

2019 OUTDOOR COMMERCIAL EXHIBITOR APPLICATION

The McLeod County Agricultural Association is now accepting contracts for review from Outdoor Commercial Exhibitors for the McLeod County Fair, August 14-18, 2019. The exhibitor must complete this application entirely. The McLeod County Agricultural Association will then review each submitted application. Once accepted, the contract will be signed by the McLeod County Agricultural Association and returned to the entity applying for admittance.

*THIS FORM MAY BE PRINTED OFF AND MAILED WITH REQUIRED DOCUMENTS AND PAYMENT IF PREFERRED. A printable pdf version is available on the website. Please make checks payable to: "McLeod County Agricultural Association" and mail to the address listed at the bottom of this form.

TIMELINE:

- Contracts received until August 4th (after August 4th, on a case-by-case basis).
- Once accepted - Contracts signed by McLeod County Agricultural Association and returned to vendor designating acceptance. No post card sent.
- Checks cashed 1st week of June (or at time of online form submission). NO refunds after July 1st.
- All exhibitors must check in with Steve Kuttner at the fair office for location placement for the fair. No guaranteed spots. Placement is based on electrical needs and the best interests of the McLeod County Fair. Vendor packets will be distributed at time of check-in.
- Steve Kuttner will be available Monday, Tuesday and Wednesday prior to the start of the fair for placement. Other times may be available based on Steve's availability. All vendors shall be set up and ready for an electrical inspection starting at 9am Wednesday.

FAIR DATES: WEDNESDAY, AUGUST 14 - SUNDAY, AUGUST 18, 2019

FAIR LOCATION: McLEOD COUNTY FAIRGROUNDS - 840 CENTURY AVE SW, HUTCHINSON, MN 55350

HOURS OF VENDOR OPERATION:

WEDNESDAY: 1:00PM - 10:00PM, THURSDAY: 10:00AM - 10:00PM, FRIDAY: 10:00AM - 10:00PM, SATURDAY: 10:00AM - 10:00PM, SUNDAY: 10:00AM - 8:30PM

***1 FREE 20amp Electrical Connection for applications received and paid in full by June 1st!** Please indicate on application if 20amp connection is needed. Must be designated on the form in advance to be free, otherwise \$30 per 20amp connection is required.*

CONTACT INFORMATION

First Name

Last Name

Email Address

Sign up for email updates from McLeod County Agricultural Association

Organization

REQUIREMENTS & GUIDELINES

Fees are \$15.00 per lineal foot (10ft. minimum) depth cannot exceed width (lineal). Example: 20ft. trailer/tent= 20ft @ \$15= \$300.00 plus electrical/water (if needed). Vendor has a 20'x20' area.

Payment is required in full. Refunds will be available up until July 1st. NO REFUNDS AFTER THAT DATE.

ELECTRICAL: The electrical supply is very limited and must be reserved. An electrical inspection will be conducted by a MN State Electrical Inspector before the

FEES, ELECTRICAL, & WATER REQUESTS

Outdoor Commercial Exhibitor Space
Outdoor Commercial spaces are priced \$15.00/ lineal foot (10' minimum) of frontage space. Indicate number of linear feet below for correct booth rate:

QTY ▼ \$15.00

50amp Electrical Connection
**All vendors are responsible to comply by the State Electrical rules and regulations per the pdf that is located on our website.

Title

Address Line 1

Address Line 2

City

State

Select State ▼

Postal Code

Phone Number

Person operating stand during the fair &
Cell Phone Number

Website URL

Are you a returning vendor or new to our
fair?

- Yes, Returning Vendor
- No, This is our first year

ITEMS BEING SOLD

In an effort to be fair to all vendors, the McLeod County Agricultural Association has the right to reject any application or food item they are selling. Each vendor must list the items sold below and not sell outside their list unless being approved by the McLeod County Agricultural Association.

Please list ALL items that will be sold:

If general camping were to be offered on-site in the future, would you be

event. All vendors must pass an electrical inspection by the State Electrical Inspectors before participating in sales at the McLeod County Fair. See the [Electrical Information PDF](#) on our website for details. Each vendor is responsible for all fees/costs associated with State Electrical Inspection. The circuits you plug into will be protected by a ground fault circuit breaker (GFCI) located at the panel board. We strongly suggest your equipment be tested by an electrician using GFCI circuits to prevent tripping of the breaker and potential damage or loss of product. Vendors must have at minimum 100' of appropriate sized and construction-type of rubber cord to feed their trailer. If you have plug-in splices they must be elevated off the grass and wrapped in plastic to ensure they stay dry and watertight. All vendors shall be set up and ready for an electrical inspection starting at 9am Wednesday.

PUBLIC WI-FI AVAILABLE: FREE public Wi-Fi is available on the fairgrounds. This can be used for credit card transactions if needed, however, there will be an option to access a secure network connection for a small fee if desired. More information will be handed out at vendor check-in.

MINNESOTA DEPARTMENT OF REVENUE: All vendors must comply with the Minnesota Department of Revenue. The MN Dept. of Revenue requires all county fairs to collect a completed **ST-19 Certificate of Compliance** form from all vendors designating a valid Minnesota Sales Tax ID#. See the ST-19 pdf link on our website. Print and return a completed form with this contract for each stand.

INSURANCE: All vendors must have General Liability Insurance naming the McLeod County Agricultural Association as **additional insured with \$1,000,000 minimum coverage**. Submit the Certificate of Liability Insurance naming the McLeod County Agricultural Association as additional insured with this contract.

PASSES: The McLeod County Ag Assn's Fair is an **ALL PAY FAIR** and requires payment for admittance from everyone.

