

# 2021 Minnesota State Fair

## Deadline Check List

This check list has been developed to help you prepare for the 2021 State Fair. It is not all inclusive, so please refer to your Concessions & Exhibits Information Manual for further details and dates of importance.

<b>Due Date</b>	<b>Item(s) due in the Concessions &amp; Exhibits Department</b>
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**Within 15 Days**

_____	<b>of Postmark</b> Signed license agreement, first invoice payment, and, if applicable, a completed ST19 Operator Certificate of Compliance form.
_____	May 5 Food and Beverage product change or addition request(s)
_____	June 9 Non-food product change or addition request(s)
_____	June 25 Phone & Data Services Request form
_____	June 25 Giveaway form
_____	June 25 Prize Drawing form
_____	June 25 Deals, Drawings & Giveaways promotion form
_____	July 1 Certificate of insurance, see Information Manual for requirements
_____	Aug. 1 License fee balance (to include assessment and utility)
_____	Aug. 23, 24 or 25 Concessionaires must pick up concession packet and license number sign(s)
_____	Sept. 7 Percentage final settlements and payments between 8 a.m. to 2. p.m.
_____	Sept. 20 All personal property must be removed from the fairgrounds *exception, personal property in livestock area must be removed by Sept. 12
_____	Sept. 24 Prize drawing winner's names and addresses form must be submitted

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