

**ANOKA COUNTY FAIR**  
July 23rd – July 28th, 2019

**COMMERCIAL BUILDINGS "INSIDE" EXHIBITOR RULES**

**THIS LICENSE DOES NOT PERMIT SUBLETTING SPACES DESCRIBED,  
NOR IS THIS LICENSE/CONTRACT TRANSFERABLE.  
CONTRACT TERMS ARE ONLY FOR DATES PRINTED.**

A. Renewal of last years Space Contracts, & Electrical forms are due back May 1st. A certificate of Insurance for the current year is required by July 1<sup>st</sup>. Final balance due July 1<sup>st</sup>. Note: If you have any hired help/labor or contract labor to man your booth, you will also be required to have Workers Comp. coverage.

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B. **COMMERCIAL "INSIDE" SPACE INFORMATION & COST**

Bldg. #	Booth size	Cost
Bldg. #1	(10'x 10') Draped Booth	\$300.00 per booth
Bldg. #2	(10'x 8') Draped Booth	\$240.00 per booth
	(12 x 10') Draped Booth	\$360.00 per booth
Bldg. #3	(10'x 8') Draped Booth	\$240.00 per booth
	(12'x 10') Draped Booth	\$360.00 per booth

NOTE: Space cost includes booth draping & 1-15 amps Electrical Outlet per booth contract. If additional OUTLETS are needed, please note this on the Electrical form which is to be sent in with the Space Contract. "Outlets" are located on the back wall behind the drape.

C. **ELECTRICAL**

Electrical contracts are to be sent in with your space contract. All electrical units will be required to have a disconnect switch if you are using multiple accessories within your booth. All Electrical cords have to have a ground wire & follow State Code. No one other than the authorized Fair Electrician will be allowed to perform any electrical hookups to any Fair or County owned property or the wiring of any equipment on the fair grounds due to insurance & state permits.

D. **BOOTH REQUIREMENTS**

Display height in buildings 1,2,3, will be limited too 8' high on the back side with both sides limited to 4' in height on the front half of the distance (depth) toward the back. The back half of the sides will be allowed to extend to the 8' height as long as this part of your display is finished off so as not to be offensive or a distraction to the exhibitor next to you. Drapes will be 8' high on the back wall and 4' high between each booth.

E. **MN. Dept. of Revenue ST-19 Sales Tax Form.**

All Exhibitors/Vendors will be required to fill out a St-19 Sales Tax Form and return with your contract showing that you have a MN. Tax ID #. We are now required to have this on file each year for the State. Sorry but if you don't fill it out and return the form; we will have to decline your contract.

F. PARKING - VEHICLE TRAFFIC - DELIVERIES

Their WILL BE FREE PARKING IN THE WEST PARKING LOT ACROSS THE STREET WITH ENTRY THROUGH THE WEST GATE. There is No Reserve Parking long with NO Parking allowed behind any of the Buildings on the west side of the grounds or service road directly behind the carnival area or Emergency service Road behind the Sheriff Dept.

All deliveries by car/trucks will be completed by 9:00 am each day with NO VEHICLE TRAFFIC ALLOWED on the blacktop between 9:00 AM & 1:00 AM.

G. SET-UP TIMES

Buildings will be available for a booth set-up on the following days & time.  
Sat July 20<sup>th</sup> 10:00 A.M. - 4:00 P.M. SUN July 21<sup>st</sup> 1:00 P.M. 5:00 P.M.  
Monday July 22<sup>nd</sup> 8:00 A.M. to 9:00 P.M.

All displays must be set-ups in your assigned space by 9:00 PM Monday evening. The buildings open on Tuesday at 11:00 A.M. for exhibitors to attend their booths for last minute details.

Reminder: NO VEHICLE TRAFFIC ALLOWED ON THE BLACKTOP AFTER 9:00 A.M. ON TUESDAY.

H. TEAR DOWN TIMES

The tear down of Exhibitor display's can start after 7:00 P.M. NO VEHICLE TRAFFIC on the grounds until announced by the fair board. Display's/Equipment will have to be carried/carted to the parking lot. On Monday, July 29<sup>th</sup>, the buildings will be open from 8:00 A.M. to 5:00 P.M. for a final tear down.

NOTE: Booths vacated before 7:00 P.M. Sun. will cancel the following year contract.

I. COMMERCIAL EXHIBIT BUILDING HOURS

The building hours will be open as follows:

Tue.: 1:00 P.M. - 9:00 P.M. (Note: 11:00 A.M. to 1:00 P.M. final set-up)

Wed: through Sat: 11:00 A.M. - 9:00 P.M. Sun: 11:00 A.M. - 7:00 P.M.

