

CONCESSIONS & CATERING Information Manual



MINNESOTA STATE
FAIRGROUNDS

LICENSE RETURN CHECKLIST

Following is a list of forms that must be completed and returned to the Minnesota State Fair Events Department.

	Item	Due Date
<input type="checkbox"/>	License Agreement	One signed copy is due within 30 days of receipt
<input type="checkbox"/>	Certificate of Insurance	A certificate that meets all requirements outlined on page 5 is due with license agreement return, no later than 30 days prior to first event setup day
<input type="checkbox"/>	MN Dept. of Health License	A copy of your current Health or Agriculture Department License is due with license agreement return, no later than 30 days prior to first event setup day
<input type="checkbox"/>	ST19 Operator Certificate of Compliance	Completed form is due with license agreement return, no later than 30 days prior to first event setup

The following service request must also be made in advance of any event:

<input type="checkbox"/>	Gopher State One-Call	If you excavate, dig, drill, pound posts or tent stakes, or in any way disturb soil in any outside area of the fairgrounds, you must first contact Gopher State One-Call. Call at least 72 hours in advance to 651-454-0002 in the metro area; 800-252-1166 out state, or visit www.gopherstateonecall.org
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INTRODUCTION

This manual is designed to inform licensed concessionaires and caterers of Minnesota State Fair rules, policies and procedures. The Minnesota State Fair reserves the right to amend, apply and interpret the following rules, policies and procedures as it deems appropriate in the best interest of the public and furtherance of the fair's statutory duties.

It is the Licensee's responsibility to understand and comply with State Fairgrounds' rules, policies and procedures, which are made part of your license agreement by reference. It is also important that all employees, participants and agents involved with your concession/catering operation are aware of these rules, policies and procedures.

We look forward to working with you and hope your experience is a pleasant one. If you have questions, please contact Minnesota State Fair Events Department Staff.

CONTACT INFORMATION

Mailing Address:

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

Website:

www.mnstatefair.org

Email:

events@mnstatefair.org

Phone Number:

651-288-4400

Emergency, Police and Fire:

Dial 9, then 911, from any State Fair phone

Business Office Hours:

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

POLICIES

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.

Financial Relationship

A licensee is not permitted to have any form of direct or indirect financial relationship with any event. Violation of this policy may result in license cancellation.

Audit

Concessionaires operating under a percentage license fee formula agree that all books, financial statements, source documents, accounting, financial, supply and other records relevant to their operations at the Minnesota State Fairgrounds shall be open and available for audit upon request by the Minnesota State Fair. Such records shall include, but not be limited to, copies of supply invoices, daily receipts and disbursement records. The State Fair may use any reasonable audit procedures it deems appropriate, may monitor any and all sales activities and shall be permitted access to concession and catering premises at any time for such purposes.

Misrepresentation

Misrepresentation of any type, including, but not limited to, concession ownership, products and/or services offered, concession mechanical condition or appearance in the registration process, or photographs provided, shall be grounds for license cancellation, forfeiture of any payments made and immediate removal from the State Fairgrounds; the affected licensee shall waive any claims for damages against the State Fair, its officers, agents and employees.

Setup & Teardown/Removal

Events are provided with one setup and one teardown/removal day. Concessionaires and caterers will typically be allowed to setup their concession or catering operation on the event's setup day. A specific date and time for concession or catering set up will be communicated through pre-event notes. For more information regarding pre-event notes, please refer to page 4. Earlier setup may be approved by the State Fair upon request by contacting Events Department Staff.

Concession and catering equipment must be removed the day after an event ends unless prior arrangements have been made with Events Department Staff.

Hours of Operation

Licensees must be open during scheduled event hours. Event hours will be communicated to licensees through pre-event notes. For more information regarding pre-event notes, please refer to page 4. Concessionaires may not open on setup or removal days without prior authorization from Events Department Staff.

