and number, 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 at your appointment time may result in a charge to your account.

HOURS OF OPERATION & STAFFING

All concessions, exhibits, attractions and display areas must be open, staffed and in full operation every day of the fair; minimum hours of operation are from 9 a.m. to 9 p.m. daily (8 a.m. Labor Day). Everything must be closed and shuttered from 12:30 a.m. to 6 a.m. unless otherwise authorized by the Concessions & Exhibits Department.

Except as noted below, all exhibit buildings and areas will be open from 9 a.m. to 9 p.m. daily:

Ag-Hort Building	9 a.m. to 9 p.m. daily (Labor Day until 8 p.m.)
Bazaar	9 a.m. to 9 p.m. daily (Labor Day until 8 p.m.)
Food Building	8 a.m. to 9 p.m. daily (Labor Day until 8 p.m.)
West End Market	9 a.m. to 9 p.m. daily (Labor Day until 8 p.m.)
Kidway	9 a.m. to 10:30 p.m. (Labor Day until 9:30 p.m.)*
Machinery Hill	8 a.m. to 8 p.m. daily
Midway	10 a.m. to Midnight (Labor Day until 10:30 p.m.)*
Pet Pavilions	8 a.m. to 8 p.m. daily

* Daily closing times may vary. Ticket booths close 1/2 hour before rides and games close.

SMOKING

For the comfort and safety of all, designated smoking areas have been established at convenient locations throughout the fairgrounds. Smoking (including the use of E-cigarettes and vape pens) is permitted only in these designated areas, State Fair parking lots and the

campground. Each designated smoking area consists of a bench and a receptacle to safely deposit spent cigarettes.

CONCESSION NUMBERS AND INFORMATION PACKETS

All concession license holders (engaged in retail sales) 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 number signs are provided by the fair free of charge. You may pick up your concession number sign and an information packet at the south side window of the Libby Conference Center, located at 1311 Cosgrove St., upon your arrival for set up: **Monday, August 23, Tuesday, August 24 and Wednesday, August 25 from 8 a.m. to 5 p.m.** (after 5 p.m. on Aug. 25, packets will be available at the Administration Bldg.).

FOOD AND BEVERAGE CUPS

The Minnesota State Fair is the sole supplier of all food and beverage cups used on the State Fairgrounds. No cups of any kind, other than those supplied by the Minnesota State Fair, may be used on the fairgrounds.

Distribution of cups will take place from the warehouse in the Crossroads (Food) Building Court, where cups may be picked up and paid for as you need them during the following hours:

Cup Warehouse Hours:

Tuesday Aug. 24 and Wednesday Aug. 25 8 a.m. – 4 p.m.

Fair time (Aug. 26 – Sept. 6) 7 a.m. – 4 p.m.

Unopened cases of cups may be returned to the cup warehouse for a credit from 8 a.m. to 2 p.m. on Tuesday, Sept. 7.

For information regarding food and beverage cups during the period Aug. 26 through Sept. 6, contact the Cup Warehouse at 651-642-2471.

ACCESSIBILITY

All concessionaires and exhibitors are required to comply with the Americans with Disabilities Act by making reasonable accommodations for all guests. If you have questions about accessibility at the fair, contact our Accessibility Dept. at 651-288-4448; or accessibility@mnstatefair.

org. During the fair, guests with questions about accessibility should be directed to the Admin Too building.

TAKE DOWN - MOVE OUT (LABOR DAY)

Concessions, exhibits, displays and booths (indoors and outdoors) must remain fully operational and intact until at least 8 p.m. on Labor Day. See Hours of Operation & Staffing (page 9) for Labor Day operation hours.

Vehicles will not be allowed through any barricade for move out before 11 p.m. on Labor Day. Move out may commence at 11 p.m. and will be permitted until midnight, at which time the grounds will close.

Move out from exhibit buildings will be allowed to continue from 8 a.m. to 4 p.m. on Tuesday, Sept. 7, 2021. All personal property must be removed from exhibit buildings by 4 p.m. on Tuesday, Sept. 7.

