

### GENERAL TERMS & CONDITIONS

Food and beverage may not be sold or given away on the Minnesota State Fairgrounds unless licensed by the State Fair. The license for events is completely separate from the process used for the annual State Fair, and no right to operate during the fair is granted under this license. If accepted, you will be required to participate in the Minnesota State Fair cup program. You must purchase all beverage cups from the State Fair and all beverages must be dispensed in these cups.

Concessionaires licensed to make public sales at events will pay a minimum fee of \$50 per day per location or 20% of gross receipts, whichever is greater. Gross receipts means total sales after removal of state sales tax. Payment must be made directly to the Minnesota State Fair within five working days of the event. No payment may be made to persons or other organizations holding events on the fairgrounds.

Electric power and water service is available for your use.

Caterers work for a fixed dollar amount to provide specific food service. Caterers pay a 15% privilege of the total catering bill to the Minnesota State Fair. Caterers invoice the State Fair directly for payment of catering services provided to an event.

### MANDATORY INSURANCE PROGRAM

All food and beverage concessionaires are required to have general public liability insurance coverage on their operations and Workers' Compensation Insurance on their employees. 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 \$1 million, 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 fair. The cost of this coverage is \$85 for the first concession location and \$50 for each additional location. Please indicate on your registration 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

You must show evidence of compliance with Workers' Compensation Insurance statutes. A copy of your policy or certificate (or letter of exemption) providing evidence of Workers' Compensation Insurance in amounts required by statute must accompany your registration. If you need information concerning your obligation under the Workers' Compensation law, you may wish to contact:

**Workers' Compensation Division**  
443 Lafayette Road  
St. Paul, MN 55155  
651-284-5005 or 1-800-DIAL-DLI

The fair does not have a group program for Workers Compensation Insurance. Each concessionaire must provide the information requested above or a license to operate cannot be issued. If you have any questions, please contact the events department at 651-288-4400.





# Minnesota State Fair Events Concessions and Catering

## NON-FAIR CONCESSIONAIRE LICENSE REGISTRATION

Please complete one registration form per concession stand or location

Firm, organization or individual's name \_\_\_\_\_

Contact name \_\_\_\_\_

Address \_\_\_\_\_

City/State \_\_\_\_\_ Zip Code \_\_\_\_\_

Firm, organization or individual's name \_\_\_\_\_

Phone Number: Business \_\_\_\_\_ ft. frontage x \_\_\_\_\_ ft. depth \_\_\_\_\_

Space Requirements \_\_\_\_\_ Phase (single or three) \_\_\_\_\_ Volt \_\_\_\_\_ Amp \_\_\_\_\_

Electrical Requirements \_\_\_\_\_ Phase (single or three) \_\_\_\_\_ Volt \_\_\_\_\_ Amp \_\_\_\_\_

List all menu items you propose to sell, including portion size and price (be as specific as possible):

Menu Item	Portion Size	Price

List event(s) you propose to provide concessions for:

Event	Date(s)

Provide three references:

	Name	Years(s)	Phone Number
Event			
Event			
Event			

To complete your registration, you must include the following information:

- Photograph or drawing of concession operation, trailer, knock-down, etc.
- Copy of your current food handling license from the Minnesota Department of Health or Minnesota Department of Agriculture
- Copy of your Minnesota Sales Tax and Use Permit & General Liability Insurance

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Return to: Minnesota State Fairgrounds, Events Department, 1265 Snelling Avenue North, St. Paul, MN 55108**