



Showcasing local talents and the heritage of Mille Lacs County in an educational, fun and entertaining atmosphere.

COMMERCIAL EXHIBITOR MANUAL

Profit and nonprofit exhibitors

August 7-11, 2024

Please read this Exhibitor's Manual carefully. It outlines many important terms and conditions concerning the rental of space for exhibition at the Mille Lacs County Fair. The information contained in this Manual and the accompanying Commercial Exhibit Booth Rental Agreement was established for the benefit of all exhibitors and the public.

The term "**Commercial Exhibitor**" refers to all participants (profit or non-profit) making reservations with a Commercial Exhibit Booth Rental Agreement. The term "**Rental Agreement**" refers to the Commercial Exhibitor Booth Rental Agreement. The term "**Manual**" refers to the Commercial Exhibitor's Manual. The term "**Fair Board**" refers to the Mille Lacs County Agricultural Society and/or its' representative(s). The term "**Fair**" refers to the Mille Lacs County Fair. The term "**Non-Profit**" refers to any organization that holds 501c (3), (5), (7) or (9) status. For the purposes of this Manual, **proof of non-profit status must accompany any application.**

It is the Exhibitor's responsibility to read and comply with the provisions and rules of the Manual and to inform all of the personnel associated with the booth space about the rules and regulations.

All rental agreements received after July 24 increase by \$25.00.

FOOD VENDORS

The Fair Board limits each vendor to one (1) food booth and one (1) storage trailer. A food booth is a portable structure or trailer where food is both purchased and dispensed from.

- All Food Vendors are required to follow Minnesota Department of Health Food Code Minnesota Rules Chapter 4626.
- All Food Vendors must supply a current MN Food License with their Rental Agreement. The license also must be displayed in the food booth during the Fair. MN Cottage Food Registrations are accepted and must follow all rules and regulations.
- State electrical and health inspectors may inspect and re-inspect at any time during the Fair.

Ice – Ice is not available for purchase on the Fairgrounds.

Grease – Dumpster labeled "GREASE ONLY" is located between the 4-H building and the Fair Office.

Wastewater— Food booths must provide an enclosed storage tank for gray water and dispose of it in the approved pit located on the east side of the Sheep/Goat Barn.

Electric—\$80.00 per electrical connection (e.g. a food booth and a storage trailer equals two (2) connections) includes Wednesday through Sunday.

Hours—recommended hours for Wednesday 12-10pm; Thursday-Saturday 10-10pm and Sunday 10-4pm.

Electrical Inspections – The State Electrical Inspector will inspect all electrical equipment for all Commercial Exhibitors. The cost of extra electrical connections and inspection fees are the Exhibitor's responsibility and payable to the STATE OF MINNESOTA. Any repairs on Exhibitor's equipment will be at the Exhibitor's cost. All electrical installations, equipment, and repairs are to follow the National Electric Code Article 525. Trailers must have current year electrical inspection tag. Electrical cords must be SO or SOW rated. J cords are not

allowed. Vendors that do not pass electrical inspections will not be allowed to open and may be shut down for the duration of the Fair and asked to leave fairgrounds. Failure to comply will forfeit deposit.

State Mandated Regulations – All exterior exhibits must have Electrical Quick Disconnect Units to plug into. A limited number of Electrical Quick Disconnect Units are available for rent from the Fair Board. If you need one, please indicate that in the space on the Rental Agreement and submit payment with Rental Agreement fee. If a Quick Disconnect unit is rented Exhibitor is responsible to pay Electrical Inspector fee at the time they are inspected.

Commercial Building

Booths have fabric dividers and are furnished with a skirted table and two chairs.

Passes are no longer included in vendor packages. All vendors and employees must purchase armbands to be on fairgrounds. Failure to comply will result in forfeiture of deposit.