Vehicles may not be driven into State Fair exhibit buildings (including the International Bazaar or West End Market) without the prior written approval of the Concessions & Exhibits Department.

Any personal property situated outdoors must be removed from the fairgrounds by Monday, Sept. 13 *exception see manual text. The fairgrounds will only be open on a limited basis. No staff or special services will be available.

Those who have permanent structures should be sure to turn off their electricity, gas and water before leaving the fairgrounds.

ELECTRICAL REQUIREMENTS

The Concessions & Exhibits Department must be provided with a key to all concession stands of any type, including trailers, for inspection access purposes on the same date they are brought onto the fairgrounds. Please be aware of the following requirements:

1. All electrical work and wiring must meet the standards and requirements of the National Electric Code and State of Minnesota.
2. Temporary or portable electrical wiring, including light fixtures and lamp holders, installed inside of tents and concessions, must be securely installed and, where subject to physical damage, must be provided with mechanical protection. If overhead lighting, wiring

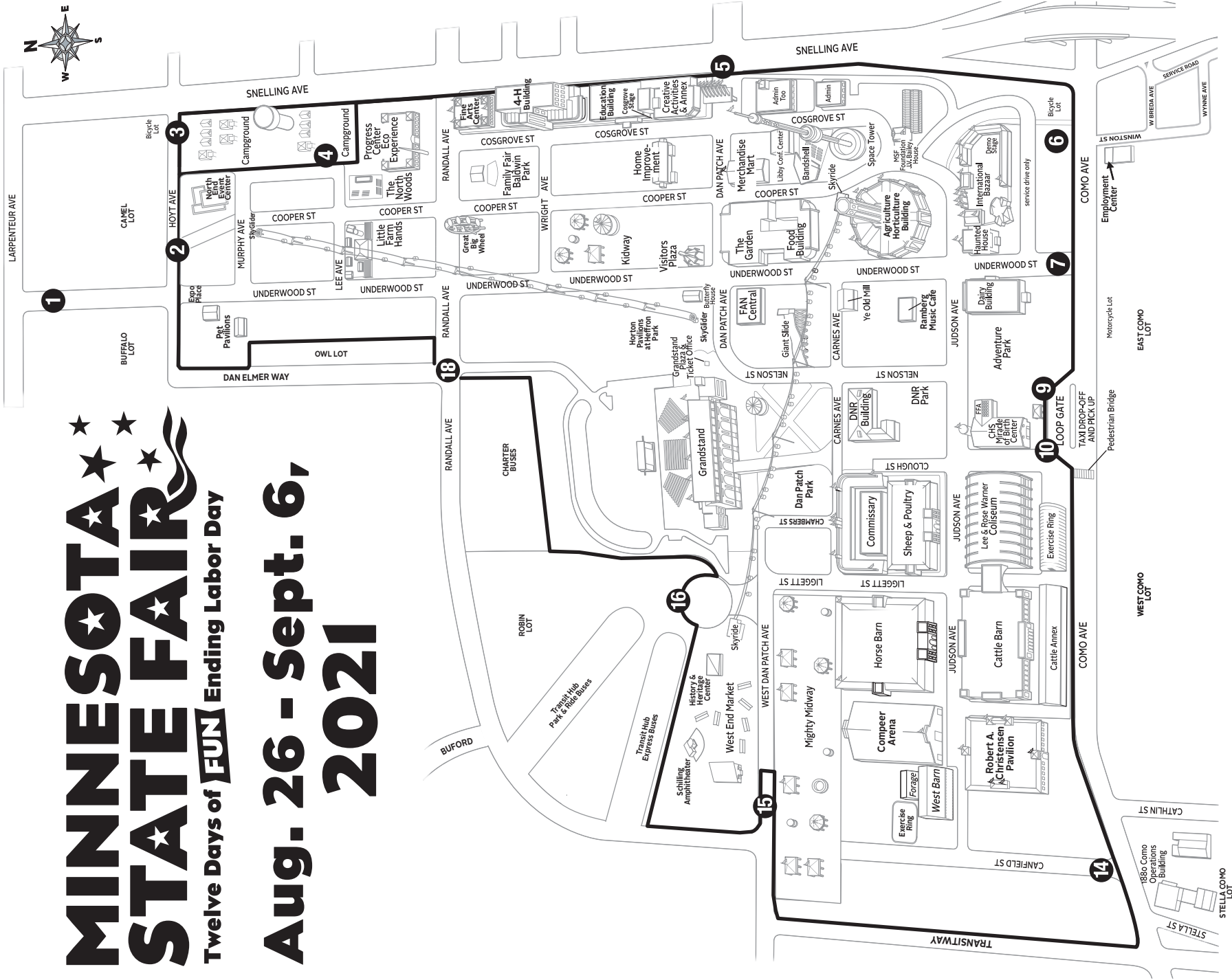
and equipment cannot be protected solely by relative location (not less than 10 feet above the ground or platform) and such wiring and equipment is subject to physical damage, mechanical protection shall be required for such electrical wiring.