Conflict of Interest

State Fair employees are not allowed to accept from any concessionaire, caterer, exhibitor, supplier or event guest, any tip, gratuity, gift or merchandise, including food and/or beverages. Offering any to fair employees will place a licensee's participation in events and the employee's employment in jeopardy.

State Fair Property

Licensees may not move benches, picnic tables and trash or recycling containers placed by the State Fair for public use. The movement or damaging of any trees, shrubbery, flowers or other vegetation and decorations on the State Fairgrounds is also prohibited. Licensees will be charged for any damage.

REGISTRATION & SETTLEMENT PROCEDURES

Concession and Catering License Registration

Prospective concessionaires and/or caterers must complete a License Registration Form to be considered for licensing. Concessionaires are required to complete one registration form per concession stand. All concession and catering applications are kept on file for three years.

Re-Registration

Concessionaires and/or caterers that were issued a license during the previous year will receive a Re-Registration materials at the beginning of the following year. Completion and return of these materials serves as a formal request for license renewal.

Renewal of a license for the same location or site, size, purpose, products or menu items and/or event(s) is not guaranteed.

Requests for changes in location or site, size, products or menu items, or the event(s) an applicant would like to participate in should accompany the Re-Registration materials, along with any supporting information, drawings and/or photos for review.

License Agreement

If approved by the State Fair, the applicant will receive a license agreement which must be signed and returned within 30 days of the issue date. Failure to execute and return a license agreement will result in its cancellation.

Each concession location and/or stand is licensed separately for specific events. By signing a license agreement, the licensee agrees to operate the licensed concession at the events specified.

Privilege Payment & Settlement Form

Concessionaires:

The privilege fee due to the Minnesota State Fair by licensed concessionaires is based on total sales. The fee is 20% of gross sales (after removal of applicable state sales tax). Concessionaires must submit a settlement form along with payment within five working days after the last event day at which concession service was provided. A separate settlement form is required for each concession stand/location. All sales must be broken down per day.

Food and beverages may not be dispensed without charge to members of the public, event producers/promoters and their staff, other concessionaires and their staff, or employees of the Minnesota State Fair. You may not have any financial arrangement or relationship with anyone other than the Minnesota State Fair.

Caterers:

Only Minnesota State Fair-approved caterers are permitted to operate on the Minnesota State Fairgrounds. Caterers are licensed through the Minnesota State Fair on a yearly basis and are subject to change without notice. Licensees 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 applicable 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.

Menu Item Changes

Any changes to the menu items that appear on a licensee's agreement must be approved by the events department at least 30 days before a scheduled event. The State Fair reserves the right to deny any menu change requests.

PRE-EVENT REQUIREMENTS

Pre-Event Notes

Pre-event notes are issued 15 to 30 days prior to a scheduled event via email. These notes include important information concessionaires and caterers need to know prior to setup for an event. Some of the information outlined in pre-event notes includes setup date and time, event hours, check-in requirements, event attendance estimations, parking information, admission information, re-stocking and delivery restrictions, and other important event details.

Health License, Insurance and ST19 Form

A copy of your current Minnesota Department of Health or Department of Ag License, insurance certificate and Minnesota Revenue ST19 Operator Certificate of Compliance form must be submitted to the events department with the return of your executed license agreement and no later than 30 days prior to first event setup. Concessionaires and/or caterers will not be allowed to operate unless these materials are on file.

Concessionaire Check-in

Licensees or their State Fair approved representative must check in with events department staff before any event setup will be allowed.

Concession Placement

All concession stand sites and placement, as well as catering equipment locations, are determined by Minnesota State Fair Events Department Staff. Concessionaires and caterers must seek site and placement approval before setup.

Event Admission

All event concession and catering employees and delivery personnel are subject to event admission fees at the discretion of the event producer/promoter. No passes or complimentary tickets of any kind will be issued by the State Fair for events.

