



# Facilities Guide

**Events Department**  
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Saint Paul, MN 55108-3099  
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# CHECKLIST OF FORMS & FEES

The following is a list of forms that must be completed and fees to be paid. **All items should be submitted to the events department.**

Items	Information
<input type="checkbox"/> Facility Application .....	Due within 30 days of receipt.
<input type="checkbox"/> Binder Fee .....	Payment is due along with the Facility Application within 30 days of receipt.
<input type="checkbox"/> License Agreement.....	One signed copy is due within 30 days of receipt.
<input type="checkbox"/> ST19 Form .....	Operator Certificate of Compliance form is due no later than 30 days before your first event setup day.
<input type="checkbox"/> Deposit .....	Payment is due no later than 30 days before your first event setup day.
<input type="checkbox"/> Certificate of Insurance.....	Signed certificate that meets all requirements out lined in page 9 is due no later than 30 days before your first setup day.
<input type="checkbox"/> Layout.....	Detailed, scaled floor plans and/or ground layouts are due 30 days prior to your first event setup day.
<input type="checkbox"/> Pre-Event Meeting.....	Meeting will be scheduled at least 30 days before your event. Events department staff will contact you to set up this meeting. The following arrangements must be made during this meeting: <ol style="list-style-type: none"> <li>1. Finalize food and beverage arrangements</li> <li>2. Review schedule for setup, event, and removal</li> <li>3. Finalize State Fair equipment rental needs and numbers</li> <li>4. Review forklift and service equipment needs</li> <li>5. Finalize special electrical and/or plumbing requests</li> </ol>

**The following service requests must be made in advance of your event:**

- ☐ Gopher One-Call..... If you, any of your exhibitors or guests plan to excavate, dig, pound tent posts or stakes or in any way disturb soil on any exterior portion of the fairgrounds, you must first contact Gopher One-Call #811 in the metro, toll free 1-800-252-1166 or visit [gopherstateonecall.org](http://gopherstateonecall.org). **Make this call at least 72 hours in advance of your date of need.**
- ☐ Voice & Data Services Form ..... Voice and data services must be arranged at least 30 days prior to the start of an event by submitting a completed order form and detailed layout to the events department.



## WELCOME TO THE MINNESOTA STATE FAIRGROUNDS

Thank you for choosing the Minnesota State Fairgrounds as the site for your event. This guide is designed to help answer questions you may have about our facilities and assist in planning your event.

The Minnesota State Fair is a financially self-supporting quasi-state agency governed by its own set of rules, policies and procedures that apply to anyone on State Fair premises. It is a Licensee's responsibility to understand and comply with the State Fair's policies, procedures, and rules, made part of your License

Agreement by reference. All employees, participants, or agents involved with your event must be aware of these policies, procedures, and rules.

All Licensees must obey all laws and regulations of the United States, the State of Minnesota, Ramsey County, and other applicable government agencies.

The Minnesota State Fair reserves the right to amend, add to and interpret its policies, procedures, and rules as it deems appropriate.

**If you have any questions, please do not hesitate to contact us.**

### **Mailing Address**

Minnesota State Fairgrounds  
Events Department  
1265 Snelling Ave. N.  
St. Paul, MN 55108-3099

### **Email**

events@mnstatefair.org

### **Website**

mnstatefair.org

### **Phone Number**

651-288-4400

### **Emergency - Police and Fire**

In case of emergency:

Dial 911 from any cell phone

Dial 9, then 911 from any State Fair phone

### **State Fair Business Hours**

Normal State Fair business hours are

8 a.m. to 4:30 p.m., Monday through Friday.

### **State Fair offices are closed for the following holidays:**

Christmas Day, New Year's Day, Dr. Martin Luther King Jr. Day, Presidents Day, Memorial Day, 4th of July, the Monday after Labor Day, Veterans Day, Thanksgiving Day, and the day after Thanksgiving

# GENERAL FAIR POLICIES

## Facility Rental

The State Fairgrounds has a variety of facilities that can be utilized separately or collectively. Facility rental fees are calculated on a per-event-day basis and are listed in the Event Rate Sheet. Rent only includes the designated facility; all other costs incurred from the Licensee's usage will be billed back at the prevailing rates listed in the Event Rate Sheet. These costs include, but are not limited to, electricity, garbage removal, labor, equipment rental, etc. Please reference the Event Rate Sheet for more information.

## Nonprofit Status

The Minnesota State Fair is empowered to offer a discounted facility rental rate to organizations that qualify for nonprofit status under section 501(c)(3) of the Internal Revenue Code. The organization must request nonprofit status and provide proof of nonprofit status. Events approved for nonprofit status must NOT charge admission or registration fees to event attendees. Goodwill donations can be accepted if the Licensee seeks prior approval from the events department. The nonprofit rate does not apply to Equine/Livestock events, as a discounted facility rate already applies.

## Setup & Removal

The Minnesota State Fair typically provides one setup day and one removal day, rent free. These days are provided solely for setup, removal, registration and/or decorating. No business, sales, competition, etc. are permitted on setup and removal days. The Licensee is responsible for any additional costs incurred on setup and removal and will be billed accordingly.

The event setup day immediately precedes the starting day of an event and is the first day that the Licensee may occupy the event facility. The event removal day is the day immediately following the last day of the event and is the last day the Licensee may occupy the facility. All arrangements for access to the rented facility must be made through the events department prior to the event.

In some instances, a full day of setup or removal may not be available. The License Agreement identifies specific setup and removal days if they are available. Additional setup or removal days may be requested and will be charged back to the Licensee at the daily facility rental rate. Third party vendors, such as tent rentals, must adhere to the setup and removal dates. Additional setup and removal dates for third party vendors will be billed back to the Licensee at the daily facility rental rate.

## Outdoor Vendor Location

Outside exhibit space is normally available in the immediate area of the facility being rented. The events department must approve all use of outside space in advance. The State Fair maintains the right to determine the size and location of outside space that can be used by the Licensee. Fire lanes, access to restrooms, food and beverage concessions and buildings must be kept clear at all times. Please reference the Event Rate Sheet for the current Outdoor Vendor Location rate.

## Usage Hours

Rental fees cover facility use during standard fairgrounds hours of 6 a.m. to 11 p.m. Equestrian/livestock events may be granted 24-hour access to the fairgrounds via the Canfield Gate (livestock entrance) off Como Avenue, southwest of the Horse Barn and Warner Coliseum.

# APPROVAL & PAYMENT PROCEDURE

## Reservations

The State Fair will accept applications up to 12 months prior to an event from first-time renters. The application does not bind either the Minnesota State Fair or the applicant to the event or event dates. Reservations will not be approved if the application is not fully completed. First-time renters will not be permitted to reserve future dates until completion of



their first event. We will not accept requests for events within 30 days or less.

### **Annual/Returning Events**

An “annual event” is defined as an event that has been scheduled for two or more consecutive years. Those wishing to schedule an “annual” or returning event for the following year must notify the events department by completing a Facility Rental Application, which will not be sent until the previous event’s invoice is settled. The purpose of this application is to confirm contact and event information and is due within 30 days of receipt. An annual/returning event will not be scheduled unless a completed application is received. The State Fair will make an effort to reschedule events in good standing on corresponding dates for the following year. There is no guarantee that the event will be scheduled on the same dates or in the same facility each year. If the corresponding dates or requested facilities are not available, the events department may offer alternate dates/facilities, if available.

### **Binder & License Fee**

If the event is approved by the State Fair, the applicant will be sent a License Agreement, which must be signed and returned within 30 days. A non-refundable binder fee of \$250 will also be required with return of the signed License Agreement. The fee will be credited towards the Licensee’s final invoice. Failure to return the License Agreement and binder fee will result in cancellation of the license/event.

An advanced license fee must be paid to the State Fair 30 days before the first event setup day. The fee will be stated on the License Agreement and will be equal to the facility rental fee. Failure to submit the license fee as specified will result in an automatic cancellation of the license/event.

### **Final Invoice**

Events are typically billed within one month after the event. A preliminary invoice will be sent to the Licensee, and they will have two weeks to review. The final invoice will then be submitted to the Finance Department and no changes may then be made. The

Licensee agrees to make full payment of any outstanding balance within 30 days of invoice date.

### **Cancellations & Refund Policy**

If the Licensee should cancel for any reason after posting the facility fee, the State Fair shall retain, as liquidated damages, the full facility fee. Notice of cancellation must be received in writing.

If an event should cancel and reschedule to a later date, the damage deposit and facility fee will be transferred to the new date if payment has been posted.

## **FOOD & BEVERAGE**

### **Food & Beverage Policy**

The Minnesota State Fair retains complete and exclusive rights to all food and beverage concession and catering operations on the State Fairgrounds. All arrangements must be made through the events department prior to an event. Licensees are not permitted to make any food and beverage arrangements without the prior approval of the Minnesota State Fair. It is the responsibility of the Licensee to understand and adhere to the following State Fair food and beverage policies.

The State Fair does not provide kitchen facilities for event use and does not allow any cooking to take place on the State Fairgrounds unless undertaken by a State Fair-approved concessionaire/caterer.

No outside food or beverages may be distributed without advanced written permission from the Minnesota State Fair, proper Health Department permits and appropriate general liability insurance.