3. All light fixtures and lamp holders for general illumination that are subject to physical damage must be protected from accidental breakage by a suitable fixture or lamp holder with a guard.
4. All 125 volt, single phase, 15 and 20 amp receptacle outlets (2 pole, 3 wire, grounding-type straight-blade devices) that are in use by personnel shall have listed ground-fault circuit-interrupter protection. The ground-fault circuit-interrupter shall be permitted to be an integral part of the attachment plug or located within 12 inches of the attachment plug in the power-supply cord. Listed cord sets with ground-fault circuit-interrupter protection incorporated shall be permitted.
5. Where flexible cords or cables are used, they must be listed for extra-hard usage, wet location and be sunlight resistant.
6. If approved for use, extension cords must be at least 12 gauge, 3 wire, flexible cords designed for heavy duty use. No lightweight (2 wire) extension cords or 'zip' cords (18 gauge or smaller) may be used.
 - a. Extension cords may not be used as a substitute for permanent electrical outlets. All permanent appliances must be supplied by an electrical outlet.
 - b. Electric cords may not be run under rugs, through walls, stapled to wood frames, wrapped with any combustible material, used with cracked or checked insulation, placed around sharp corners or be allowed to become warm.
 - c. Multiple outlet extension cords must be made of standard metal electrical boxes connected by heavy duty 12 gauge, 3 wire, flexible cords with approved cable connectors to a grounded (3 prong) plug. No "octopus" plugs or multi-plug adapters are permitted.
 - d. Extension cords with splices are not permitted.
 - e. Electrical connections should not be made through more than one extension cord.
7. Plug strips and cord connectors used outdoors must not be laid directly on the ground and should be placed a minimum of 6 inches above the ground.

MINNESOTA STATE FAIR

Twelve Days of **FUN** Ending Labor Day

Aug. 26 - Sept. 6, 2021



8. Three-prong plugs or adapters must not be used with two-wire extension cords.
9. Areas around electrical panels must be kept clear and unobstructed; 36" in front, 30" on sides and 78" in height.

Only licensed electrician's will be allowed to do any electric wiring or work and must submit a Request for Electrical Inspection Permit, available from the Utility Office, along with appropriate fees, prior to doing any such work. Failure to submit such a permit request may result in a delay in your concession or exhibit being allowed to open.

State law prohibits unlicensed persons from doing any form of electrical wiring or work as part of concession and exhibit assembly and all electrical work associated with concession and exhibit assembly must be under-taken in compliance with state electrical code. Unlicensed persons doing electrical work during concession and exhibit assembly will be issued a "stop work" order, must obtain a permit and have a licensed electrician complete such work.

It is suggested that if you have a "knock-down" or sectionalized concession unit, that you have the wiring done such that any wiring between booth sections and wiring to equipment is connected with heavy duty flexible cords and twist lock connectors, or with male and female connectors, after which the sections and equipment may be assembled by unlicensed persons.

If you have questions or wish further information in this regard, you may contact the Minnesota State Fair's Electrical Inspector, Steve Kletschka, at 507-330-0886 between 7:00 a.m. and 5:00 p.m. (Mon. - Fri.).