The State Fair does not guarantee that advance tickets will be available for any event. When available, a separate mailer may be provided for ordering pre-event admission tickets. If an advance ticket purchase opportunity is made available, operators are encouraged to obtain admission for themselves and their staff at that time.

Beverage Cups

Food/beverage concessionaires must serve all beverages in State Fair approved containers.

The Minnesota State Fair is the sole supplier of all beverage cups used by concessionaires at events on the fairgrounds. Please contact the events department for information on purchasing cups.

During large events, the events department may establish a specific date(s) and time(s) for concessionaires to obtain cups from the State Fair Cup Warehouse. If so, it will be outlined in the pre-event notes.

LIABILITY INSURANCE

Insurance Requirements

Anyone operating a concession or providing catering service on the Minnesota State Fairgrounds is required to provide the following insurance coverages on their activities/operations on the fairgrounds by way of policies that maintain coverage throughout their presence on State Fair premises for setup, event and teardown/removal periods. Coverage requirements:

1. General Liability Insurance Coverage:

A minimum of \$1 million combined single limits per occurrence, \$2 million annual aggregate, insuring against claims for the following:

- Bodily Injury
- Property Damage
- Personal & Advertising Injury
- Blanket Contractual
- Products & Completed Operations

The Minnesota State Agricultural Society (Minnesota State Fair) must be named as an “Additional Insured” with respect to the licensee’s activities/operations on the Minnesota State Fairgrounds.

2. Automobile Liability Insurance Coverage:

Statutory required coverage insuring the following:

- Any owned vehicle
- Non-owned vehicles
- Hired vehicles

3. Workers’ Compensation Insurance Coverage:

Statutory required coverage insuring for the following with limits of not less than:

- \$100,000 - Bodily Injury per Employee
- \$500,000 - Bodily Injury per Disease Aggregate
- \$100,000 - Bodily Injury by Accident

4. Excess/Umbrella Liability Insurance Coverage:

An Excess or Umbrella Liability insurance policy may be used to supplement and satisfy the full policy limits required.

5. Insurance carriers 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.

6. Insurance carriers must be authorized to do business in the State of Minnesota and satisfactory to the State Fair.

7. A certificate(s) reflecting insurance coverages must be provided for State Fair’s review and records no later than 30 days prior to first event setup date. Failure to provide certificate(s) as specified may result in automatic cancellation of license.

Group Liability Insurance

Concessionaires and caterers may qualify to purchase general liability insurance coverage through a group insurance policy established for the Minnesota State Fair. If you do not have liability insurance, contact the events department at least 30 days in advance of event setup. If the concession or catering operation is acceptable for endorsement, a premium will be quoted and charged to the licensee. Premium payments are due at the time of settlement following an event. A separate workers’ compensation form must be completed as well.

GOVERNMENT REQUIREMENTS & PERMITS

State Sales Tax

Most sales made on the State Fairgrounds are subject to Minnesota State Sales Tax (7.375%). All Minnesota and non-Minnesota businesses, including nonprofit groups, are required to collect tax on all taxable sales. Sales made on the fairgrounds are not subject to Saint 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%.

Tax rates are subject to change at any time during the year. It is the Licensee's responsibility to consult with their tax advisor or the Minnesota Department of Revenue to ensure that the proper sales tax is being collected and reported.

Licensees are required to obtain a Minnesota Tax ID number and submit this ID number along with a Minnesota Revenue ST19 Operator Certificate of Compliance form to the events department with return of their executed license. Licensees who qualify for tax exemption must also complete an ST19 Operator Certificate of Compliance form and submit it to the events department with return of their executed license. For more information or to apply for a Minnesota Tax ID number, please contact the MN Department of Revenue at 651-296-6181 or visit www.taxes.state.mn.us.

Health and/or Agriculture Department Licenses

The Minnesota Department of Health and Minnesota Department of Agriculture require that anyone who sells, samples or gives away consumable food must obtain a license at least 30 days before an event and comply with their standards. To secure the proper license contact the Minnesota Department of Health 651-201-4500 or the Minnesota Department of Agriculture 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.