QTY ▼ \$100.00

20amp Electrical Connection

**All vendors are responsible to comply by the State Electrical rules and regulations per the pdf that is located on our website. 1 FREE connection for applications received and paid in full by June 1st. \$30/connection after June 1st.

QTY ▼ \$0.00

Supply Trailer: 50amp Connection

**All vendors are responsible to comply by the State Electrical Rules & Regulations per the pdf that is located on our website.

QTY ▼ \$100.00

Supply Trailer: 20amp Connection

**All vendors are responsible to comply by the State Electrical Rules & Regulations per the pdf that is located on our website.

QTY ▼ \$30.00

Water

Water access is available to vendors for a \$25.00 connection fee per trailer/stand.

QTY ▼ \$25.00

Commercial Exhibitor/Vendor Season Pass

Discounted season passes are available to exhibitors & vendors only, and are for those that are helping staff your booth/vendor space. Passes will be included in your vendor packet and ready for pick-up at vendor check-in.

QTY ▼ \$15.00

Commercial Exhibitor/Vendor Day Pass

Discounted day passes are available to exhibitors & vendors only, and are for those that are helping staff your booth/vendor space. Passes will be included in your vendor packet and ready for pick-up at vendor check-in.

QTY ▼ \$5.00

REQUIRED ATTACHMENTS

CERTIFICATE OF LIABILITY INSURANCE

interested?

- Yes
- No
- Maybe

However, **each vendor will be given 2 free season passes per paid space.** Additional passes for vendors are available at the Fair Office for a discounted rate until 1:00pm Wednesday. After 1:00pm, passes are full price. Your complimentary and pre-paid passes will be included in your vendor packet at check-in.

PARKING/ SUPPLY TRAILERS: Everyone **MUST** park supply trailers/vehicles in the designated vendor parking area in the West parking lot. No trailers or vehicles will be allowed on the grass or near the vendor's stand. There is a limited supply of electrical for supply trailers/vehicles in the parking area and must be reserved in advance. **No motor vehicles will be permitted servicing vendors 9:00AM - 10:00PM. All products must be hand carted to vendor's stands between those times.**

STORAGE: No outside storage will be allowed around or near the stand. Everything must be self-contained inside the stand or in the storage trailer/vehicle in the parking lot.

CAMPING: Camping space on the fairgrounds is limited and reserved for livestock exhibitors. The City of Hutchinson and McLeod County have campgrounds located within a few miles of the fairgrounds. A listing of a few options can be found on the vendor pages of our website, www.mcleodcountyfair.com.

SECURITY: The McLeod County Agricultural Association is not responsible for items lost, damaged or stolen during or after regular fair hours. **If you are expecting a delivery from a courier, please let them know to get a hold of YOU for sign off, not the fair office.**

DISMANTLING: No vendor may dismantle before Sunday at 8:30PM for safety reasons. All vendors must completely remove their stand by Monday at 5:00PM following the fair.

VENDOR AVAILABILITY: To be fair to our attendees, it is very important that each vendor be open and available during the times listed above. Vendors are welcome to remain open beyond posted

Completed form must be attached before submitting.

No file chosen

MN DEPT. OF REVENUE ST-19 CERTIFICATE OF COMPLIANCE FORM

Completed form must be attached before submitting.

No file chosen

FOR OFFICE USE ONLY

APPLICATION STATUS

- Vendor Application ACCEPTED
- Vendor Application accepted with MODIFICATIONS
- Vendor Application DECLINED

Comments (if any):

Application Accepted By the McLeod County Agricultural Association:

Signature & Date:

times if desired.

VENDOR CONDUCT: The McLeod County Agricultural Association allows vendors to participate in the McLeod County Fair as long as they conduct themselves in accordance with a "family" and "community" event. Vendors who fail to promote a "family" and "community" attitude will be removed and will forfeit their fees.

I HAVE READ AND AGREE TO COMPLY WITH ALL REQUIREMENTS AND GUIDELINES OF THIS CONTRACT.

TERMS & CONDITIONS: For and in consideration of the right and privilege of entering, participating and otherwise engaging in the McLeod County Fair to be held in Hutchinson, Minnesota, the undersigned being of full lawful age and or having full authority for and on behalf of the company or corporation mentioned thereafter, does hereby release, forever discharge and agree to hold harmless the McLeod County Agricultural Association, its Board of Directors, its other officers, employees and agents, their heirs, successors and assigns from any and all claims, actions, causes of actions and demands by reason of any consequence of undersigned's participation in said McLeod County Fair.

The undersigned vendor agrees to the stipulations of this contract and the policies outlined therein. Failure by the vendor to abide by these policies and stipulations may result in immediate removal from the McLeod County Agricultural Association's county fair with out refund. The McLeod County Agricultural Association reserves the right to cancel this event at any time or this contract without cause. The McLeod County Agricultural Association cannot be held responsible for acts of Mother Nature which have a negative effect on the event.

BY SELECTING THIS BOX, I HAVE READ AND AGREE TO COMPLY WITH ALL TERMS & CONDITIONS OF THIS CONTRACT

Questions? Contact Steve Kuttner, outdoor vendor coordinator - Phone: (320)582-6537 or Email: sjonk01@gmail.com

The McLeod County Agricultural Association values and appreciates our vendors and are always open to suggestions. Please forward to sjonk01@gmail.com or manager@mcleodcountyfair.com. You may also indicate any comments or suggestions on the vendor comment form (found in vendor packet) and return to the fair office by the conclusion of the fair.

Not Submitting your application online? MAIL this contract (completed in its entirety), ST-19 form, Insurance Certificate, Photo of Stand and Full Payment to:

Steve Kuttner, Outdoor Vendor Coordinator
21380 York Road
Hutchinson, MN 55350

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