GOPHER STATE ONE-CALL

Gopher State One-Call is a statewide one-call notification system established by Minnesota law to inform all Minnesota underground utility operators of intended excavation. Minnesota State Statutes Chapter 216D requires anyone who engages in any type of excavation (i.e. digging, landscaping, planting, removal of shrubs or any ground materials, grading, leveling or pounding tent or guy wire stakes) to provide at least 48 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.

If you need additional information or assistance in this regard, please contact Sean Casey at 651-288-4436.

FIRE REGULATIONS

In accordance with requirements of Minnesota Statute 299F.011, the Life Safety Coordinator and fire code, compliance with the following measures is required:

1. Post the 9-911 emergency telephone number in plain sight in your concession or exhibit. With it, post your exact location on the fairgrounds to be passed on when making a fire call. All fires must be reported to the State Fair Public Safety Department.
2. Each licensee must provide an approved 2A 10BC (5 lbs.) or larger fire extinguisher at their concession/exhibit site. Those using gas, cooking fuel or cooking equipment must have an additional 40BC fire extinguisher. All fire extinguishers must be mounted in plain sight in the concession or exhibit.
3. The use of an open flame is strictly prohibited in any exhibit building.
4. Licensees using gas on the fairgrounds must also comply with the following:
 - a. All propane gas used on the Minnesota State Fairgrounds must be obtained from the State Fair's approved bottle/bulk propane gas company. The fair's designated propane gas supplier has staff and an office on the grounds (west of the International Bazaar off Underwood Street) to assist you.
 - b. Gas burning equipment should be American Gas Association approved and installed according to requirements of the Minnesota Uniform Fire Code and State Mechanical Code.
 - c. In case of fire involving gas, fuel or a cooking stove, know the location of the shut-off valve for gas supplying fuel and immediately shut off the fuel at the tanks or source of supply.
NOTE: In case of leakage, shut off the valve at the source and call the fair's designated/approved gas supplier. (Fuel shut-off valves must be accessible and located in plain view, within six (6) feet of any gas-fired equipment.)
 - d. Always keep gas cylinders upright.
 - e. Gas cylinders must be secured so they cannot fall down, but may not be chained to a gas manifold.
 - f. All tanks must have an excess flow valve.

- g. Limit use of rubber gas hose to the standard pigtail, about 12 inches in length and 350 psi test pressure for propane service.
 - h. Do not remove or lock gas valve handles in an open position.
 - i. Shut off gas supplies each evening at the source.
 - j. Gas cylinders for cooking appliances must not be liquid discharge type (usually orange in color).
 - k. Equipment with temperature controls should be checked and calibrated annually before the fair by a qualified gas contractor to be sure the controls operate properly.
 - l. Gas-fired equipment should be clean, with no clogged pilot lights or burners. Gas-fired equipment, including hot water heaters, must have proper ventilation for operation.
 - m. All vent pipes must meet requirements of the State Mechanical Code. Closer exposures may be permissible with proper shielding when inspected and approved by the fire marshal.
 - n. The fair's designated gas contractor must connect and disconnect all gas-fired equipment. Concessionaires must not remove shut-off valves at the connection point.
 - o. The fair's designated gas contractor may refuse to connect any gas appliance that is in poor condition or a possible fire hazard, such as dirty or inadequately vented equipment, and will notify the fire marshal.
 - p. Post the fair's gas contractor telephone number in your concession.
 - q. Concessionaires are responsible for training all of their help (in case of fire or gas leakage) to turn off the valve at the gas supply source.
5. Maintain good housekeeping at all times, especially around gas cylinders. Do not pile canvas, boxes, etc. on or around gas tanks.
 6. Hot plates must have controls with high, medium and low positions, not just an on-off switch. Use of manually-controlled hot oil cookers is prohibited. Thermostats are required on all hot oil fryers and cooking equipment.
 7. Supports for cooking equipment, drapes, tents, hay, straw, artificial plantings or other decorations and flammable materials must be made of flame retardant materials or treated with flame retardant and accompanied by certification showing annual treatment by an approved applicator. Untreated combustible materials must be kept

at least five (5) feet away from stoves, hot surfaces and open flames.

