



Non-Fair Events Food/Beverage Concessionaire License Application

Use this form to register your interest in participating in events held at the State Fairgrounds throughout the year.

Company Name: _____

Contact: _____

Address: _____

City/State: _____ Zip: _____

Email: _____

Business Phone: _____ Cell Phone: _____

Type of Operation: Trailer Food Truck Other _____

Your Business Website and/or Social Media: _____

Space Requirements: _____ ft. frontage X _____ ft. depth

Electrical Requirements: Phase (single or three) _____ Volt _____ Amp _____

List menu items you propose to sell, including portion size and price (be as specific as possible). Attach photos. Samples cannot be accepted.

Menu Item / Description	Portion Size	Price

If more space is needed, please attach additional information.

I would like to be considered for these specific events: _____

I am open to participating at a variety of events. (Our staff will contact you if you may be a fit for an upcoming event.)

List three events, fairs, festivals or shows you've participated in or other relevant experience:

Event Name	Year(s) Participated	Event Website or Contact Info

Additional information about your business/operation: _____

To complete your application, you **MUST** also include the following:

Photos of concession operation, trailer, food truck, etc. Photos of your menu items

Upon selection to participate in an event, you will provide:

Copy of your current food handling license from the Minnesota Department of Health or Minnesota Department of Agriculture

Copy of your ST19 Operator Certificate of Compliance Copy of General Liability Insurance: I will provide my own coverage

(select one): I will purchase through the State Fair

Workers' Comp Insurance policy or certificate (or letter of exemption)

I have read the General Terms & Conditions attached to this application form.

Your application will remain on file for three years from date of receipt. If you wish to update it at any time, please contact us.

Signature: _____ Date: _____

About Non-Fair Events

Beyond the 12-day Minnesota State Fair, the Minnesota State Fairgrounds hosts dozens of independently produced events throughout the year. Examples include Back to the '50s, Horse Expo and Beer Dabbler, among others. For many of these events, which rent the fairgrounds, State Fair staff coordinate food and beverage concessions.

Please note: The non-fair event registration process is separate from the process to register your interest in participating in the 12-day Minnesota State Fair. For information about becoming a fair-time concessionaire, visit mnstatefair.org/get-involved/concessions-and-exhibits/.

The Minnesota State Fair retains complete and exclusive rights to all food, beverage and alcohol sales concessions and catering operations at all events and activities held on the Minnesota State Fairgrounds. Arrangements for concessions and catering at events may only be made through the Minnesota State Fair's Events Department. Only concessionaires or caterers holding a current license issued by the Minnesota State Fair will be allowed to operate on the fairgrounds.

Non-Fair Event Food/Beverage Application Process

To be considered to participate as a food/beverage concessionaire at a non-fair event, please follow these steps:

1. Submit a Non-Fair Events Food/Beverage Concessionaire License Application.
2. As part of your application, you must include photos showing:
 - a. Your concession operation, trailer, food truck, etc.
 - b. Your proposed menu items
3. Once we receive your application, we will confirm its receipt via email.
4. Your application materials will be reviewed as opportunities arise and events are planned.
5. All concessionaires selected to participate in a non-fair event will proceed through a licensing process and receive more requirements and details specific to that event.
6. As noted at the bottom of the application form, upon selection to participate in an event, you will be required to provide copies of:
 - a. Your current food handling license from the Minnesota Department of Health or Minnesota Department of Agriculture
 - b. ST19 Operator Certificate of Compliance – This can be found at <https://www.revenue.state.mn.us/sites/default/files/2011-11/st19.pdf>
 - c. Certificate of General Liability Insurance
 - d. Certificate (or letter of exemption) providing evidence of workers' compensation insurance
7. All applications will be kept on file for three years. We will review them as events are planned and contact you if an opportunity arises. During these three years, please continue to update your file with photos, menu items, relevant experience, etc. At the conclusion of the three years, we will contact you via email to confirm if you'd like to keep your application on file.

Selection Criteria

Among the factors we consider when selecting concessionaires to participate in a non-fair event are:

- Experience at other relevant events, fairs, festivals or shows
- Concession presentation and appearance
- Balance of vendors and products offered at the non-fair event
- Appropriateness of products and presentation to the available site
- Physical requirements of the concession operation

Application Deadline

We continually accept applications and review them as events are planned. Your application will be kept on file for three years from the date of receipt and considered as opportunities arise. If you wish to update your application at any time (with new photos, menu items, relevant experience, etc.), please contact us.

Fees to Participate as a Non-Fair Event Food/Beverage Concessionaire

Concessionaires licensed to make public sales at events will pay a privilege fee of 20 percent of gross receipts. Gross receipts means total sales after removal of applicable state sales tax (7.375%). Concessionaires must submit a settlement form along with payment within five working days after the last event day at which concession service was provided. No payment may be made to any person or other organization holding events at the fairgrounds.

Concessionaires are required to participate in the Minnesota State Fair cup program. All beverage cups must be purchased from the State Fair, and all fountain beverages must be dispensed in these cups.

Electric power and water service are included in the privilege fee.

All Concessionaires Must Be Licensed

Food and beverage may not be sold or given away on the Minnesota State Fairgrounds unless licensed by the State Fair. Licenses are issued once a concessionaire has been selected and agrees to participate in a non-fair event. The license for non-fair events is completely separate from the process used for the annual Minnesota State Fair, and no right to operate during the State Fair is granted under a non-fair event license.

The Concessions & Catering Information Manual will be given to concessionaires who are granted a license, or the manual is available upon request. This manual informs licensed concessionaires and caterers of Minnesota State Fair rules, policies and procedures. It is the licensee's responsibility to understand and comply with the rules, policies and procedures in this manual, which are made part of the license agreement by reference. It is also important that all employees, participants and agents involved with the licensed concession/catering operation are aware of these rules, policies and procedures.

Mandatory Insurance Requirements

All food and beverage concessionaires are required to have general public liability insurance coverage on their operations and workers' compensation insurance on their employees. A license to operate cannot be issued to a concessionaire if the information requested below is not provided. If you have any questions, please contact the events department at 651-288-4400.

General Liability Insurance

Concessionaires are required to furnish a certificate of general liability insurance to the State Fair before a license to operate will be issued. The certificate must contain the concessionaire's name and address, liability limits of not less than \$2 million annual aggregate, policy number along with effective dates of policy, and the insurance must be per occurrence (not claims made). The Minnesota State Fair must be listed on the certificate as an "additional named insured" and insured against claims for bodily injury, property damage and food products liability. Insurance must be provided by companies licensed to do business in the State of Minnesota and approved by the State Fair.

Concessionaires have the option of purchasing the required general liability insurance coverage through a group insurance plan established for the State Fair. The cost of this coverage is \$85 for the first concession location and \$50 for each additional location. Please indicate on your application form if you will provide your own liability insurance coverage or if you will purchase liability coverage through the State Fair group program.

Workers' Compensation Insurance

Concessionaires must show evidence of compliance with workers' compensation insurance statutes. A certificate (or letter of exemption) providing evidence of workers' compensation insurance in amounts required by statute must be provided upon selection to participate in an event.

If you need information concerning your obligation under the workers' compensation law, please contact: Workers' Compensation Division, 443 Lafayette Road, St. Paul, MN 55155; 651-284-5005 or 800-DIAL-DLI

Questions

Minnesota State Fair Events Department
events@mnstatefair.org
651-288-4400