INTOXICATING LIQUOR, SAMPLING/GIVEAWAYS & PRE-PACKAGED FOODS

Intoxicating Liquor

The Minnesota State Fair retains complete and exclusive rights to all alcohol concession and catering operations (cash bar, host bar and concessions) at all events held on the State Fairgrounds. A separate license is issued to concessionaires and caterers authorized to serve alcohol. Only concessionaires or caterers holding a current license to sell or serve alcohol issued by the State Fair will be allowed to operate on the fairgrounds. During all events where alcohol is present, the State Fair has final authority in determining the time, place and manner in which alcoholic beverages will be served.

Sampling/Giveaways

Any person or firm who wishes to offer free food or beverage samples (including water) at any event must seek authorization and a license to do so from the Minnesota State Fair and secure required permits from the Minnesota Departments of Health and/or Agriculture 30 days prior to the event. The food sampler/demonstrator must fill out an Application to Sample Food & Beverage supplied by the event for submission to the State Fair Events Department along with all other required documents.

Pre-packaged Foods

Concessionaires may be allowed to sell certain pre-packaged foods in sealed containers and intended for consumption off the State Fairgrounds. The State Fair reserves the right to limit or prohibit the sale of selected packaged foods, set minimum quantity restrictions on such items sold and require a 20% privilege payment on the gross sales of such items (minus applicable state sales tax). Anyone selling or distributing

consumable food must have commercial general liability insurance coverage as outlined on page 5 under “Liability Insurance” and must receive approval 30 days prior to an event.

OPERATION GUIDELINES

Commercial Ice & Food Supplies

All ice and food supplies must come from an approved commercial source. Ice must be cubed, block or crushed and sealed in a bag at the point of manufacture. No home food preparation or use of food stored at home is allowed.

Personnel Requirements

Each concessionaire and caterer licensed to sell, distribute, offer samples or handle any type of food or beverage product(s) (including bottled water), whether prepared on-site or prepackaged, must have at least one person on staff with current certification by an acceptable food managers training course. Certification must be posted in the licensee’s concession stand(s).

Persons working in any concession or providing catering service are considered employees of the licensee. Licensees are responsible for the acts, errors, omissions, representations, appearance, hygiene, conduct and behavior of their employees.

Licensees and their staff must be clean and neat in their personal appearance, hygiene and dress at all times during operation of any concession or exhibit. Uniform wearing apparel is encouraged and should be provided whenever possible.

Impolite, foul or abusive language or conduct will not be tolerated, nor will use of alcoholic beverages or drugs while on duty.

The Minnesota State Fair strongly supports the human dignity of each individual. It therefore condemns, opposes and will not tolerate any behavior on the part of any member of its community which constitutes discourtesy toward or unnecessary touching of any event guest and/or fair employee, sexual harassment, offensive behavior or workplace violence.

Smoking & Tobacco Use

Use of tobacco in any form while working in or operating a food or beverage concession is prohibited.

The Minnesota Clean Indoor Air Act prohibits smoking in public places. “Public places” are defined as any enclosed, indoor area used by the general public. An “indoor area” is defined as all space between a floor and a ceiling that is bounded by walls, doorways or windows, whether open or closed, covering more than 50% of the combined surface area of the vertical planes [wall space] constituting the perimeter of the area, whether temporary or permanent. A standard window screen is not considered a wall.

Tip Jars

Tip jars and prompts for tips are not allowed on any service counter. Tips may not be solicited, but may be accepted if offered and immediately removed from the sight of event guests.

Sound Systems

Sound systems (loudspeakers, amplifiers, radios, broadcasting devices, music systems or instruments) may not be used or operated unless permission is first obtained from the events department. If approved, such systems and equipment will be controlled as to volume levels, operation hours, location and manner of operation by the events department.

Signage

Concessions must have professional signage clearly indicating the product(s) being sold and price(s).