8. Overnight sleeping in concessions and exhibits is prohibited without the prior written approval of the Concessions & Exhibits Department and fire marshal.
 - a. All proposed sleeping areas must meet all requirements of the Minnesota Uniform Fire Code.
9. Exhaust hood systems must be cleaned and maintained to prevent excessive grease accumulation and possible fire.
10. Licensees are responsible for seeing that all of their staff are aware of State Fair Fire Regulations.

PERMANENT STRUCTURE SECURITY

In an effort to maintain a low level of vandalism, we recommend the following for those who have permanent structures on the fairgrounds:

1. Do not leave anything of value at the site which can be easily removed if a break-in should occur.
2. All windows should have shutters which are secured in place. Entrance usually occurs through windows.
3. Doors should fit tightly and be locked with dead bolt locks rather than hasp and padlock systems. Hasps are easily cut or pried open.
4. Overhead and sliding doors should be chained and locked from the inside of the structure.
5. Any opening in the structure should be fitted with a closure and sealed so that no entry may be gained through same.
6. Appearance is very important. All closures used must be compatible with structure appearance. Structures that are well maintained and appear to have good upkeep are usually left alone.
7. Check on your structure from time to time throughout the year. Report any break-in or attempted break-in to the RCSO (Ramsey Co. sheriff's office). It is important that we know of all such incidents.
8. When visiting your building during the off-season, make sure doors, windows and shutters are secure and, above all, be sure to turn lights off before leaving.
9. A set of keys for your building or structure must be given to the Concessions & Exhibits Department for access to such facilities in the event of emergency.

DEPARTMENT OF REVENUE

The Minnesota Department of Revenue should be contacted regarding sales tax, employee income tax withholding and/or individual income tax filing as follows:

Sales Tax

Most sales made at the State Fair are subject to Minnesota sales tax (7.375%). To determine if your sales are taxable or for other general questions, contact the Sales Tax Helpline at: 651-296-6181. To register for a sales tax identification number please call 651-282-5225.

Or go to www.taxes.state.mn.us/taxes/sales

{ Sales tax settlements may be made the day after the fair, Tuesday, Sept. 7, between the hours of 9:00 a.m. and 2 p.m. at the south side window of the Libby Conference Center at 1311 Cosgrove St. }

Employee Income Tax Withholding

If you pay anyone to work for you at the fair, they are considered your employee and you are required to withhold Minnesota income tax from their wages. Questions regarding withholding should be directed to the Department of Revenue at 651-282-9999.

Individual Income Tax Filing

Whether you are a Minnesota resident or not, you may be required to file a Minnesota Individual Income Tax return related to your business income at the fair. Answers to questions and appropriate forms may be obtained from the Minnesota Department of Revenue at 651-296-3781.

SPECIAL SERVICES

State FairWear

If you are looking for a great way to give your employees a neat, professional appearance, the State FairWear Gift Shop in Visitors Plaza (1677 Dan Patch Ave.) offers a full line of high-quality official State Fair clothing including T-shirts, sweatshirts, golf shirts, jackets and caps.

State Fair Marketing Department

The fair's marketing & communications department promotes the State Fair as a whole, working closely with representatives of local and national media. You are encouraged to promote your business and maximize your 12 days at the fair using the marketing and promotional tools detailed on the "Current Licensed Participants" page of our website.

To access this information, visit mnstatefair.org; click on "Become a Vendor or Attraction Operator" at the bottom of the home page. Then click on "Information for current licensed participants" under "Current Licensed Participants." The "2021 Marketing & Promotions Info Packet for Vendors & Exhibitors" is available under "More Information."

If you have additional questions regarding promotions, creating a news release, generating story ideas, etc., please contact the marketing department at media@mnstatefair.org. If you have questions regarding advertising, please contact ads@mnstatefair.org. If you have questions regarding social media, please contact socialmedia@mnstatefair.org. If you have questions regarding State Fair logo and branding usage, please contact logos@mnstatefair.org

First Aid Stations: West and East

The State Fair provides walk-in medical assistance for injuries and ailments, at two First Aid locations. Call 9-911 from a fair phone or 911 from a mobile phone for ambulance assistance or transport to either First Aid facility:

First Aid West: 1834 Dan Patch Ave., next to the Police Station

Pre-fair hours: Aug. 21, 22, 23 8 a.m. - 4 p.m.