RATES/DEPOSITS

Description	Quantity	Standard Fee	Non – Profit Fee	Size	Late Fee	Total Cost
Commercial Building						
Manned Booth		\$215.00	\$150.00	8 ft. x 10 ft.	\$25.00	
Static Booth		\$245.00	\$180.00	8 ft. x 10 ft.	\$25.00	
Exterior Spaces						
Under Roof		\$125.00	\$90.00	8 ft. x 9 ft.	\$25.00	
Open Ground Area		\$100.00	\$70.00	10 ft. x 10 ft.	\$25.00	
		\$150.00	\$105.00	10 ft. x 20 ft.		
		\$200.00	\$140.00	20 ft. x 20 ft.		
Food Booths						
		\$375.00	\$265.00		\$25.00	
Electrical Outlet (each)		\$80.00				
Quick Disconnect		\$75.00				
Deposits						
Commercial Building/Exterior Spaces Booth		\$100.00	\$100.00			
Food Booth		\$175.00	\$175.00			

Fees established by Fair Board action January 26, 2017
Last Revision Date: February 15, 2024

The full amount of the rental fee must accompany the Rental Agreement. In addition, a **SEPARATE CHECK** for the deposit needs to be included. This check will be returned on Sunday evening (after 4 pm) when the exhibit is dismantled, provided the Exhibitor has followed all requirements, rules, regulations and has been a “good neighbor”. Checks for the rental fee that are returned to the Fair Board for any reason will automatically cancel the Rental Agreement.

AGREEMENT REQUIREMENTS

The Rental Agreement does not allow transferring or subletting of exhibit space. Any Rental Agreements with missing components will be returned in their entirety to the contact person. Missing information will result in an unapproved Rental Agreement and forfeiture of deposit. When the Rental Agreement, required documentation,

and fees are received and approved, the Fair Board will sign it and a confirmation will be sent to the Exhibitor. Vendor spaces cannot be opened without all requirements in place.

Exhibitor spaces will be filled on a first received, first accepted basis. The Fair Board reserves the right to reject any Rental Agreement for any reason.

Insurance

A Certificate of Insurance in the amount of \$1,500,000 per occurrence and \$2,000,000 aggregate for liability coverage naming the Mille Lacs Agricultural Society as additional insured must accompany the Rental Agreement.

Hold Harmless

A Hold Harmless Agreement, signed by the Exhibitor and all participants, holding the Fair Board harmless must accompany the Rental Agreement.

Sales Tax

Exhibitors are responsible for the collection of sales tax. The sales tax numbers must be on the Rental Agreement. Exhibitors must complete and submit a Minnesota Department of Revenue form ST19 with the Rental Agreement. **All** vendors are required to fill out an ST-19 even if products are not being sold.

Cancellation Refund Policy

Exhibitors desiring to cancel their Rental Agreement and request a refund must do so in writing prior to August 1. After August 1 there are no refunds.

RULES AND REGULATIONS

- ✓ Smoking/vaping is prohibited in fair buildings or within 50 feet of all structures. Smoking of recreational cannabis is prohibited on Fair Grounds.
- ✓ Booth Placement is at the discretion of the Fair Board vendor committee. Placement is subject to change each year.
- ✓ Exhibitors must notify the Fair Board of any changes in company name, address, telephone number or management as currently indicated on their Rental Agreement.
- ✓ All campaigning must be done from a booth or within 10 feet of the space directly in front of the booth. Campaigning or handing out election material while walking the grounds is prohibited. Failure to comply will forfeit deposit.
- ✓ Exhibitors shall keep their area neat and clean and not obstruct any walkways.
- ✓ Display of signs must comply with the Fair Board's sign policy. Posting on and in buildings/structures are not permitted.
- ✓ Exhibitors must submit a list of all items to be sold, displayed, advertised, promoted or demonstrated with the Rental Agreement. Exhibitors may not give guns, knives, cigarette lighters or similar/facsimile items as prizes or winnings, except pre-approved raffles. All items must be family-friendly. Any item in an Exhibitor's space, not authorized per the Rental Agreement is subject to immediate removal at the Fair Board's discretion. If it is not removed immediately, the Fair Board may close the leased space and remove the Exhibitor without liability or return of the Exhibitor's fees or deposit. The Fair Board reserves the right to request removal of any item in an Exhibitor's space that is not consistent with the Fair Board's mission statement.
- ✓ The activities of the Exhibitor shall not interfere with other Exhibitors, Performers or Fairgoers. Nuisances such as excessive noise, foul language or obscene gestures shall not be tolerated.
- ✓ The Fair Board requests that you report mistreatment or extortion practiced by any Exhibitor at the fair.
- ✓ Posting of stickers or literature to any Fairgrounds property whether permanent or temporary, or to vehicles within the Fair parking lots is not allowed and all material must be removed by the Exhibitor. Violating this rule forfeits any fees or deposits and Exhibitor may be subject to expulsion.