New in 2019: Booths are no longer required to be manned. No entry prior or anyone allowed to stay past scheduled hours due to security reasons.

J. EXHIBITORS TICKETS

The individual in charge of the contract/booth can purchase discount admission tickets for your workers at \$6.00 per ticket per day ONLY AT THE FAIR OFFICE.

The OUTSIDE GATE WILL START ON TUESDAY, July 23<sup>rd</sup> at 7:00 A.M. and their will be NO ADMITTANCE without a ticket, as full price will be charged. Tickets are sold PRIOR TO OPENING DAY on a 1 ticket per person per day basis. Exhibitor tickets are for workers only & not for guests or the General public. Full price will be charged starting at 7:00 A.M. Tue. July 23<sup>rd</sup> with No Admittance allowed without a ticket. We do have a Will Call available to leave tickets at for your workers.

Please notify ALL workers in your booth to purchase Exhibitor tickets by Monday July 22<sup>nd</sup> (set-up day).

K. INSURANCE

A copy of your INSURANCE COVERAGE of \$2 million (Certificate of Accord) is required by July 1<sup>st</sup>.

NOTE: The Anoka County Fair needs to be named as Certificate Holder. If you have any hired help/labor or contract labor involved in your booth space, you will also be required to have Workers Comp. Coverage.

\*\*On the Space Contract, list ONLY the Company affording coverage, NOT THE PRODUCER/AGENT

\*\* The Fair Board will again be able to offer liability coverage (No Workers Comp.) at cost of \$100.00 for \$2 Million coverage from an independent insurance source. Please note this on your space contract and make out a check to the Anoka Cty Fair for this amount which must be purchased by July 1<sup>st</sup>.

L.

No additional products/items/services will be added or allowed other than what is typed on the contract by the Fair Board. A Written Request must be submitted to the Fair Board prior to sending in the contract with approval by the Fair Board before any changes can occur.

**\*\*Giveaways of any food or drink products are not allowed**

M.

No merchandise, displays, signs, will be allowed to extend beyond the FRONT EDGE of your stand which would obstruct the normal view of any other exhibitor or disrupt the normal flow of traffic.

**N. PROHIBITED ITEMS FOR SALE OR DISPLAY.**

Items PROHIBITED FOR SALE/DISPLAYED on the Grounds during the Fair: Butterfly knives, switchblades, throwing stars, num-chucks, handcuffs, Whips, Fireworks, Snaps, gun of any kind that fire any kind of projectile, chains & or any kind of martial art's weapon, leather bands/gloves with any metal attached, including any Foam rubber or plastic versions of the above items, Stun-guns, Aerosol cans that squirt or project any repellent, Laser lights/Pointers Display's, Pictures, drawings, Clothing or articles that contain nudity or offensive language toward any ethnic group, Employees or the general public attending the Fair.

O.

All exhibitors/workers will conduct their business in their assigned booths only. No roving solicitations, handouts of any printed matter outside of your booth or in the parking lots.

**P. Balloons: NO HELIUM TANKS & HELIUM BALLOONS WILL BE ALLOWED INSIDE THE BUILDINGS. ONLY AIR BALLOONS ALLOWED INSIDE ANY BUILDINGS!**

Balloons will be allowed (Except NO Metallic Balloons allowed) to be sold or given away with the following rules: All AIR tanks must be secured to a special stand or chained to a structure so as to prevent the tank from falling. You are required to provide liability Ins. for this.

Q.

Camper space is available by calling the Fair office 2 weeks prior to the fair or when sending in your contract. It is handled on first come, first serves basis as we are limited in space. Cost: \$85 which includes 1-20amp an electrical outlet. Exhibitor Gate Admission tickets are not included in camper fees.

Stock trucks/trailer's fees are \$20 per unit not including Electric.

**\*\*All campers & Trailers requiring electric service will need to use EXTRA HARD USAGE CORDS**

**R. TABLE & CHAIR RENTAL:**

A rental form CEI Displays is enclosed for any of you needs of tables, chairs, stools, or carpet. Mail this form back to their office.

The above rules are in addition to any rules & regulations found on the back of the space and electrical contracts. The Fair Board reserves the right to reassign space locations without notice if it is in the best interest of the Fair. If you have any questions, please call the Fair Office.

Thank you for your cooperation,  
The Anoka County Fair Board