### **Concession Service**

Concession service is an “over the counter” sale of food and beverages such as, but not limited to, hamburgers, hot dogs, sandwiches, soups, popcorn, pastries, bottled water, soft drinks, coffee, etc. Requests for food and beverage concession services at any event held on the State Fairgrounds must be made to the events



department at least two months prior to the event. Food and beverage concessions at your event are not guaranteed. Final arrangements and requests regarding concession hours, placement and menu items must be made to the events department no less than 30 days in advance of the event. Only Minnesota State Fair-approved concessionaires are permitted to operate on the State Fairgrounds.

Licensees are not permitted to have a financial relationship with concessionaires and may not charge any concessionaire a fee for the privilege of operating at an event. The State Fair reserves the sole right to determine the number of concessions required to accommodate an event and will assign space on the fairgrounds to both permanent locations and/or portable units as deemed appropriate.

Licensees are not permitted to, in any way, block or sell space at any food location without written permission from the Minnesota State Fair. If a concessionaire must be placed within the facilities being rented to the Licensee, the State Fair will work with Licensee on placement, but Licensee may not charge the concessionaires a fee.

## **Catering**

Only Minnesota State Fair-approved caterers are permitted to operate on the Minnesota State Fairgrounds. Please contact the events department for a current caterers list. Caterers are licensed through the Minnesota State Fair on a yearly basis and are subject to change without notice. Licensee will be required to pay the caterer directly for all catering expenses.

Catering services are subject to a 15% privilege fee. The privilege payment is based on the total catering bill, less sales tax, including, but not limited to service fees, gratuities, setup, plate charges, etc. Once catering is provided, the caterer must submit an itemized invoice, settlement form and the applicable privilege fee to the Minnesota State Fair within 15 days after the event.

## **Alcohol**

The Minnesota State Fair retains complete and exclusive rights to all alcohol concession and catering operations (cash or host bar) at all events held on the

Minnesota State Fairgrounds. Arrangements for alcohol service at any event must be arranged through the events department at least three months prior to the event. Only Minnesota State Fair-approved caterers and concessionaires licensed to serve alcohol are permitted to operate on the Minnesota State Fairgrounds. Please contact the events department for a current caterers list.

All sales of alcoholic beverages are subject to a 15% to 20% percent privilege fee payable to the State Fair. The licensed caterer of alcohol must invoice Licensee directly and must pay the State Fair the applicable privilege fee.

During all events where alcohol is served, the Minnesota State Fair has final authority to determine when, where and how alcoholic beverages are served. When alcohol is being served, a minimum of one police officer is required during the event hours. This charge will be billed back to the Licensee.

## **Food Sampling/Demonstrations**

The Minnesota State Fair must approve all food sampling/demonstrations at least 30 days in advance of an event. The food sampler/demonstrator must fill out an Application to Sample Food & Beverage supplied by the event for submission to the events department along with all other required documents, including a \$25 per sampler per event fee.

Minnesota State Law requires that all food samplers/demonstrators obtain necessary permits from the Minnesota Department of Health or Agriculture and meet Health Department standards. It is the responsibility of the Licensee to inform their exhibitors of this requirement. Any exhibitor not complying with Health or Ag Department rules will not be allowed to operate. In addition, the exhibitor must comply with all rules and regulations established by the Minnesota State Fair Fire Marshal.

Anyone distributing consumable food must have general commercial liability insurance as outlined on page 9. A certificate of insurance must be provided to the Minnesota State Fair, or the exhibitor will not be permitted to operate.

## Pre-packaged Foods

Vendors may be allowed to sell certain foods that are pre-packaged in sealed containers and intended to be consumed off the State Fairgrounds. The State Fair reserves the right to limit or prohibit the sale of packaged foods, set minimum quantity restrictions on items sold and/or require a 20% privilege payment on the gross sales (minus applicable sales tax). Vendors selling packaged food items should contact the Health Department for permit information. Anyone selling or distributing consumable food must have general commercial liability insurance as outlined on page 6. A certificate of insurance must be provided to the Minnesota State Fair or the vendor will not be permitted to participate in the event.

## CBD/THC Policy

At the present time, the sale of products containing THC and CBD will not be permitted at non-events held on the State Fairgrounds nor at the 2023 Minnesota State Fair.

# LIABILITY INSURANCE

## Insurance Requirements

Licensees are required to have a commercial General Liability Insurance Policy providing and maintaining coverage throughout their occupancy of State Fair premises (setup, event, and removal). Licensees are also required to have Automobile and Workers' Compensation insurance coverage on their activities/operations, if applicable. Minimum coverage requirements:

1. General Liability Coverage: A minimum of \$1 million Combined Single Limits per occurrence, \$2 million aggregate per project or location, and \$2 million annual aggregate insuring against claims for the following:
  - Premises & Operations Bodily Injury
  - Premises & Operations Property Damage
  - Personal & Advertising Injury

- Blanket Contractual
- Products & Completed Operations

The State Fair may require higher insurance coverage in some circumstances.

2. Excess Liability Insurance Coverage: An Umbrella or Excess Liability insurance policy may be used to supplement the Licensee's policy to satisfy the full policy limits required above.
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: Coverage must include Statutory Compensation Coverage and Employers Liability 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. A certificate of insurance coverages must be provided for the State Fair's review no less than 30 days prior to the first event setup date. Failure to provide certificate as specified may result in an automatic cancellation of the event license.
6. **The insurance certificate must list the Minnesota State Agricultural Society, Minnesota State Fair and State of Minnesota as "an Additional Insured" on General Liability coverage with respect to licensee operations/activities on the Minnesota State Fairgrounds and must be signed in ink.**
7. The insurance carrier must provide the Society with 30 days written notice of any policy cancellation, non-renewal,

reduction in limits or coverage or material change(s) in policy terms.

8. If Licensee/Event is self-insured, a Certification of Self-Insurance must be provided to the Society.
9. Insurance carriers must have an “AM Best” rating of A- and a Financial size category of VII or better, be acceptable to the Minnesota State Fair and authorized to do business in the State of Minnesota

For an example of certificate of liability insurance, please see Appendix D.

### **Group Insurance Policy**

Certain events may qualify to purchase special event liability insurance coverage through the State Fair’s group insurance policy. If the Licensee does not have liability insurance, contact the events department to determine if the event is acceptable for endorsement. If acceptable, a premium will be quoted and charged to the Licensee’s account. All such arrangements must be made no less than 30 days in advance of the event.

Special Event Liability Insurance protects the Licensee against public liability only. It does not cover exhibitors and their property. In some cases, the Licensee may need to seek additional coverage based on the nature of their event.

## **CITY, COUNTY & STATE REQUIREMENTS**

### **Gambling & Games of Chance**

**Gambling, lotteries, pull tabs or other games of chance are prohibited on the State Fairgrounds.**

Raffles involving an exchange of monies are generally not permitted on the State Fairgrounds. Requests to for raffles will only be considered when made in writing by

a licensed event promoter, addressed to the events department, received a minimum of 60 days in advance of the event date, and accompanied by a written authorization or proof of license issued by the Minnesota Gambling Control Board.

### **Sales Tax**

Most sales made on the State Fairgrounds are subject to Minnesota Sales Tax (7.375%). All Minnesota and non-Minnesota businesses, including nonprofit groups, are required to collect sales tax on all taxable sales. Sales made on the fairgrounds are not subject to St. Paul city sales tax. Intoxicating beverages are also subject to Minnesota State Sales Tax (7.375%), plus a 2.5% liquor gross receipts tax. The total tax on intoxicating beverages is 9.875%.

The Licensee is required to obtain a Minnesota tax ID number and submit an ST19 Operator Certificate of Compliance form to the events department at least 30 days before an event. Licensees who qualify for tax exemption must complete an ST19 Operator Certificate of Compliance form and ST3 Certificate of Exemption and submit both forms to the events department 30 days before an event. For more information or to apply for a Minnesota tax ID number, please contact the Minnesota Department of Revenue at 651-296-6181 or visit [www.taxes.state.mn.us](http://www.taxes.state.mn.us).

### **Food Handling License**

The Minnesota Department of Health and the Minnesota Department of Agriculture require that anyone who sells, samples, or gives away consumable food obtains a food handling license no later than 10 days before an event and meet state standards. To secure the proper license, contact the Minnesota Department of Health at 651-201-4500 or Minnesota Department of Agriculture at 651-296-2627. These licenses are issued specifically to operate on the State Fairgrounds. County or municipal licenses are not valid on the State Fairgrounds.

## **Smoking**

The Minnesota Clean Indoor Air Act (MCIAA) prohibits smoking in public places. "Public places" are defined as any enclosed, indoor area used by the general public.

# **PRE-EVENT REQUIREMENTS**

## **Layouts**

Detailed floor plans and/or ground layouts must be submitted to the events department for final approval a minimum of 30 days in advance of an event. A copy of the floor plan and/or ground layout will also be forwarded to the Minnesota State Fair Fire Marshal for approval.

## **Pre-Event Meetings**

A condition of the License Agreement to occupy any Minnesota State Fairgrounds facility requires a pre-event meeting or conference call prior to an event. The events department will contact the Licensee to make arrangements for this meeting.

# **IN-HOUSE LABOR & SERVICES**

## **Event Production Staff**

State Fair event production staff provides labor services before, during and after an event. The events department will work with the Licensee prior to the event to determine appropriate labor needs. Final labor needs will be approved by events department. The hourly labor rates will be billed to the Licensee in accordance with the current Event Rate Sheet.

## **Setup & Teardown Labor**

Any setup and teardown performed by State Fair personnel will be charged back to the Licensee at the current labor rates listed on the Event Rate Sheet.