Aug. 24, 25 8 a.m. - 7 p.m.

Fair-time hours: Aug. 26 - Sept. 6 8 a.m. - 12:30 a.m.

Post-fair hours: Sept. 7 8 a.m. - 4 p.m.

First Aid East: 1424 N. Cosgrove St. on the north end of the 4-H Building

Fair-time hours: Aug. 26 - Sept. 6 8 a.m. - 10 p.m.

Campground & Camping Facilities

The State Fair Campground is located at the northeast corner of the fairgrounds. There are a limited number of spaces available, and sites are made available to licensees by advance reservation only. Campground sites may not be used for non-residence purposes; i.e. storage vehicle parking, product preparation or assembly, reserved vehicle parking, etc. This facility opens at 7 a.m. on Friday, Aug. 20. Entry to the campground is off of Hoyt Avenue at Snelling Avenue. Camping fees are: \$30 per night for standard size sites, \$35 for units wider than 8', and \$45 for slide-out units. All sites have 20 amp, 110 volt, single-phase electric service. There is an additional \$16 per day charge for towed vehicles. There are no individual sewer or water hookups. Public restrooms, showers, a sanitary dump station and coin-operated laundry (washers and dryers) are available. No person under 18 may register for or occupy campground space unless accompanied by a parent or guardian. For additional information, call the campground office at 651-642-2379.

Concessionaires and exhibitors licensed by the fair (and their staff) may also use our vendor-only, overnight parking lot located on Cathlin Street just south of the fairgrounds off Como Avenue, adjacent to the Stella-Como Lot. The Cathlin Vendor Lot will be filled using a reservation system. There are no mileage restrictions with respect to distance from the fairgrounds, and vendors who secure a campsite in the campground on the north end of the fairgrounds will also be permitted to apply for additional space(s) in the Cathlin Vendor Lot. Please note: the Cathlin Vendor Lot has no electric hook-ups, but generators will be permitted. There are no water, sewer or sanitary dump facilities. Only self-contained units are permitted to park in this lot. No tents or pets are allowed. Vendors and their staff staying in the Cathlin Vendor Lot will be able to use the amenities at the campground on the north end of the fairgrounds including the showers, laundry and sanitary dump stations. Vendors wishing to make a reservation for the Cathlin Vendor Lot should contact 651-642-2379.

Concessionaires, exhibitors and those occupying recreational vehicles may not deposit any refuse or empty any gray water, fluid waste, water or other liquids onto the ground or into the streets, gutters or catch basins. Fluids (not grease and oil) and waste water must- be discharged into approved sanitary sewer systems only. When sanitary sewer access is not available, holding tanks must be used until such waste can be properly discharged at an acceptable sanitary sewer access point.

Grease and oil must be deposited in approved recycling containers. Domestic animals and household pets (with the exception of guide or service dogs) are not allowed on the State Fairgrounds, in the campground or parking lots.

The UPS Store

The UPS Store will be open 11 a.m. to 5 p.m. Monday through Saturday in the Visitors Plaza. The store will be closed Sundays and Labor Day. Services include: UPS shipping, U.S. Postal Service stamps, mail and shipping, postcards and greeting cards, packaging and mailing supplies, posters, office supplies, printing, copying, scanning and email service. The store is connected to The UPS Store is located at 2355 Fairview Avenue, Roseville. Please contact us at 651-635-0636 or by email at store2158@theupsstore.com.

Armored Deposit Transfer

Loomis Armored will be available onsite each day of the fair to accept bank deposits and deliver them to your local bank. They can also provide deposit processing, if requested. A package rate for this 12-day service has been established which includes bills of lading and 12 tamper resistant deposit bags. Services must be established prior to start of the state fair. Please call Scott Tofel at Loomis Armored, (414) 462 -9162 ext. 2527 for additional details on armored transport service during the fair.