The use of hand-lettered or felt-marker signs is not allowed.

All signs, banners, posters, etc. must be professionally made, neat in appearance and of a size, type and placement approved by events department staff prior to operation. Banners, if approved, must be hung taut within the designated concession space.

All signs and product displays must be placed within the designated concession space and may not be affixed to any exhibit building, tree, gate, fence, light pole, etc.

No "A" boards or free standing signs or menu boards will be permitted unless approved by the events department.

State Fair Graphic Use

The Minnesota State Fair name, logo and graphics are protected under U.S. trademark law. Use of the name Minnesota State Fair, the words "Great Minnesota Get-Together," the State Fair's logos, color scheme or any other aspect of the State Fair's graphics program is forbidden without the written consent of the Minnesota State Fair. For further details regarding the State Fair graphics program and associated fees for use, contact the events department.

BUILDING & GROUNDS USE

Parking & Gate Access

Concessionaires and caterers will be instructed via pre-event notes regarding designated parking and gate access during a scheduled event. It is the responsibility of the licensee to inform everyone involved with their operation (e.g. employees and suppliers) about designated parking and gate access.

Vehicles being driven onto the fairgrounds for setup and teardown/removal must conform to scheduled setup and teardown/removal dates and times reflected in pre-event notes.

Storage & Supply Vehicle Parking

Units to be used for storage, preparation or office purposes; e.g. stock/supply trucks, storage trailers, etc. must be authorized for placement on the fairgrounds by event department staff; who will specify the place and manner in which they may be parked.

Re-stocking

The Minnesota State Fair reserves the right to limit the hours during which re-stocking may take place. Any re-stocking restrictions will be outlined in pre-event notes.

Vehicles on the Fairgrounds

Vehicle access on the fairgrounds will be regulated:

1. All posted parking and traffic regulations are in effect year-round.
2. Vehicles driving on any State Fairgrounds street or roadway must obey all parking and traffic regulations and adhere to all posted traffic signs. Tickets will be issued to vehicle owners found violating any traffic regulation.
3. Only licensed/insured drivers are permitted to drive any type of motorized vehicle on the grounds.
4. Vehicles must not exceed 20 mph. Any person caught driving negligently or at excessive speeds will be ejected from the State Fairgrounds and prohibited from driving any type of vehicle on the fairgrounds.
5. Vehicles are not allowed to drive or park on boulevards, sidewalks or grass.
6. Only established driveways and streets may be used to access concession sites.
7. Vehicles may not drive over curbs or across boulevards and sidewalks to park or for access to concession areas.

8. Curb cuts designated with the international accessibility symbol should not be used as driveways to access concession locations.
9. Do not double park or park at yellow curb areas.
10. Motorized vehicles are not allowed in State Fair buildings at any time unless authorized by the events department.

Safety Regulations

Vendors, concessionaires and contractors are responsible for maintaining safety with any work they perform or that they contract to have done on the fairgrounds. All work must be performed in a manner to avoid risk of bodily injury or damage to property. You are responsible for monitoring and making any required corrections to work procedures necessary to avoid personal and property risks and damage.

The State Fair may not loan its owned or controlled equipment for use by others. All parties must operate their equipment at their own risk and liability.

If you find any condition on the fairgrounds that could be hazardous or unsafe, report it immediately to the event supervisor or maintenance personnel so the condition can be corrected.

Any questions or concerns regarding safety on the Minnesota State Fairgrounds may be directed to the MSF Safety Committee. For more information or to fill out an anonymous Safety Hazard Reporting Form, please contact the Safety Committee at 651-288-4400.

Emergencies, Accidents & Injuries

In the event of an emergency, accident, injury, fire, crisis, etc., assistance can be summoned by **dialing 9-911** from a State Fair telephone. All accidents and injuries of any type must be reported to the Minnesota State Fair Police Department immediately.

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

The State Fair Police can be reached 24 hours a day by calling 651-775-3802 from any State Fair phone or cell phone.