Standard setup and teardown labor includes building and grounds preparation. Only State Fair employees are permitted to operate equipment that is owned, rented or leased by the State Fair. Any special setup or removal requests must be arranged with the events department in advance.

Upon completion of an event, all decorations must be removed; tables, chairs and other rented equipment returned and stacked; garbage deposited in dumpster or garbage receptacles; vendor materials and equipment removed, etc. Failure to comply with will result in increased State Fair teardown labor hours/cost.

## **Event Labor**

The State Fair reserves the right to require that a staff member(s) be present during event operation hours based on the projected attendance and nature of an event. The State Fair will determine the number of staff required for an event. A minimum of one full-time State Fair employee is required to be on-duty any time a building is made available before or after State Fair on-duty hours (Monday - Friday, 7 a.m. to 3:30 p.m.). The hourly rate will be billed to the Licensee in accordance with the current Event Rate Sheet.

A State Fair event attendant is required to be present during event operation hours and after the conclusion of an event to provide services such as cleaning and restocking restrooms, sweeping public entrances, emptying garbage receptacles, etc.

The cost to remove and dispose of exhibitor trash, crates, pallets and packing materials will be charged to the Licensee by the Minnesota State Fair. If the event generates a large amount of exhibitor trash, the Licensee must notify the events department in advance so that enough trash and recycling bins and the appropriate number of staff are available to provide this service.

## **Police/Security**

The Minnesota State Fairgrounds has its own police department. The State Fair Chief of Police will approve the number and type of public safety personnel required based on factors including anticipated

attendance, past history, type of event, facilities being used and the presence of alcohol. State Fair Officers are required for grounds patrol, traffic control, medical and emergency aid, general public safety, responding to unexpected incidents, and their presence as a deterrent to crime. The safety of event personnel and guests is of paramount importance to the Minnesota State Fair. The Licensee will be well-informed of public safety requirements, and the hourly rate will be billed to the Licensee in accordance with the current Event Rate Sheet. Licensees are encouraged to direct any public safety questions to law enforcement leadership.

The Minnesota State Fair does not offer private security services. Should Licensees employ such services during their event (parcel checking, etc.), the security service must be licensed to do business in the State of Minnesota. A copy of the license must be provided to the events department along with an insurance certificate on which the Minnesota State Fair is listed as “additional insured.” Prior to opening day of an event, the Chief of Police must be informed of the security company name, a contact name, number of employees, hours they will be on the grounds, and the role they will fulfill. **Under no circumstances are private security firms allowed to carry firearms on the fairgrounds.** Please contact the events department for additional information.

### **Reserve Officers**

The use of Minnesota State Fair reserve officers will be utilized as needed for traffic control, pedestrian safety, and parking for high-volume events. The Chief of Police will make final decisions about when reserve officers will be required at events and the number needed. The Licensee will be well-informed of the number of reserve officers, and the hourly rate will be billed to the Licensee in accordance with the current Event Rate Sheet. Licensees are encouraged to direct any reserve officer questions to law enforcement leadership.

Public safety personnel (officers and reserves) will adhere to event hours assigned by the Chief of Police. This includes essential functions including pre-event prep (roll call briefing, assignment of squad cars and radios, and contacting the Emergency Communications Center). Additional time will be worked after an event for unforeseen circumstances including, but not limited to, an event not concluding at the scheduled time,

police reports written, medical emergencies, traffic abnormalities, etc.

### **Paramedic/First Aid**

Emergency medical service providers may be required depending on the nature of the event (i.e. bike race, car show, horse show, run/walk) and when the expected daily attendance for an event, including participants, meets or exceeds 10,000. Although not required, the Minnesota State Fair encourages the Licensee to contract with the same emergency medical service provider used during the annual State Fair. Please contact the events department for more information.

### **Admission Services**

Ticket sellers and takers, as well as complete vault services, are available through the State Fair Ticket Office. All arrangements for admission services must be made no less than 90 days in advance of the event with the events department. The hourly rate will be billed to the Licensee in accordance with the current Event Rate Sheet.

### **Parking Attendants**

The State Fair events department may require the use of parking attendants based on the size and nature of the event. If you would like request parking personnel be provided, contact the events department 30 days in advance. The hourly rate will be billed to the Licensee in accordance with the current Event Rate Sheet.

### **Skilled Labor**

Any skilled labor work undertaken by electricians, painters, carpenters, and plumbers on the fairgrounds must be contracted through the State Fair’s in-house laborers. Hours will be billed in accordance with the current Event Rate Sheet. Applicable overtime charges for weekends and holidays are billed at time and a half or double time. Skilled labor must be scheduled no less than two weeks in advance.

## **Stagehands &**

### **Live Performance Requirements**

The Minnesota State Fair/IATSE (International Alliance of Theatrical Stage Employees) Local 13 union requires events presenting live entertainment, building a stage and/or using a sound system and/or spotlights to have certain tasks performed (i.e. installation, rigging, operation, dismantling, etc.) only by members of IATSE Local 13. The Minnesota State Fair/IATSE will work with the event to determine the appropriate number of staff, but ultimately the decision will be made by the IATSE Call Steward. The hourly rate will be billed to the Licensee in accordance with the current IATSE labor rates.

It is the Licensee's responsibility to make arrangements for secure music copyright licensing arrangements.

## **EVENTS PUBLICITY**

### **Event Advertising**

The Minnesota State Fair owns copyright protection in connection with its various logos and creative materials. The MINNESOTA STATE FAIR®, Logos, MIGHTY MIDWAY®, KIDWAY®, THE GREAT MINNESOTA GET-TOGETHER®, TWELVE DAYS OF FUN ENDING LABOR DAY®, BLUE RIBBON BARGAIN BOOK®, Fairscape Logo, and Fairchild Mascot are trademarks of Minnesota State Agricultural Society and are registered in the United States Patent and Trademark Office.

Any and all Minnesota State Fair and related branding or logo usage MUST be approved with written consent from the Minnesota State Fair. To seek approval for usage on websites, social media, print materials and more, please contact the events department.

Advertising should state the event name and the specific facility being used, e.g. "Progress Center" or "Warner Coliseum." Licensees may advertise that their event is being held on the "Minnesota State Fairgrounds." A "Minnesota State Fairgrounds" logo is also available for event use upon request from the events department.

## **Outside Media**

If the event plans to have news coverage with live or pre-recorded media hits on the fairgrounds, arrangements must be made with the events department at least 24 hours prior to arrival time. The events department will contact the State Fair's marketing department to confirm details.

### **Sponsorships**

Licensee may be permitted to secure a sponsorship(s) for their event, but such event sponsorship(s) shall place no obligation on the State Fair to 1. permit sales, sampling, or distribution of sponsor products/services on the fairgrounds, or 2. request/require that its concessionaires or caterers sell, sample, or distribute any product or service related to such sponsorship.

### **Directional Signage**

Directional signage requests must be approved by the events department in advance. Any event signage must be professionally made and approved by the events department for placement.

### **Site Maps**

A fairgrounds map is available at [mnstatefair.org](http://mnstatefair.org) under the "Facility Rental" section found at the bottom of the page.

### **Marquee Boards**

As space allows, most events open to the general public will be displayed on one of the State Fair's marquee boards located on Snelling Avenue. Events are usually displayed beginning one week in advance. Due to space limitations, only the event name and date are displayed. Occasionally, abbreviations will be used. The State Fair does not guarantee event placement on the marquee boards. Please contact the events department for any special requests.

### **Visitors Bureau**

The Roseville Visitors Association is available to provide informational brochures on the area, as well as assist



with hotel accommodations. The Visitors Association also produces a monthly calendar of events. For more information about their services, call 651-633-3002.

### Photography

The State Fair may, at its discretion, send a Minnesota State Fair staff photographer to shoot photos of events held at its facilities for internal and marketing use.

### Drone Policy

To ensure the safety and enjoyment of all visitors, the State Fair prohibits unauthorized operation or use of any unmanned aerial vehicle on or above the Minnesota State Fairgrounds year-round. This includes all UAVs, commonly known as “drones,” regardless of commercial or recreational purpose. Any UAV(s) observed at or near the Minnesota State Fairgrounds will be reported to local law enforcement and the Federal Aviation Administration.

## BUILDING & GROUNDS USE

### Aisles, Entrances & Exits

All aisles within an exhibit area must be a minimum of 10 feet wide, unless otherwise approved by the Minnesota State Fair Fire Marshal.

Aisles within a merchandise area must be a minimum of four feet wide when merchandise is placed on both sides of the aisle or a minimum of three feet wide when merchandise is placed on only one side of the aisle.

All building entrances and exits must be kept clear. In order to maintain clear and safe facility ingress/egress, no booths, supplies, exhibits or equipment may be placed in front of pedestrian doorways or ramps.

### Chalk/Tape/Decorations

Licensees may not damage, mar, deface or permit anyone to damage, mar or deface State Fair property. If any portion of the premises is damaged, the Licensee will be responsible for State Fair labor and/or material

costs to restore the property to its original condition prior to the event.

Any tape used on the floor must be thoroughly and completely removed by the Licensee’s decorators, vendors or show personnel at the end of the event. The Licensee will be invoiced for any costs associated with the removal of tape, tape residue, labels and chalk from building floors or walls and for the cost of repairing or restoring paint to the wall or floor if it has been damaged by the removal of tape. Spray chalk may not be used anywhere on the grounds.