Banking

Bremer Bank located in the Visitors Plaza and will serve concessionaires and Bremer clients during the following hours:

- Wednesday, August 25 9:00 a.m. to 4:00 p.m.
- August 26 - September 6 7:00 a.m. to 4:00 p.m.

Banking services available will include vendor coin and currency orders, deposit processing, check cashing for Bremer customers, 24-hour ATM and night depository.

New account opening will be available for vendors on August 25. Please contact the Bremer Bank in Roseville at 651-288-3880 with questions.

*Due to a national reduction in coin circulation, coin orders may be severely limited or unavailable. Concessionaire's should plan accordingly.

Post Office

There are three locations off the Minnesota State Fairgrounds, one at

2000 W Cty Rd B2, Roseville, MN 55113, second at 1430 Concordia Ave, St Paul MN 55104 and a third location at 2309 Como Ave., St Paul, MN 55108

Convenience Store

A convenience store (Steichen's Grocery/Deli) is located in the Commissary Building, north of the Sheep & Poultry Barn. The store carries items such as over-the-counter medications, infant supplies, snacks, beverages and grocery items.

Lost & Found

If you or a guest are looking for misplaced belongings, call 651-288-4555, email lostandfound@mnstatefair.org or visit the Lost & Found office located on Dan Patch Avenue across from West End Market, 1842 Dan Patch Ave.; open at the following dates and times:

- During the fair Aug. 26–Sept. 6: 8 a.m. to 12:30 a.m. (11 p.m. on Labor Day)

Items found between 12:30 a.m. and 8 a.m. during the fair should be turned in at the Police Station next door. Items can be turned in at any information booth, as well as designated locations in buildings throughout the grounds; a lost & found runner will bring these items to the lost & found office. For information on these locations, call 651-288-4555.

After the fair, Lost & Found is open:

- Tuesday, Sept. 7–Thursday, Sept. 9: 9 a.m. to 3 p.m.
- Friday, Sept. 10: 9 a.m. to noon.
- Tuesday, Sept. 14 to Friday, Sept. 24: Visit the Admin Too building at 1312 Cosgrove Street between 8 a.m. and 4:30 p.m. Monday through Friday.
- Contact Lost & Found year-round at 651-288-4555 or lostandfound@mnstatefair.org

Care & Assistance

Care & Assistance is located across from West End Market at 1838 Dan Patch Ave. Hours are 8 a.m. to 10 p.m. (9 p.m. Labor Day). It is headquarters for people of any age who have become lost or separated from their group and has an area for nursing and infant care as well as wheelchair battery recharging. Phone number is 651-288-4556.

2021 MINNESOTA STATE FAIR SUPPLIERS

ICE SERVICE

Gopher State Ice Company is the fair's designated ice supplier and will supply all concessionaires and exhibitors in need of ice cubes and block ice.

Gopher State Ice Company will be open from 9 a.m. to 9 p.m. daily. Their main office is located west of the Bazaar off Underwood Street, plus they have satellite facilities about the fairgrounds. You may call them during the fair at 651-643-6070. Before the fair you may contact Paul Abdo (Gopher State Ice) at 612-382-0066.

SUPPLY STORAGE

Gopher State Ice Company also has a limited amount of freezer, refrigerated and dry storage space available with easy access and dock loading. You may reserve such storage space by calling Larry or Paul at 612-382-0066 before the fair or 651-643-6070 during the fair.

PROPANE GAS SERVICE

Propane gas used for any purpose on the State Fairgrounds must be obtained from Ferrellgas, Inc. You may call them at 651-438-2619.

During the fair, Ferrellgas has an office on the fairgrounds located west of the Bazaar off Underwood Street. Phone 651-643-6065.

DECORATING COMPANY

FERN Exposition Services rents tables, chairs, carpet, counters, stools, drapes and provides other exhibit booth equipment and services. They operate an office on the fairgrounds from mid-August through Labor Day at their location in the Commissary Building, north of the Sheep & Poultry Barn. Phone them on the fairgrounds at 651-643-6173 or contact their main office at 800-774-1251 ext. 1.