Trash & Recycling

Concessionaires and caterers are responsible for proper disposal of all trash and recyclable materials associated with their operations.

- A. All licensees must keep their facilities, equipment and surrounding area in a clean, sanitary condition at all times and are responsible for disposal or recycling of their trash. Trash and recycling vats will be placed about the fairgrounds for this purpose.
- B. Trash and recycling receptacles are for public use only. All refuse produced by concession and catering operations must be placed in the proper trash or recycling vats.
- C. Licensees must provide their own trash receptacles for their personal use. Public trash and recycling containers may not be moved without fair authorization and cannot be used inside of concessions.
- D. Concessionaires providing seating areas must provide their own trash receptacles, as well as empty such receptacles and keep seating areas clean.
- E. Garbage containing food waste must be stored in tightly sealed, non-absorbent containers and deposited into trash vats about the fairgrounds.
- F. Concessionaires and caterers may not deposit any grey water, fluids, waste water or other liquids onto the ground or into the street or storm gutter/sewer. Fluids (not grease/oils) must be discharged into approved sanitary sewer systems or centralized holding tanks placed about the fairgrounds.
- G. Please contact events department staff with any questions about obtaining or placement of trash and recycling receptacles.

Recycling cardboard, plastic, glass, metal containers and grease, oil and fat is part of your responsibility as a licensed concessionaire and/or caterer.

- A. Clean, dry cardboard must contain no other trash, paper or food waste. Boxes must be collapsed and placed flat in appropriate recycling containers.
- B. Metal containers should be rinsed free of food waste, have any labels removed and be crushed before being placed in appropriate recycling containers.
- C. Cooking grease, oil and fat must be disposed of in proper receptacles for same and must not contain paper, trash or food waste. If the receptacle is full, find the next closest available receptacle. Do not place cooking grease, oil or fat in cardboard boxes or buckets next to disposal receptacles or dump it into trash cans, garbage vats, sewers, into the street or onto the ground.

Electrical Connection & Inspection

All electrical connections required for concession and/or catering operations will be provided and undertaken by State Fair approved electricians. There will be no charge for connection.

Each concessionaire must have an electrical inspection undertaken to ensure compliance with electric codes. An initial inspection is provided free of charge by the State Fair. However, should any correction orders be issued, the inspector will make a re-inspection and a fee will apply, which will be due prior to concession operation at the event.

The Minnesota State Fair does not assume responsibility for electrical failures of any kind or liability for costs and/or damages related to electrical failures, including, but not limited to, damage to equipment or property caused by drops or increases in power supply, low voltage or power surges, loss of profits or revenue, loss of use of equipment, cost of capital, cost of temporary equipment (including additional expenses incurred in using existing facilities), claims of customers of the Licensee or for any special, indirect, incidental or consequential damages due to interruption or fluctuation in electrical service on the fairgrounds.

To ensure safe and efficient electrical service on the fairgrounds, licensees must observe the guidelines listed in Appendix A on pages 11 through 13.

Sewer, Water & Plumbing

Water and sewer services are available within reasonable distance of most locations around the fairgrounds and in most permanent exhibit buildings. Only State Fair approved contractors may undertake any plumbing, sewer and water work performed on the Minnesota State Fairgrounds and only with the prior consent of the State Fair.

Gopher State One-Call

Utilities providing water, sewer, electric power, telecommunications and natural gas are buried throughout the fairgrounds. If you are going to excavate, dig, pound posts or tent stakes, or in any manner disturb soil in any outside area of the fairgrounds, state statute requires that you must first contact Gopher State One-Call. The responsibility for contacting Gopher State One-Call is the licensee's. No one will be allowed to do work, erect a tent, disturb soil, etc. unless they have a job ticket number issued by Gopher State One-Call. Call at least 72 hours in advance to 651-454-0002 in the metro area, 800-252-1166 out state, or visit www.gopherstateonecall.org.