Stickers and adhesive-backed decals are not to be distributed or given away anywhere on the fairgrounds. Any cost associated with removing decals and stickers will be charged to the Licensee. Nails and screws are not to be driven into any building floor, wall, ceiling, or equipment provided by the State Fair. Confetti and helium balloons are not allowed. If any event should happen to bring either, the cost associated to clean up/remove items will be charged to the Licensee. **It is the responsibility of the Licensee to make sure that vendors/exhibitors are aware of these policies.**

### Inflatables

Licensee may bring in inflatable structures if they are covered by Licensee’s insurance.

### Signage

The following guidelines must be followed:

- All advertising and signs should be neatly painted or printed. Handwritten signs are prohibited.
- Decorations, signs, banners and/or similar materials may not be nailed, tacked, stapled, or otherwise fastened to ceilings, doors, walls, glass, columns, or painted surfaces on the interior or exterior of a building. Transparent tape is permitted provided it is completely removed.
- Signs may not be attached to trees, light posts, fencing, road signs, etc. In addition, lawn/boulevard signs are not permitted without written permission from the events department.



- Signs are not allowed on the perimeter fencing as this may pose a distraction to drivers.

Damage resulting from the improper and/or unauthorized installation of materials will be charged to the Licensee. **It is the responsibility of the Licensee to ensure their vendors/exhibitors are aware of these policies.**

### **Lost/Stolen Articles**

The Minnesota State Fair is not responsible for any item lost or stolen during the event, setup, or removal. The Licensee is responsible for providing adequate security for the prevention of such loss.

Unclaimed articles should be removed on the removal day by the Licensee. Any items left on the State Fairgrounds after the expiration of the rental period may be considered abandoned and disposed of by the State Fair at the discretion of State Fair management and at the cost of the Licensee.

### **Fair Equipment Rental**

The Licensee may rent State Fair equipment such as tables, chairs, barricades, etc. Licensee will be charged a separate delivery fee for use of the forklift to transport the equipment to event facility. Rental of State Fair equipment is subject to availability.

It is the responsibility of the Licensee to keep track of all rented equipment and ensure that it is returned upon completion of an event. It is strongly suggested that equipment be counted before and after the event, and any discrepancies be reported to an on-duty staff member. Any equipment not returned will be billed to the Licensee at the current replacement cost. Any damage to equipment will be billed to the Licensee at State Fair labor and material costs.

### **Forklift Service & Maintenance Equipment**

Forklift and other service vehicles are available on the fairgrounds by request. The cost for vehicle usage is listed in the Event Rate Sheet and is based on a one-hour minimum. Rates do not include operator labor, which will be charged back separately. Arrangements

for forklift/vehicle services should be made through the events department at least one business day in advance. The State Fair assumes no responsibility for damage or accidents involving the use of State Fair forklifts/vehicles or personnel. The Minnesota State Fair does not rent or supply tools, ladders, or maintenance equipment for Licensee's use.

### **Commercial Decorators/ Outside Equipment Rentals**

Licensees may use any decorating or equipment rental company they choose as long as they adhere to decorator, setup and removal dates and times. Equipment rented from outside sources must be kept separate from comparable State Fair rental equipment.

Equipment rented from outside sources must be sorted, counted, and restacked by the Licensee. Equipment left in facilities after the removal day will be moved by State Fair personnel at the Licensee's expense. The State Fair will not be responsible for equipment lost before, during or after the event.

### **ATMs**

The Minnesota State Fair maintains exclusive rights to all ATM services on the fairgrounds. ATM service is available upon request for most licensed events. Requests should be made to the events department at least 30 days in advance.

### **Shipments**

Shipments must be scheduled to arrive at the State Fairgrounds on the licensed setup or event days. Storage space is not available for materials shipped in advance, and early shipments will not be accepted. Someone from the licensed organization must be onsite to sign for all deliveries.

Please have shipments sent to the building address of the rented facility. For example, shipments for an event held at the Progress Center should be addressed:

**Minnesota State Fairgrounds  
Progress Center  
1621 Randall Ave.  
St. Paul, MN 55108**

A complete list of facility addresses can be obtained through the events department.

The State Fair will not be responsible for any items stored in buildings before, during or after an event.

### **Golf Carts**

The use of golf carts on the State Fairgrounds must be approved in advance by the events department. Only licensed and insured drivers are permitted to operate golf carts. Golf cart drivers must adhere to all traffic regulations on the State Fairgrounds. Golf cart drivers are not permitted to drive on boulevards, sidewalks, over curbs or on grass.

Golf cart drivers found driving negligently will be prohibited from driving a golf cart on the fairgrounds for the remainder of the event and may be ejected from the State Fairgrounds.

Golf carts are permitted only for the event's staff usage and are not allowed to be brought in by the public. The public are welcome to bring their own electric mobility scooter, stroller, wagon, wheelchair, and personal conveyance vehicle (PCV) on the fairgrounds. A vehicle will be considered a PCV if it does not exceed 48 inches in length or 32 inches in width and travels on three or more wheels. Golf carts and ATVs are not considered to be a PCV. Two-wheeled devices such as Segways, hoverboards, and bikes are not permitted.

### **Public Parking**

The Licensee is prohibited from charging for event parking. Parking lots are for event attendee parking only. Parking lots may be shared by more than one event. Access to State Fair parking lots is assigned based on the facilities being used. Public parking is available on a first-come, first-served basis.

**Parking lots cannot be used for any type of commercial purposes such as passing out fliers, brochures, etc. or for vendor spaces. It is the Licensee's responsibility to have enough security on hand to enforce parking lot rules or request State Fair parking attendants to staff the lot.** The cost of picking up garbage in parking lots will be billed to the Licensee.

No overnight parking is allowed on the fairgrounds without authorization of the events department. The State Fair will not be responsible for any theft or damage to attendees' vehicles parked in parking lots.

### **Vehicles on the Grounds**

Vehicle access on the State Fairgrounds will be regulated in the following manner:

1. Only licensed/insured drivers are permitted to drive any type of motorized vehicle on the fairgrounds.
2. Vehicles driving on any State Fairgrounds street or roadway must obey all parking and traffic regulations and adhere to all posted traffic signs. Drifting is not allowed anywhere on the fairgrounds. Tickets will be issued to vehicle owners found to be violating any traffic regulation.
3. Vehicles driving onto the grounds for setup and removal must adhere to the scheduled setup and removal dates and times.
4. Vehicles are not allowed to drive or park on boulevards, sidewalks, over curbs or on grass. Licensee will be billed for State Fair labor and/or materials needed to restore the property to its condition prior to the event.
5. Motorized vehicles are not allowed in State Fair buildings at any time unless specifically authorized by the events department. If approved, vehicles on display must have their gas caps taped shut and batteries disconnected.

### **Dogs & Pets**

No dogs or other pets shall be allowed on the State Fairgrounds at any time unless confined or restrained on a leash of less than six feet in length. In addition, dogs or other pets are not permitted in any State Fair building, including the Warner Coliseum

There are three exceptions:

1. Certified service animals or service animals in training.

2. Dogs or other pets may be allowed when part of an exhibition or demonstration authorized by the events department.
3. Dogs are permitted in livestock facilities if all of the following are applicable:
  - a. Livestock facility is being rented for the purpose of animal housing (Exception does not apply if facility is being used for commercial use)
  - b. Allowed by the event
  - c. Dog is kept on a leash of less than six feet in length at all times when in the facility

State Fair personnel are empowered to order the removal of any dog or pet from the State Fairgrounds in violation of the above or found to be disturbing or endangering the public.

### **Key Policy**

Exterior building and gate keys will be placed in the custody of State Fair on-duty staff only. Building office keys can be checked out to the Licensee on the setup day through the Event Supervisor. A \$100 charge will be billed for any key not returned on the removal day and/or if any damage is done to the key where it needs to be replaced.

### **Fireworks & Pyrotechnic**

Fireworks, sparklers, fire pits, and pyrotechnic displays are strictly prohibited unless approved by the events department.

### **Safety Regulations**

Licensees, vendors, concessionaires, and contractors are responsible for all aspects of safety in connection with any work they perform themselves or that they contract to be undertaken. All work is to be performed in a manner to avoid risk of bodily injury or risk of damage to property. Anyone doing business on the fairgrounds is responsible for monitoring and making any corrections necessary to work procedures that will minimize risks and damage.

Licensees, vendors, concessionaires, and contractors shall NOT operate State Fair-owned or controlled equipment unless specifically authorized in writing and instructed in operation. All parties shall operate equipment at their own risk and liability. All parties shall be responsible for proper operation of their vehicles and must abide by State Fairgrounds traffic regulations.

If any condition on the fairgrounds could be hazardous or unsafe, it should be reported to an on-duty State Fair staff member immediately, so the condition can be corrected.

Any questions or concerns regarding safety on the Minnesota State Fairgrounds can be directed to the MSF Safety Committee. For more information or to fill out a Safety Hazard Reporting Form, please contact Cory Franzmeier, Director of Operations, at 651-288-4458.

### **Accidents/Injuries**

In the event of an injury or accident, emergency personnel can be summoned by **dialing 9-911** from a State Fair telephone or 911 from a cell phone. All accidents and injuries should be reported to the Minnesota State Fair Police Department immediately.

