

MINNESOTA STATE FAIR

2024 Deadline Checklist

This checklist has been developed to help you prepare for the 2024 Minnesota State Fair. It is not all-inclusive, so please refer to your Concessions & Exhibits Manual at mnstatefair.org for further details and important dates.

Due Date	Item(s) due to the Concessions & Exhibits Department
_____ Within 15 days after received in portal	Signed license agreement, first invoice payment (at least 50%), completed ST-19 Operator Certificate of Compliance form
_____ May 1	Food & beverage product change or addition request(s) / Official New Foods List applications
_____ June 6	Non-food product change or addition request(s)
_____ June 14	Deals, Drawings & Giveaways / Promotion Participation / Prize Drawing Forms
_____ June 21	Phone & Data Services Request Form
_____ July 1	Certificate of insurance (if not eligible for MSF master insurance policy) / Workers' Comp Coverage or Waiver Form
_____ July 1	Maintenance & improvements completed
_____ Aug. 1	License fee balance due (to include assessment fees, utility charges, supply vehicle parking, etc.)
_____ Aug. 5	Setup in outdoor spaces may begin
_____ Aug. 9	Submit request to MSF Police Department for authorization if you plan to hire your own security staff or off-duty police
_____ Aug. 19-21	Concessionaires must pick up concession packet in Admin Building
_____ Sept. 3	Percentage final settlements and payments due between 8 a.m. and 2 p.m. / Personal property should be removed from buildings
_____ Sept. 16	All personal property must be removed from the fairgrounds *Exception: personal property in livestock area must be removed by Sept. 10
_____ Sept. 20	Prize drawing winners' names and addresses form must be submitted
_____ Oct. 1	Final invoices emailed to concessionaires