PROMOTIONS

Opening Day • Thursday, Aug. 26

- Discounted admission prices for all ages at the entrance gates:
Adults (13-64): \$14 • Seniors (65+): \$11 • Kids (5-12): \$11
Children (4 and under): Always free
- All-day specials offered on Mighty Midway and Kidway rides & games
- Opportunity for vendors to offer Opening Day deals or discounts for all fair guests*

Seniors Day • Monday, Aug. 30

- Discounted admission prices for seniors & kids at the entrance gates:
Seniors (65+): \$11
- All-day specials offered on Mighty Midway and Kidway rides & games
- Opportunity for vendors to offer Monday deals or discounts for all fair guests*

Military Appreciation Day • Tuesday, Aug. 31

- Discounted admission prices at the entrance gates for active military, their spouses and kids; retired military and their spouses; and military veterans and their spouses:
Adults (13-64): \$11
Seniors (65+): \$11
Kids (5-12): \$11
Children (4 and under): Always free
- Early Bird Specials offered on Mighty Midway and Kidway rides & games until 1 p.m.
- Opportunity for vendors to offer Military Appreciation Day deals or discounts for all fair guests*

Kids Day • Wednesday, Sept. 1

- Discounted admission prices for kids at the entrance gates:
Kids (5-12): \$11
Children (4 and under): Always free
- All-day specials offered on Mighty Midway and Kidway rides & games
- Opportunity for vendors to offer Kids Day deals or discounts for all fair guests*

Seniors Day • Thursday, Sept. 2

- Discounted admission price for seniors at the entrance gates:
Seniors (65+): \$11
- Early Bird Specials offered on Mighty Midway and Kidway rides & games until 1 p.m.
- Opportunity for vendors to offer Seniors Day deals or discounts for all fair guests*

Kids Day • Monday, Labor Day, Sept. 6

- Discounted admission prices for kids at the entrance gates:
Kids (5-12): \$11
Children (4 and under): Always free
- All-day specials offered on Mighty Midway and Kidway rides & games
- Opportunity for vendors to offer Monday deals or discounts for all fair guests.* Vendors may also fill out a separate form (available in August) to offer Last Chance deals on this day.

* Vendors offering an approved deal or discount will receive a sign to display in their booth that denotes their participation on special days. All approved deals will also be listed in the Deals, Drawings & Giveaways Guide (distributed free at all information booths and at mnstatefair.org).

Mighty Midway and Kidway ride & game specials:

All Day Mighty Midway and Kidway Specials

Mighty Midway Hours: 10 a.m. to midnight (11 p.m. on Labor Day) *

Kidway Hours: 9 a.m. to 10:30 p.m. (10 p.m. on Labor Day). *

Dates:

- Thursday, Aug. 22
- Monday, Aug. 26
- Wednesday, Aug. 28
- Monday, Sept. 2

* Daily closing times may vary. Ticket booths close 1/2 hour before rides and games close.

Early Bird Mighty Midway & Kidway Specials

Mighty Midway Early Bird Hours: 10 a.m. to 1 p.m. Kidway Early Bird Hours: 9 a.m. to 1 p.m.

Dates:

- Friday, Aug. 23
- Tuesday, Aug. 27
- Thursday, Aug. 29
- Friday, Aug. 30

Deals, Drawings & Giveaways Guide

This popular guide is available to the public all 12 days of the fair and lists approved items selling for \$1 or less, prize drawings and giveaways, etc., along with lists of concessionaires participating in approved special promotions on Thrifty Thursday, Military Appreciation Day, Seniors Day, etc. For information on how to participate, call 651-288-4334.

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

Fire:..... 911

General Information: (651) 288-4400

Guest Relations Office:..... (651) 288-4459

Medical Emergency:..... (651) 291-1111

Midway Office:..... (651) 288-4491

or (651) 288-4492

Midway Fax: (651) 288-4490

Police:..... (651) 291-1111

Facility Department:..... (651) 288-4402

Sponsorships and
Touring Promotional Exhibits: (651) 288-4306

Telephone Department

Orders/Repairs: (651) 288-4457

Ticket Office Info:..... (651) 288-4427

Utility Office:..... (651) 288-4445

Minnesota State Fair
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St. Paul, MN 55108-3099