**State Fair Police can be reached 24 hours a day at 651-775-3802.**

Information regarding the description of the accident/injury, how the injury occurred, name and addresses of victims and witnesses, and first aid given, must be provided to State Fair Police as soon as possible after an incident. It is important that all incidents be reported to State Fair Police so that unsafe conditions can be corrected.

### **Voice & Data Services**

All on-grounds telephone lines, cabling and installation must be undertaken by the Minnesota State Fair. Phone service must be arranged no less than 30 days prior to the start of an event. Wired and wireless internet connections are available at select building locations on the fairgrounds. Please contact the events department for more information and to obtain a data form. This form must be filled out and submitted to the

events department no less than two weeks prior to the start of an event.

### **Sound Amplification**

The events department must approve the use and placement of amplifiers or sound systems at least 30 days prior to a licensed event. No sound system use or amplification may take place after 10 p.m. unless written approval has been given from State Fair management. There is a maximum level of 90 dBi. The State Fair reserves the right to regulate the decibel levels of any sound systems/amplification during outdoor events on the fairgrounds.

### **Trash & Sanitation**

Trash removal costs will be charged back to the Licensee in accordance with the Event Rate Sheet. In addition, some events may be required to work with the State Fair's street sweeping contractor. All expenses relating to this service will be charged back to the Licensee. The State Fair strongly encourages recycling to help reduce waste removal costs.

#### **General Guidelines:**

- A. Please keep the rental facility and surrounding area clean and tidy at all times. Trash and recycling receptacles will be placed nearby for this purpose.
- B. Cardboard must be collapsed and placed in cardboard recycling containers provided.
- C. Under no circumstances may refuse or wastewater of any kind be emptied onto the ground or into the streets, storm sewers or gutters.
- D. Arrangements for placement of trash and recycling receptacles will be made at the pre-event meeting.

### **Electrical**

Licensee is responsible for the expense of all electricity consumed at an event. If electrical service is not presently available in the area of the event or activity, the cost of installation to the desired location will be the responsibility of the Licensee.

The Minnesota State Fair does not assume responsibility for electrical failures of any nature. The State Fair shall not be liable for loss of profits or revenue, loss of use of equipment, cost of capital, cost of temporary equipment, claims of customers of the Licensee or for any special, indirect, incidental, or consequential damages due to interruption or fluctuation in voltage, gas pressure, water pressure or other utilities on the grounds.

To ensure safe and efficient electrical service on the fairgrounds, the Licensee must observe the guidelines listed in Appendix A on page 21. Licensee may wish to distribute copies of Appendix A to exhibitors participating in the event.

### **Plumbing, Sewer & Water**

Water and sewer service is available in most permanent exhibit buildings and within reasonable distance of most locations about the grounds, depending on the time of year. The Licensee assumes all costs for extending such service to their location and equipment. Any Licensee with sewer service shall also be responsible for any blockages, which may occur, as well as any associated costs.

Only State Fair-licensed contractors may undertake plumbing, sewer, and water work on the Minnesota State Fairgrounds, and only with prior consent of the State Fair.

### **Underground Utilities**

Utilities providing water, sewer, electric power, telecommunications, and natural gas are buried throughout the fairgrounds. If the Licensee or any of their exhibitors or guests are going to excavate, dig, pound posts or tent stakes or in any way disturb soil on any exterior portion of the fairgrounds, they must first contact Gopher State One-Call #811 in the metro, toll free at **1-800-252-1166** or visit **[gopherstateonecall.org](http://gopherstateonecall.org)**. This is not only required by state statute but is for everyone's safety. No one will be allowed to do work, erect a tent, or disturb soil, etc. unless they have a job ticket number issued by Gopher State One-Call. It is the responsibility of the Licensee to contact Gopher State One-Call at least 72 hours in advance of the date of

need. Please contact the events department for further information.

### **ADA (Americans with Disabilities Act)**

The Minnesota State Fair is committed to full compliance with the Americans with Disabilities Act. When a license is issued for use of fairgrounds facilities, the Licensee agrees to comply in all respects with the Americans with Disabilities Act and all other applicable federal, state, and municipal laws, rules or regulation while using the fairgrounds. For information on the ADA visit [www.ada.gov](http://www.ada.gov).

# APPENDIX A

## ELECTRICAL EQUIPMENT AND WIRING

### Electric Policy

Electrical work performed on the State Fairgrounds must be undertaken only by licensed electrical contractors and with the prior consent of the events department.

No one may change any electrical circuit, general illumination, electric connection, or installation in any State Fair building without the approval and supervision of fair management.

### Extension Cords

All extension cords must be three-wire, flexible, 12 gauge or larger, Type G, PPE, S, SE, SEO, SEOO, SC, SCE, SCT, SO, SOO, ST, STO, STOO, W or other wire identified for extra-hard usage and must be of the grounding type. SJTW #12 and #14 wire are limited to indoor use only.

No lightweight (2 wire) extension cords or “zip” cords (18 gauge or smaller) may be used anywhere on the State Fairgrounds. Octopus plugs and two-wire extension cords often create a fire hazard and will be removed if found in use during an event.

### Cables with a “J” in the type designation (Such as Type SJT) are not permitted.

The GRAPHICS (fig 01) are provided to give a visual understanding of approved methods of temporary wiring for lights and appliances at events. Also:

1. Electrical connections should never be made through more than one extension cord.
2. Joints of extension cords should never be taped.
3. Electrical cords should never be run under rugs, stapled to wood frames, wrapped with any combustible material, used with cracked or checked insulation, placed around sharp corners, or allowed to become warm or hot.

4. Extension cords with splices are not permitted.
5. Extension cord connections, when used outside, should be placed a minimum of 12 inches above the ground (coupled).

### APPROVED Temporary Wiring Methods

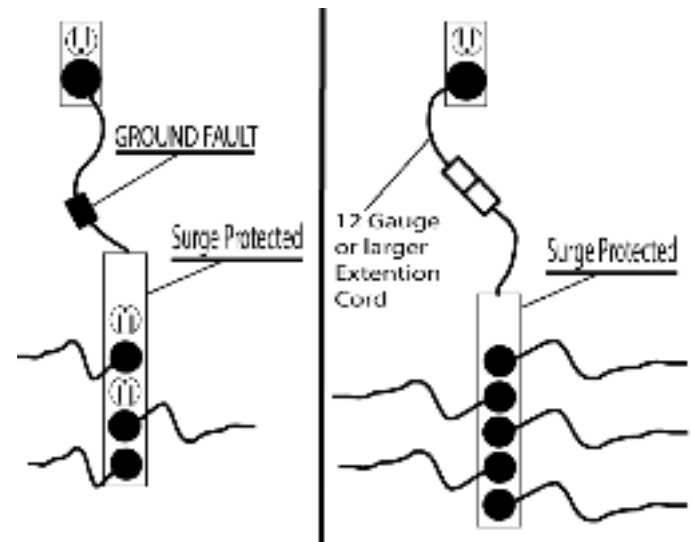


fig 01

### Electrical Lighting & Spotlights

Electrical lighting and spotlights used in areas that are accessible to the public must be 3-wire, grounded, 16-gauge fixtures. Such equipment must be placed between six and eight feet above the floor and away from drapes and other combustible materials.

### Temporary Lighting

Wiring for temporary lighting, when installed inside tents and concessions, must be securely installed, and shall be protected from accidental breakage by a suitable fixture or lamp-holder with a guard. Approved pin-type sockets are acceptable when used on stranded conductors. Each end of a string of lights shall terminate in an insulating block or knob. Type SO cord sets may be used. Festoon lighting shall be installed at least 10 feet above ground where accessible to the public. Temporary lighting must be unplugged when the exhibitor is not present.

Only properly sized bulbs may be used as indicated on the lighting fixture. Oversized bulbs will be subject to removal until a safe and approved bulb has been installed. Fluorescent light bulbs have been observed to

put out more light without the heat inherent with incandescent bulbs and may be a more appropriate substitute.

### **Current Taps**

Current taps are not allowed.

### **Electrical Panels**

Electrical panels may not be covered with decorations of any kind. A clear three-foot (36 inches) aisle must be maintained around all electric panels.

### **Use of Temporary Wiring in Portable Units**

Temporary or portable electrical wiring, including light fixtures and lamp holders installed inside of tents and concessions, shall be securely installed and where subject to physical damage, shall 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 electrical wiring.

### **Abatement of Electrical Hazards**

Electrical wiring, devices, appliances, and other equipment that are modified or damaged and constitute an electrical shock or fire hazard may not be used. All light fixtures and lamp holders for general illumination that are subject to physical damage shall be protected from accidental breakage by a suitable fixture or lamp holder with a guard.

### **Ground Fault Protection**

All 125 volt, single phase, 15 and 20 amp outlets (2 pole, 3 wire, grounding-type straight-blade receptacles) 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 in the power-supply cord, within 12 inches of the attachment plug. Listed cord sets with incorporated ground-fault circuit-interrupter protection shall be permitted. Receptacles supplying items such as cooking

and refrigeration equipment shall be required to have ground-fault circuit-interrupter protection.

If you plug into a 15 or 20-amp receptacle on the fairgrounds, you must provide your own plug-in type GFI protector and plug it into the fairground receptacle ahead of your supply cord.

Leakage current due to moisture and water will trip the GFCI protectors at 5 milliamperes. It is therefore important to use good quality outdoor cords and to keep cord connections and plug strips a minimum of 12 inches off the ground.