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. Dogs or pets also may not be allowed at certain events.

There are two 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.

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.

ADA (Americans with Disabilities Act)

The Minnesota State Fair is committed to full compliance with the Americans with Disabilities Act. When you are issued a license for operation on the fairgrounds, you agree to comply in all respects with the Americans with Disabilities Act and all other applicable federal, state and municipal laws, as well as State Fair rules. For information on the ADA, visit www.ada.gov.

Reasonable accommodation should be made by exhibitors and concessionaires to provide access to their booth for guests with disabilities.

Condiments, e.g. salt, pepper, ketchup, mustard, relish, sauces, etc., as well as proper eating utensils, e.g. napkins, straws, spoons, forks, etc., must be made available at a location and height accessible to guests with disabilities or reasonable accommodation must be made for them to obtain such items.

Lost/Stolen Articles

The Minnesota State Fair is not responsible for any item lost or stolen during an event, its setup or teardown/removal. Licensees are responsible for providing adequate security for the prevention of such loss.

Any item left on the State Fairgrounds after the approved event teardown/removal period will be considered abandoned and disposed of by the State Fair at the discretion of State Fair management.

APPENDIX A ELECTRICAL EQUIPMENT AND WIRING

Electric Policy

All electrical work performed on the State Fairgrounds must be undertaken by licensed electrical contractors only, with the prior consent of the events department, and meet the standards and requirements of the National Electric Code and State of Minnesota.

No one may tamper with or change any electrical circuitry, general illumination, electric connection or installation on the State Fairgrounds without the approval and supervision of State Fair management.

Extension Cords

All extension cords must be three-wire, flexible, grounding type cords of at least 12 gauge or larger made of Type G, PPE, S, SE, SEO, SEOO, SC, SCE, SCT, SO, SOO, ST, STO, STOO, W or other types of cord identified for extra-hard usage. (Cables with a "J" in the type designation, e.g. Type SJT, are not permitted.) 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 will be removed if found in use during an event.

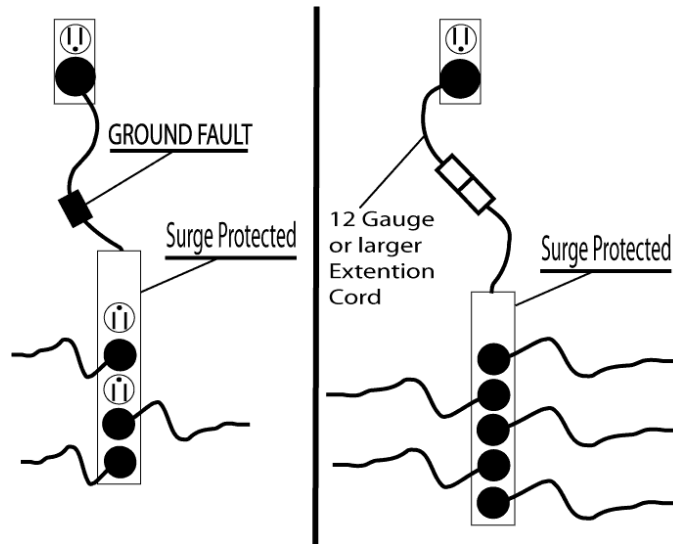
Also, remember the following parameters:

1. Electrical connections should never be made through more than one extension cord.
2. Joints of extension cords should never be taped.
3. Electric 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 be allowed to become warm or hot.

4. Extension cords with splices shall not be permitted.
5. A minimum of 6 to 8 inches should be maintained between any extension cord and the ground.

The graphics below present a visual of approved methods of temporary wiring for lights and appliances at events.

APPROVED Temporary Wiring Methods



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 6 and 8 feet above the floor away from drapes and other combustible materials.

All lighting must be protected against breakage. All fluorescent lights must be sleeved, capped and secured.

