This checklist has been developed to help you prepare for the 2022 Minnesota State Fair. It is not all inclusive, so please refer to your Concessions & Exhibits Information Manual for further details and dates of importance.

<table>
<thead>
<tr>
<th>Due Date</th>
<th>Item(s) due in the Concessions &amp; Exhibits Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>______</td>
<td>Signed license agreement, first invoice payment, completed ST19 Operator Certificate of Compliance form</td>
</tr>
<tr>
<td>______</td>
<td>Food &amp; Beverage product change or addition request(s)</td>
</tr>
<tr>
<td>______</td>
<td>Non-food product change or addition request(s)</td>
</tr>
<tr>
<td>______</td>
<td>Phone &amp; Data Services Request form</td>
</tr>
<tr>
<td>______</td>
<td>Giveaway form</td>
</tr>
<tr>
<td>______</td>
<td>Prize Drawing form</td>
</tr>
<tr>
<td>______</td>
<td>Deals, Drawings &amp; Giveaways/Promotion Participation form</td>
</tr>
<tr>
<td>______</td>
<td>Certificate of insurance (see Information Manual for requirements)</td>
</tr>
<tr>
<td>______</td>
<td>Maintenance &amp; improvements completed</td>
</tr>
<tr>
<td>______</td>
<td>License fee balance due (to include assessment and utilities)</td>
</tr>
<tr>
<td>Aug. 22-24</td>
<td>Concessionaires must pick up concession packet and license number</td>
</tr>
<tr>
<td>______</td>
<td>Percentage final settlements and payments due between 8 a.m. to 2. p.m.</td>
</tr>
</tbody>
</table>
| ______   | All personal property must be removed from the fairgrounds  

*Exception: personal property in livestock area must be removed by Sept. 1 |
| ______   | Prize drawing winners’ names and addresses form must be submitted |

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