If the GFCI protector trips due to faulty cord, improper use of cords or faulty equipment, the problem must be corrected. Do not remove or bypass the GFCI protector. If the inspector finds that GFCI protectors have been removed or bypassed, you will receive a written correction notice and will be subject to re-inspection. If the problems are not corrected before the event, your power may be disconnected for noncompliance.

GFCI receptacles must be tested with a plug-in polarity tester or the type that has a GFCI test button on the tester. This is the only way to test GFCI receptacles for all types of faults and malfunctions. We recommend that anyone with GFCI receptacles obtain a plug-in GFCI tester and test the receptacles for proper function before the electrical inspection is done.

### **Attractions Using Contained Volumes of Water**

Attractions utilizing pools, fountains and similar installations with contained volumes of water shall be installed per applicable requirements of NEC Article 680.



# APPENDIX B

## FIRE SAFETY REQUIREMENTS

### TEMPORARY USE OCCUPANCIES OR OPERATIONS FIRE SAFETY REQUIREMENTS

Any temporary use occupancy, business or operation that fails to comply with International Fire Code requirements listed below will be subject to immediate closure until compliance is accomplished. If the particular International Fire Code requirement is not listed here, a reasonable time may be given to comply, unless the violation is an immediate life threat as determined by the Fire Marshal or his/her designee.

#### Aisles, Entrances & Exits

All aisles must be minimum 10 feet wide, unless otherwise approved by the Minnesota State Fair Fire Marshal. Aisles within a merchandise area must be a minimum of four feet wide when merchandise is placed on both sides of the aisle, or a minimum of three feet wide when merchandise is placed on only one side of the aisle.

All building entrances and exits must be kept clear. In order to maintain clear and safe facility ingress/egress no booths, supplies, exhibits, vehicles or equipment may be placed in front of building access doors, pedestrian doorways or ramps.

#### Open Flames

The use of an open flame is strictly prohibited in any exhibit building. IFC Section 308.3.7

#### Flammable Liquids

Gasoline and liquefied petroleum gas portable containers will not be allowed inside any structure. Storage areas shall be approved by the State Fair Fire Marshal. Outside use and storage shall be a minimum of 20 feet from a building and approved by the State Fair Fire Marshal. IFC Section 102.8 and IFC Section 3803

#### Natural Gas Use

Natural gas may be used for heating and cooking fuel. Approval from the local gas purveyor and State Fair Fire Marshal is required. A flex gas (CSST) line may be used to connect to the meter if limited to four feet in length. Flex gas (CSST) lines are not allowed along the ground or suspended in air. Gas piping shall be supported at a maximum of every six feet. It shall be protected from displacement in traffic areas. Gas piping shall be tested on site and approved by the operations department. A flex gas (CSST) line may be used as a final connection from the appliance to the gas piping. The length of this flex line shall not exceed six feet. Each supply of gas shall have its own shut-off. The gas meter may be used for the shut off if a permanently attached handle is available for use. Each gas appliance shall have a shut-off located in an accessible location.

#### Electric Heaters

Portable electric heaters are not permitted in any building unless approved by the State Fair Fire Marshal and the owner of said building or their representative. IFC Section 305.1

#### Heating Appliances

Heating appliances such as coffee pots, electric fry pans, hot plates, toasters, crockpots, toaster ovens and warming trays are prohibited in any facility unless operated under applicable restrictions of IFC Section 603 and by a licensed concessionaire or caterer.

No heating appliances are allowed in facilities being used for livestock housing or exhibition at any time. IFC Section 603

#### Ignition Sources

Gas generators and propane heaters are prohibited inside any facility. No fuel of any kind may be stored inside or near a facility.

#### Fire Lanes & Hydrants

Fire lanes shall be maintained to a minimum unobstructed width of 20 feet. Overhangs or other like material shall not obstruct the vertical clearance of a fire lane by less than a minimum of 13' 6". 15 feet must be maintained free and clear of any obstructions including vehicles on all sides of a hydrant located on

an access road. A minimum of three feet of clearance shall be maintained around the circumference of all hydrants. IFC Section 503 and IFC Section 508

### **Obstruction of Fire Safety Systems**

Exit doors, aisles, exit ways, exit lights, stairways, hose cabinets, fire extinguishers, fire hydrants or any other fire suppression apparatus shall not be concealed or obstructed by any decorative material, displays, fixtures, structures or demonstration equipment. IFC Section 508.5.4 and IFC Section 1003.6

### **Dumpsters**

Commercial dumpsters and containers with an individual capacity of 1.5 cubic yards or greater shall not be stored or placed within five feet of combustible walls, openings or combustible roof eave lines without specific approval of the State Fair Fire Marshal. IFC Section 304.3.3

### **Compressed Gas Cylinders**

Compressed gas cylinders, in service or in storage, shall be adequately secured (chained) to prevent falling or being knocked over. Compressed gas cylinder or tank protective caps or collars shall have the caps or devices in place except when the containers, cylinders or tanks are in use or are being serviced or filled. IFC Section 3003.3.3, 3003.4.1 and 3003.4.2

### **Fire Extinguisher Required**

An approved, 2A-10 BC rated fire extinguisher, 5 pounds or larger, shall be available at each temporary stand. Extinguishers shall serve only one stand. The fire marshal may waive this requirement if the temporary stand is less than 200 square feet in size and no heating, cooking, electrical or other possible ignition source is located in the temporary stand. An approved **40B rated fire extinguisher** must be provided to protect all cooking and food processing. IFC Section 906

### **Combustible Waste**

Combustible waste matter shall not be allowed to accumulate in or near any stand. IFC Section 304.1

### **Flame Retardant Treatment & Standards**

The sidewalls, drops and tops of all tents, canopies and temporary membrane structures shall be of flame retardant material or shall be made fire retardant in an approved manner. All floor coverings, bunting, flammable decorations or effects, including sawdust when used on floors or passageways, shall be made fire retardant in an approved manner.

Tops of stalls in any livestock building shall not be covered. Flame retardant tarps may be draped from side walls over personal equipment or materials. The use of portable wardrobes is encouraged.

### **Liquid and Gas Fueled Vehicles & Equipment**

Display of liquid and gas fueled vehicles and equipment inside a structure shall be in accordance with IFC 314.4 and shall meet the following requirements:

- A. Batteries shall be disconnected with the ends taped in an approved manner.
- B. Vehicles or equipment shall not be fueled or defueled within any building.
- C. Fuel tanks shall not be more than 1/4 full nor exceed 5 gals, whichever is less, and fuel systems shall be inspected for leaks.
- D. Fuel tanks shall be locked or sealed to prevent escape of vapors.
- E. The location of vehicles or equipment shall not obstruct or block exits.

# APPENDIX C

## LIVESTOCK AND EQUINE EVENT REQUIREMENTS

In addition to the rules and regulations outlined in this Facility Guide, the following requirements also apply to livestock and equine events.

### Facility Occupancy

Horses may not occupy the facilities until 4 p.m. on the move-in day. In some instances, this time may be adjusted and will be communicated to the Licensee by the events department.

### Walk-Through

It is important that the Licensee or their barn manager and a representative of State Fair staff walk through the barn prior to and after animals arrive/depart to inspect for damage. Licensee is responsible for damage caused by the occupancy and use of the barn(s), stalls, campgrounds and any other rented facilities.

### Barn Disinfecting

All barns must be disinfected prior to the move-in of any livestock. The State Fair contracts through Plunkett's Pest Control for all barn disinfecting services. All applicable charges for barn disinfecting will be charged back to the Licensee and will be itemized in the final bill.

### Forage

The Minnesota State Fair offers forage sales and distribution service for livestock and equine events. Forage pricing is based on current market rates plus applicable sales tax and is subject to change without advance notice. All arrangements for forage must be made through the events department at the pre-event meeting or at least 30 days in advance of an event.

For more information regarding the type of feed and bedding available, along with current pricing, please contact the events department.

### Manure Removal & Street Sweeping

The Environmental Protection Agency (EPA) requires that all waste be removed from roadways to protect against contamination of storm drains and sewers. The Minnesota State Fair contracts for street sweeping and manure hauling services. The events department will coordinate street sweeping times during the rental period with the Licensee. The Licensee will be charged for all applicable fees for street sweeping, composting and transportation of manure. All charges will be applied to the Licensee's final bill.

### Vehicles in Livestock Area

The Minnesota State Fair enforces "no vehicle or trailer parking" rules on State Fair roadways before, during and after equine/livestock shows, except for a reasonable amount of time to load/unload horses, livestock and supplies. Loading and unloading will be permitted at the curb next to the Horse Barn. No parking is allowed in this area. Vehicles and livestock trailers are not allowed inside barns at any time. Traffic violations will be issued by State Fair Police officers as necessary.

### Motorized Vehicles

Only licensed/insured drivers are permitted to operate motorized vehicles. The use of motorized vehicles such as golf carts, ATVs, etc. on the State Fairgrounds must be approved in advance by the events department. Motorized vehicle drivers must adhere to all traffic regulations on the State Fairgrounds. Motorized vehicle drivers are not permitted to drive on boulevards, sidewalks, over curbs or on grass. Motorized vehicle drivers found to be driving negligently will be prohibited from driving a motorized vehicle on the grounds for the remainder of the event and may be ejected from the State Fairgrounds.

### Overnight Livestock Parking

Overnight livestock parking space is available for event management and participants by request. Overnight livestock parking is allowed in Lots A, B, C, D, south side of Block 40 and north side of Block 40. The Licensee will be charged a rental fee for any usage of these areas for overnight livestock parking by show management or participants. Rental rates are listed in the Event Rate Sheet. Charges will be applied to the Licensee's final bill.