Prize Drawings

The Fair Board reserves the right to approve or deny any drawing to be conducted during the Fair for any reason. It shall be the Exhibitor's responsibility to notify the winners and arrange for delivery of the prizes.

GENERAL INFORMATION

Exhibitor Building Display Hours

Wednesday	12 PM to 8 PM
Thursday	9 AM to 8 PM
Friday	9 AM to 8 PM
Saturday	9 AM to 8 PM
Sunday	9 AM to 4 PM; vendors may break down their booth/display between 3 and 4 PM but must be present at 4 PM in order to receive their deposit check back. Fair Board members will deliver deposit checks.

The Commercial Building will be available for Exhibitor access 15 minutes prior to opening. Use the east side door for entrance. Vendor departures occurring between 4 and 7 pm Sunday must occur via the Southwest gate. Vendors who are unable to open or operate their booth on any given day due to a lack of staffing, supplies, or unanticipated circumstances must inform a member of the Fair Board or the Fair Office immediately.

Set-up and Tear-down Times

All Exhibitors must check in at the Fair Office before setting up or occupying their space. Exhibitor set up time is Tuesday 8 AM to 9 PM and Wednesday 8 AM to 12 PM.

Any Exhibitor who begins tearing down or dismantling their display area before Sunday at **3 PM** without prior approval from the Fair Board Vendor Committee will forfeit any deposit without exception.

Vehicles, Utility Vehicles and Deliveries – refer to the map on Page 6 of this manual

All vehicles must use the **Southwest Gate** (First Street/Racetrack Gate) during the Fair. This includes setting up and tearing down booths. The **East Gate** (Main Entrance) will be closed to vehicular traffic until 7 PM on Sunday.

Exhibitor vehicles, including those holding excess inventory are to be parked in the designated area south of the speedway fence. Failure to comply will result in forfeiture of deposit check.

All delivery vehicles must enter and exit the Fairgrounds through the **Southwest Gate** (First Street/Racetrack Gate) prior to 8 AM. After 8 AM, delivery vehicles cannot drive on the Fairgrounds past the Midway, and all items will need to be brought to the vendor spaces by handcarts. Failure to comply will result in forfeiture of deposit.

Security

Security staff will be on the Fairgrounds during all Fair days. Security will not watch over individual booths. It is recommended that exhibits not be left unattended during the hours the event is open to the public. The Fair Board is not responsible for any loss by theft, fire, accident, or act of God, before, during or after regular Fair hours.

Emergency/Lost and Found

Emergencies, emergency messages, information on lost, found or stolen articles, lost children, etc., should be reported to the Fair Office.

Disputes

The Fair Board shall be the final arbiter of any disputes involving Exhibitors. The Fair Office shall provide known information regarding the dispute to at least two Fair Board Directors to represent the Fair Board.

ATM - Located by Fair Office

Pets

Only ADA compliant Service Animals with proper identification are allowed on the Fairgrounds. Other animals must be part of an authorized activity or exhibit to be allowed on the Fairgrounds.

CONTACT INFORMATION

Mailing Address

Mille Lacs County Fair
P.O. Box 595
Princeton, MN 55371

Fair Location

Mille Lacs County Fairgrounds
1400 Third Street North
Princeton, MN 55371

Fair Office

The Fair Office is located just inside the main entry gate of the Mille Lacs County Fairgrounds. Please call-in advance for Fair Office hours if planning to visit the fairgrounds. The office is not staffed. You may also directly contact Dave Lehr, Fair Board Vice-President at 612-209-8-90 or Marty Grimm, Fair Board Treasurer at 320-241-8625 to arrange an appointment to visit the site.

Fair Office Telephone Numbers

Telephone: 763-389-3138

Fair Website and E-mail

www.millelacscountyfair.com
millelacscountyfair125@gmail.com

Fair Hours

Gates open at Noon on Wednesday and 8 AM daily Thursday through Sunday and close at the end of each day's scheduled activities.

MAP OF MILLE LACS COUNTY FAIRGROUNDS