Temporary Lighting

Wiring for temporary lighting, where installed inside tents and concessions, must be securely installed and must 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 cord sets must be installed at least ten (10) feet above the ground where accessible to the public.

Only properly sized bulbs as indicated on the lighting fixtures may be used. Oversized bulbs will be subject to removal until a safe bulb can be installed. Alternative florescent light bulbs have been observed to put out more light without the heat associated with incandescent bulbs and may be a more appropriate substitute.

Temporary lighting must be unplugged when the concessionaire/caterer is not present.

Use of Temporary Wiring in Portable Units

Temporary or portable electrical wiring, including light fixtures and lamp holders installed inside tents and concessions, shall be installed securely 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.

Current Taps

Current taps are not allowed.

Electric Panels

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

Abatement of Electrical Hazards

Electrical wiring, devices, appliances and other equipment that are modified or damaged and constitute an electrical shock or fire hazard must not be used.

Ground Fault Protection

All 125 volt, single phase, 15- and 20-amp receptacle outlets (2 pole, 3 wire, grounding-type, straight-blade devices) that are in use by personnel 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 that are incompatible with ground-fault circuit-interrupter devices shall not 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 GFCI protectors at 5 milliamperes. Therefore, it is important to use good quality outdoor cords and to keep cord connections and plug strips off the ground.

If the GFCI protector trips due to a faulty cord, improper cord use or faulty equipment, the problem must be corrected. Do not remove or bypass the GFCI protector. If the inspector finds that GFCI protection has been removed or bypassed, you will receive a written correction order and will be subject to a re-inspection and associated fee. If the problem is 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. It is recommended that anyone using GFCI receptacles obtain a plug-in GFCI tester and test the receptacles for proper function before electrical inspection is undertaken.

Attractions Using Contained Volumes of Water

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

APPENDIX B

FIRE SAFETY REQUIREMENTS

Any concession, catering operator or business that fails to comply with the following International Fire Code requirements will be subject to immediate closure until compliance is accomplished. If a 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 State Fair Fire Marshal.

In order to protect life and property, prevent fires and comply with fire codes, the following are to be observed:

Fire Extinguisher Required

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

Open Flames

The use of an open flame is strictly prohibited inside any exhibit building. IFC Section 308.2

Compressed Gas Cylinders

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

Flammable Liquids

Portable gasoline or liquefied petroleum gas containers will not be allowed inside any structure. Storage areas for same must be approved by the Fire Marshal. Outside use and storage of portable gasoline or liquefied petroleum gas containers must be a minimum of 20 feet from any building and approved by the Fire Marshal. IFC Section 102.8 and IFC Section 3803

Natural Gas Use

Natural gas may be used as fuel for heating and cooking. Approval from the State Fair approved gas purveyor and Fire Marshal is required. A flex gas (CSST) line shall be used to connect to the meter. This line is limited to four feet in length. Flex gas (CSST) line may not be placed along the ground or suspended in air. Gas piping must be supported at a maximum of every six feet and must be protected from displacement in traffic areas. Gas piping shall be tested on site and approved by the State Fair Building Division.

A flex gas (CSST) line may be used as a final connection from an appliance to 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 appliance shall have a shut-off located in an accessible location.

Heating & Cooking Appliances

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

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

Electric Heaters

Portable electrical heaters are not permitted in any building unless approved by the Fire Marshal and the owner of said building. IFC Section 305.1

Ignition Sources

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

Fire Lanes and Hydrants

Fire lanes must be maintained to a minimum unobstructed width of 20 feet. Overhangs or other like materials may not obstruct the vertical clearance of a fire lane by less than a minimum height of 13 feet 6 inches.

Fifteen feet of fire lane must be maintained free and clear of any obstructions, including parked vehicles, on all sides of a fire hydrant located on an access road. A minimum of three feet of clearance must 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 appliances must 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

Aisles, Entrances & Exits

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

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

Dumpsters

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

Combustible Waste

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

Flame Retardant Treatment & Standards

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