## Outdoor Vendor Space

Outdoor space is available for show vendors. Licensee must notify the events department regarding the proposed number and location of outdoor spaces needed at the pre-event meeting or at least 30 days in advance of the event. The following also applies to outdoor vendor space rental:

1. The location of the outdoor vendor(s) will be based on a Livestock Area Map (maps are available from the events department). There are eight different areas (A-H) that are designated and typically available for outdoor vendors during livestock and equine shows.
2. A \$200 per site, per show outdoor space rental fee will be charged to the Licensee. All space rental fees will be reflected in the final event bill. The State Fair will not bill any outdoor vendor directly.
3. If additional outdoor space is required, please contact the events department for availability and rental rates.
4. The Licensee's general liability insurance must provide coverage for the State Fair as well as provide coverage for the operations of outdoor vendors. The State Fair will assume no liability for any outdoor vendor. Please see page 9 for insurance information.
5. If an outdoor vendor occupies space during times not included in the licensed event setup, event and removal dates and times, arrangements must be made with the events department 30 days in advance. The outdoor vendor will also be required to provide the Minnesota State Fair with general liability insurance that meets all requirements outlined on page 9.

## Indoor Exhibitor Space

All exhibitors in the Warner Coliseum concourse must place their booths behind the concourse pillars or ramp rail ends. Exhibitors inside the Warner Coliseum must remove all merchandise, displays and other property at the conclusion of each event. Exhibitors are not allowed to store items in the Warner Coliseum between events. Please refer to page 6, "Setup & Removal." **It is the responsibility of the Licensee to**

**make sure that vendors/exhibitors are aware of these policies.**

## Equipment Rental

The Minnesota State Fair provides drag and watering services during all livestock and equine events. The Licensee will be charged for any labor and equipment used to provide these services. Any charges will be applied to the Licensee's final bill. Please see the Event Rate Sheet for fees.

Only State Fair employees are permitted to operate equipment that is owned, rented or leased by the Minnesota State Fair.

## Animals

Livestock and equine animals are not allowed on the grass or sidewalks and must stay within designated areas. The Warm-Up Arena located south of the Warner Coliseum is provided as an equine/livestock exercise area.

No dogs or other pets shall be allowed on the State Fairgrounds at any time unless confined or restrained on a leash of less than six feet in length. In addition, dogs or other pets are not permitted in any State Fair building, including the Warner Coliseum.

There are three exceptions:

1. Certified Service animals or service animals in training.
2. Dogs or other pets may be allowed when part of an exhibition or demonstration authorized by the events department.
3. Dogs are permitted in livestock facilities if all the following are applicable:
  - a. Livestock facility is being rented for the purpose of animal housing (Exception does not apply if facility is being used for commercial use)
  - b. Allowed by the event
  - c. Dog is kept on a leash of less than six feet in length at all times when in the facility

State Fair personnel are empowered to order the removal of any dog or pet from the State Fairgrounds in violation of the above or found to be disturbing or endangering the public.

### **Barn Usage**

Tops of stalls in any livestock building shall not be covered. Flame retardant tarps may be draped from side walls over personal equipment or materials. The use of portable wardrobes is encouraged. Heating appliances such as coffee pots, electric frying pans, hot plates, toasters, crockpots, toaster ovens and warming trays are prohibited in any facility being used for livestock housing or exhibition.

All barn entrances and exits must be kept clear. No booths, supplies, exhibits, vehicles or equipment may be placed in front building doors, of pedestrian doorways or ramps.

### **Food & Beverage in the Livestock Area**

The Minnesota State Fair recognizes the demands on equine and livestock show exhibitors who must spend extended periods of time on the fairgrounds in order to care for and feed their animals. Due to the nature of these demands, the following food and beverage service guidelines will apply to equine and livestock events.

Potluck meals will be allowed at equine and livestock events provided the Licensee and their exhibitors adhere to the following guidelines:

- A. The Licensee must provide the State Fair with evidence of General Public Liability Insurance, including Products & Completed Operations coverage, with a minimum annual aggregate of \$2 million. The Minnesota State Agricultural society, Minnesota State Fair and State of Minnesota must be listed as "additional insured."
- B. All plans and arrangements for food and beverage service must be communicated to and approved by the events department at least 30 days prior to the event.
- C. All potluck food must be fully prepared outside of the Minnesota State Fairgrounds. Food

preparation and cooking on State Fair property is strictly prohibited.

- D. Alcoholic beverages may not be provided at potluck events unless served under the license of an approved State Fair caterer (15% privilege applies). All services must be arranged in advance through the events department. Please refer to the policies pertaining to food and beverage on pages 8 and 9 for more information.
- E. The general public and show spectators may not participate in potluck events. Potluck meals may only be served to show participants and exhibitors.
- F. Potluck meals may not be served in the Warner Coliseum or Horse Barn. Only food and beverage service provided by an approved State Fair caterer will be allowed in the Warner Coliseum. Location of Warner Coliseum food service will be by mutual agreement between the event and the events department.
- G. All social events must be concluded by midnight. Additional rent will be charged to the show for exceeding the standard rental time of the building.

## APPENDIX D

### CERTIFICATE OF LIABILITY INSURANCE EXAMPLE

ACORD CERTIFICATE OF LIABILITY INSURANCE		Today's Date
<b>PRODUCER</b> Your Insurance Agent Name Address City, State Zip		<b>THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. COMPANIES AFFORDING COVERAGE</b>
<b>INSURED:</b> <input checked="" type="checkbox"/> Company Name (as it appears on your MN State Fairgrounds License) Address (business or home) City, State Zip		
		COMPANY A: Your Insurance Company Name
		COMPANY B:
		COMPANY C:
		COMPANY D:
		COMPANY E:

#### COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE Date (MM/DD/YY)	POLICY EXPIRATION Date (MM/DD/YY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/>	POLICY NUMBER	<input checked="" type="checkbox"/> Policy dates must include set-up and tear-down dates of the event.		GENERAL AGGREGATE <input checked="" type="checkbox"/> \$ 2,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY				PRODUCTS - COMP/OP AGG <input checked="" type="checkbox"/> \$ 2,000,000
	CLAIMS MADE <input checked="" type="checkbox"/> OCCURRENCE <input checked="" type="checkbox"/>				PERSONAL & ADV INJURY \$
	OWNER'S & CONTRACTOR'S PROT				EACH OCCURRENCE <input checked="" type="checkbox"/> \$ 1,000,000
					FIRE DAMAGE (Any one fire) \$
					MED EXP (Any one person) \$
					\$
	AUTOMOBILE LIABILITY				COMBINED SINGLE LIMIT <input checked="" type="checkbox"/> \$ 2,000,000
	<input checked="" type="checkbox"/> ANY AUTO				BODILY INJURY (Per person) \$
	<input checked="" type="checkbox"/> ALL OWNED AUTOS				BODILY INJURY (Per accident) \$
	SCHEDULED AUTOS				PROPERTY DAMAGE \$
	<input checked="" type="checkbox"/> HIRED AUTOS				
	<input checked="" type="checkbox"/> NON-OWNED AUTOS				
	GARAGE LIABILITY				AUTO ONLY - EA ACCIDENT \$
	<input type="checkbox"/> ANY AUTO				OTHER THAN AUTO ONLY:
					EACH ACCIDENT \$
					AGGREGATE \$
	EXCESS LIABILITY				EACH OCCURRENCE \$
	<input type="checkbox"/> UMBRELLA FORM				AGGREGATE \$
	<input type="checkbox"/> OTHER THAN UMBRELLA FORM				\$
					\$
					\$
A	WORKERS COMPENSATION AND EMPLOYER'S LIABILITY <input checked="" type="checkbox"/>				WC STATUTORY LIMITS OTHER
					E.L. EACH ACCIDENT \$ 100,000
	THE PROPRIETOR/ PARTNERS/EXECUTIVE OFFICERS ARE: <input type="checkbox"/> INCL <input type="checkbox"/> EXCL				E.L. DISEASE - EA EMPLOYEE \$ 100,000
	OTHER:				E.L. DISEASE - POLICY LIMIT \$ 500,000
DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS					
<input checked="" type="checkbox"/> It must state, the "Minnesota State Fair is named as an additional insured".					

#### CERTIFICATE HOLDER

Minnesota State Fair Events Department 1265 Snelling Avenue North St. Paul, MN 55108-3099	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL <input checked="" type="checkbox"/> 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. YOUR INSURANCE AGENT'S SIGNATURE
--	--

ACORD 25-S (7197)

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# EVENTS MAP

## MINNESOTA STATE FAIRGROUNDS Events Map

### Legend

- ATM
- Accessible Parking Lot
- Trailer Parking
- Accessible Restrooms
- Accessible Restrooms with Baby Changing Stations
- Accessible Restrooms with Family & Baby Changing Facilities
- Restrooms
- Restrooms with Baby Changing Stations





## SIGN EQUIPMENT

### A-Frames

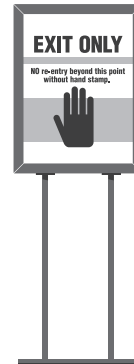


**\$2 Each**

Dimensions: 24" x 36"

No screws necessary - just slide your sign in & you're ready to go.

