

MINNESOTA STATE FAIR

2023 Deadline Checklist

This checklist has been developed to help you prepare for the 2023 Minnesota State Fair. It is not all inclusive, so please refer to your Concessions & Exhibits Manual on <https://www.mnstatefair.org/> for further details and dates of importance.

Due Date	Item(s) due in the Concessions & Exhibits Department
_____ Within 15 days after received in portal	Signed license agreement, first invoice payment, completed ST-19 Operator Certificate of Compliance form
_____ May 5	Food & Beverage product change or addition request(s)
_____ June 7	Non-food product change or addition request(s)
_____ June 23	Phone & Data Services Request form
_____ June 28	Giveaway form
_____ June 28	Prize Drawing form
_____ June 28	Deals, Drawings & Giveaways / Promotion Participation form
_____ July 1	Certificate of insurance (there is an example of requirements in your portal and details in the Concession & Exhibits Manual for requirements)
_____ July 3	Maintenance & improvements completed
_____ Aug. 1	License fee balance due (to include assessment and utilities)
_____ Aug. 21-23	Concessionaires must pick up concession packet
_____ Sept. 5	Percentage final settlements and payments due between 8 a.m. to 2. p.m.
_____ Sept. 18	All personal property must be removed from the fairgrounds *Exception: personal property in livestock area must be removed by Sept. 10
_____ Sept. 22	Prize drawing winners' names and addresses form must be submitted