

Anoka County Fair
July 23rd – July 28th, 2019
COMMERCIAL "OUTSIDE" EXHIBITOR RULES

THIS LICENSE DOES NOT PERMIT SUBLETTING SPACES DESCRIBED,
NOR IS THIS LICENSE/CONTRACT TRANSFERABLE.

WE DON'T OFFER EXCLUSIVE RIGHTS TO ANY VENDORS. CONTRACT TERMS ARE ONLY FOR DATES PRINTED.

A.

Renewal of last years spaces contracts, are DUE IN BY MAY 1st, ALONG WITH THE ELECTRICAL Contract. Final balance is due July 1st plus an Insurance certificate for the current year. The Fair Board reserves the right to make changes in booth locations with no advance notice to the exhibitor.

B.

COMMERCIAL "OUTSIDE" SPACE COST

Outside space locations size & cost are based on a minimum 10' frontage at \$300.00. Any ADDITIONAL front footage cost will be figured at \$30.00 per front foot. NOTE: Included in the minimum 10' cost you will receive ONE (1) 20 AMP 110 volt Electrical outlet for your needs. Any additional electrical service must be noted on the electrical form which must be sent in with your space contract.

C.

ELECTRICAL

All electrical units will be required to have a Circuit Breaker or disconnect switch in your stand/canopy along with the proper grounding & SO City Approved cords that will run from your location to the nearest power box. If you are using multiple accessories within your booth, a power surge strip will be used. All Electrical cords required to have a ground wire & follow City Code. All outside locations will be inspected by the City Electrical Inspector upon set-up & will NOT BE PERMITTED TO BE ENERGIZED UNLESS IT HAS A CURRENT INSPECTION STICKER FOR THIS YEAR. All booths are subjected to a City inspection fee; this fee will be added to your space contract. Only the Authorized Fair Electrician will be allowed to perform any electrical hook up to any Fair or County owned property or the wiring of any equipment on the fair grounds due to insurance & state permits. This will also include Campers/Stock trucks. A daily inspection will be done by the Fair Electrician for the safety of everyone who attends the Fair. If you need a special hook up, please let us know AHEAD OF TIME so we can accommodate your needs.

*** If you provide your own disconnect box & cord it must be GFI protected and must meet City Electrical Requirements.

NOTE: All campers & stock trucks MUST use the Extra Hard cords.

D.

DELIVERIES - VEHICLE TRAFFIC - PARKING

All deliveries by car/trucks will be completed by 9:00 a.m. each day with NO VEHICLE TRAFFIC ALLOWED on the blacktop between 9:00 A.M. & 1:00 A.M. Tuesday thru Sunday.

PARKING: There is "FREE PARKING" on the Fair Grounds or across the Street in the West Parking Lot. There is NO RESERVE PARKING along with NO PARKING ALLOWED BEHIND ANY BUILDINGS OR THE SERVICE RD BEHIND THE CARNIVAL AREA & EMERGENCY RD BEHIND THE SHERIFF DEPT. TRAILER.

E.

TENT/CANOPY INFORMATION

Skyway Tent Rental will again provide tent/canopy rentals. Fill out the tent form and return along with your space contract.

If you have your own tent, you MUST HAVE APPROVAL FROM THE FAIR BOARD AND BE OF COMMERCIAL GRADE ALONG WITH INSURANCE COVERAGE BEFORE BEING SET ON THE GROUNDS.

TABLE, CHAIR RENTAL INFORMATION

Table & Chair rentals will be offered again this year through CEI Displays. Their order form is enclosed and if you have any questions, please call them at 763-755-8111.

F. MINNESOTA DEPT. of REVENUE ST-19 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.

G. SET-UP TIMES

SAT July 20th 10:00 A.M. to 4:00 P.M. - SUN July 21st 1:00 P.M. to 5:00 PM. - MON. July 22nd 8:00 A.M. to 9:00 P.M.

All display's must be in assigned space by Monday evening at 9:00 P.M. with all display's set-up by 1:00PM, Tue. Which is the official opening time of the Fair.

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

H. TEAR DOWN TIMES

Tear down on Sun. evening, CANNOT START BEFORE 7:00 P.M. You can remove displays/equipment from your booth after 7:00 P.M. on Sunday evening with a reminder that there is NO VEHICLE TRAFFIC ALLOWED ON THE GROUNDS and goods will have to be carried/carted to the parking lot.

All display's/equipment must be removed by Monday, July 29th at 5:00 P.M.

Display's or booths vacated before prior to 7:00 P.M. Sunday will cancel the following year's contract.

I. OUTSIDE COMMERCIAL EXHIBIT HOURS

NOTE: As an outside exhibitor you can open before the scheduled 11:00 A.M. time and remain open until 12:00 Midnight each night, which is the closing time of the fair.

New in 2019: Booths do not need to be manned. Take note of the new hours below:

TUE. 1:00 - 9:00 P.M. WED. 11:00 - 9:00 P.M. THUR. 11:00 - 9:00 P.M.
FRI. 11:00 - 9:00 P.M. SAT. 11:00 - 9:00 P.M. SUN. 11:00 - 7:00 P.M.

J. EXHIBITOR ADMISSION TICKETS

The individual in charge of the contract/booth can purchase discount Exhibitor tickets for your workers at \$6.00 per ticket per day ONLY AT THE FAIR OFFICE ON OR BEFORE MON. JULY 22nd. Starting at 7:00am Tue. July 23rd FULL PRICE (\$10) WILL BE CHARGED AT THE OUTSIDE GATE WITH NO ADMITTANCE WITHOUT A TICKET.

*Please notify ALL workers in your booth to purchase Exhibitor Tickets by Monday July 23rd (set-up day)

Exhibitor tickets are for workers only, and not for the general public. Full price will be charged starting at 7:00 A.M. Tue. July 23rd with No Admittance allowed without a ticket.

We do have a Will Call available to leave tickets at for your workers.

K. ** INSURANCE

A copy of your INSURANCE COVERAGE of \$2 million (Certificate of Accord) for the CURRENT YEAR will be due 30 days prior to the opening of the Fair.

DON'T SEND OUTDATED CERTIFICATES. LIST ONLY THE INSURANCE CO. AFFORDING COVERAGE, NOT THE PRODUCER/AGENT.

We will again be able to offer a 2 million-dollar coverage thru our Fair policy for a COST OF \$100 which again has to be purchased 30 day's prior. Insurance form for this coverage enclosed. Note: if you have any hired help, you must also have workers' comp. coverage

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. Approval must be granted 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 or DISPLAYED on the Grounds during the Fair: Laser Lights, 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 arts weapons, 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, 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.

**Exhibits in front of Motor Homes/campers will not be allowed, unless they are covered from public view along with signs or materials relating to any religious/political groups that are not vendors under contract.

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**

Balloons are allowed to be sold/given away with the following rules: All AIR/HELIUM tanks must be secured to a special stand or chained to a structure so as to prevent the tank from falling. You must provide liability Insurance coverage along with a copy to the Fair Board.

** (NO METALLIC BALLOONS ARE ALLOWED** NO Helium balloons to be sold or handed out free inside any building's.

Q. **CAMPERS**

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 for CAMPER Space will be \$85 with 1-20 amp electric included. You must purchase Exhibitor tickets for each day or a wrist band that is good for the 6 days.

Stock trucks will be charged \$20. With electric \$45.

NOTE: ALL Electrical Cords to any camper or stock trucks will be the Extra Hard Usage type as required by the State.

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