### Pedestal Frames

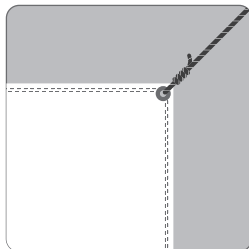


**\$5 Each**

Dimensions: 18" x 24"

Perfect for paper signs or other material mounted on coroplast or sintra.

### Banners



**\$4 Square Foot**

We can create custom banners made to fit all of your event needs.

### 4' x 8' Hard Sign Frame



**\$20 Each**

Dimensions: 48" x 96"

A metal frame for hard signs. Best used with wood or other sturdy signage.

### 3 Sided Kiosk

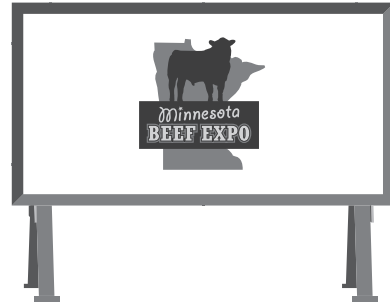


**\$130/Side**

Dimensions: 43.5" W x 103.5" H

This is a three-sided aluminum stand with banner graphics velcroid to the frame. 1-3 sides can be used.

### 4' x 8' Banner Stretcher



**\$152/Side**

Dimensions: 48" W x 96" H

This is a double-sided frame. We place your design in our template and install it.

## EVENT EQUIPMENT

### Folding Chairs



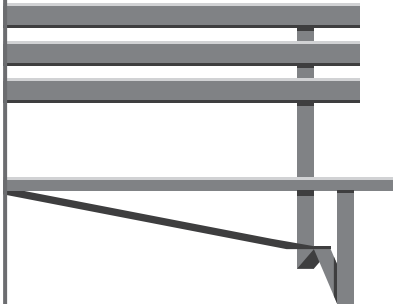
\$2 Each

### Stanchion



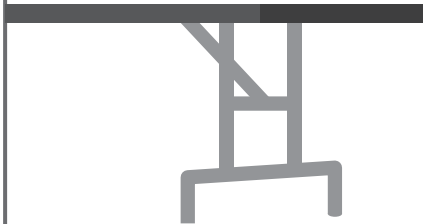
\$5 Each

### Benches

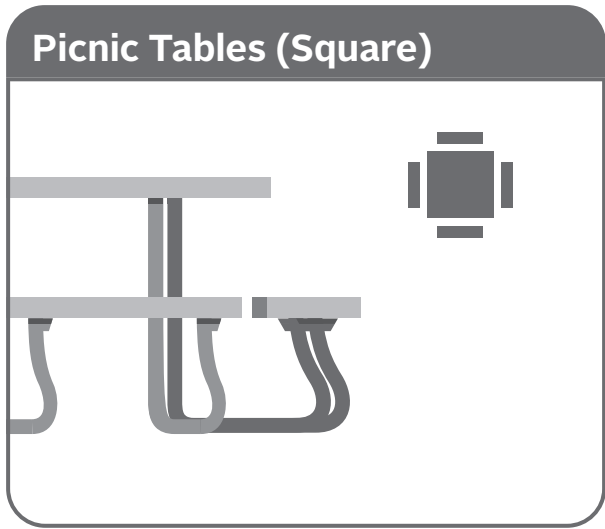


\$12 Each

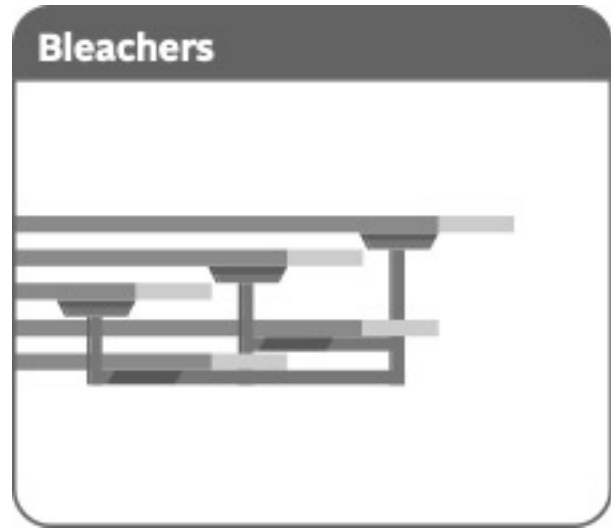
### 8' Tables



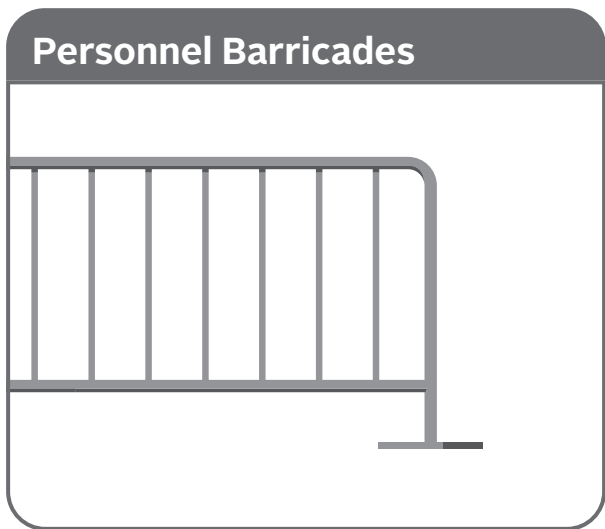
\$10 Each



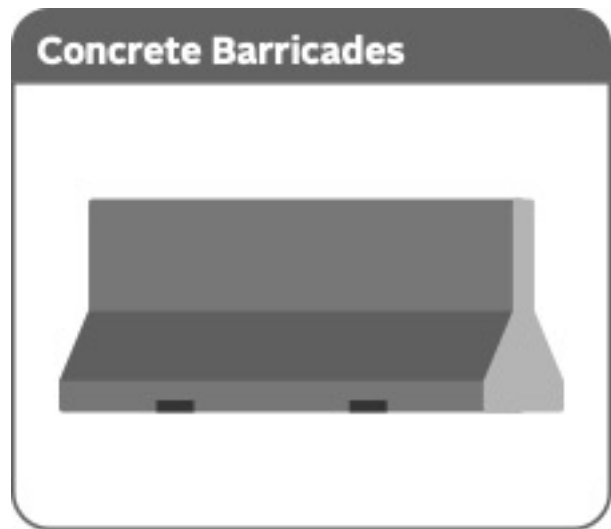
**\$25 Each**



**\$100 – 8-10' Each**  
**\$200 – 15-20' Each**



**\$8 Each**



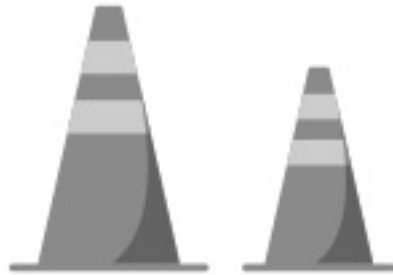
**\$30 Each**

### Bike Rack



\$20 Each

### Cones



\$4 Each

### Traffic Barricades



\$5 Each

### Ticket Booth



\$100 Each

# DIRECTORY OF SERVICE

## Alternative Transportation

Versatile Vehicles, Inc.  
952-894-1123

Yamaha Golf & Utility\*  
952-890-5541

## Audio/Visual

Allied Audio\* is the State Fair's preferred provider of sound, light and staging equipment. Events that need to rent these items should contract directly with Allied Audio.

Call Dan Pearson at 651-451-6846 Ext. 103 or 612-710-9422 to secure equipment and services.

For events taking place in the Coliseum/Livestock area, please reach out to EMI Audio at 612-789-2496.

## Banners & Signage

State Fair Sign Shop\*  
651-288-4362

FASTSIGNS  
Roseville, MN  
651-376-3066

## Campgrounds

Minneapolis SW KOA  
Jordan, MN  
952-492-6440

Minneapolis NW KOA  
Maple Grove, MN  
763-420-2255

## Catering Services

Please contact the events department to obtain a list of approved caterers for food, beverage, and alcohol service.

## Convention & Visitors

**Bureaus**  
Meet Minneapolis  
612-767-8000

Roseville Visitors Association  
651-633-3002

Visit Saint Paul  
651-265-4900

## Decorating Services

Fern Expo\*  
612-682-3748

## EMT/Medical Services

Health East Transportation  
651-232-1700

Regions Hospital EMS  
651-254-7718

## Hotels

For information about hotels in the area, please contact one of the local convention and visitors bureaus listed above.

## Inflatables

Picnics Plus! (Mintahoe)  
612-253-0255

## Portable Toilets

Jimmy's Johnnys\*  
651-277-5912

On-Site Sanitation  
651-429-3781

## Printers

FedEx Office  
Roseville, MN  
651-639-8000

## Scaffolding

Safway Services  
651-636-3212

Scaffold Service, Inc.  
651-646-4600

## Table/Chair Rental

State Fair Events Department\*  
651-288-4400

Après Party  
952-942-3399

Ultimate Events  
952-346-0102

## Temporary Air & Heat

Temp-Air  
952-707-5050

C.H.I. Companies  
952-448-6225

## Tent Rental

Après Party & Tent Rental\*  
952-942-3399

Ultimate Events  
763-559-8368

## Wheelchair & Scooter Rental

Hometown Mobility, Inc.\*  
877-928-5388

Midwest Medical Services  
763-780-0100

\* Indicates that the vendor has the contract during the annual Minnesota State Fair and is recommended.