

July 24th
Thru
July 28th

2019

Commercial Exhibitor Information



The term “**Contract Exhibitor**” refers to all participants making reservations with a Booth/Space Rental Agreement application, both inside and outside. IT WILL BE THE EXHIBITOR’S RESPONSIBILITY TO READ AND COMPLY WITH THE PROVISIONS AND RULES OF THE ISANTI COUNTY FAIR AND TO INFORM ALL OF THEIR PERSONNEL ASSOCIATED WITH THEIR RENTAL SPACE, ABOUT FAIR RULES AND REGULATIONS. **Please read this exhibitor’s information**, it outlines many important terms and conditions governing the leasing of exhibit space for the purpose of participating in the Isanti County fair. This information packet and the booth/space rental agreement were established for the benefit of all participants, and fair visitors. The Isanti County Fair reserves the right to accept or deny any application for commercial exhibit space and will not offer “Exclusive Rights” to any vendor.

TABLE OF CONTENTS

	<u>Page</u>
Application Requirements	2
Space Locations and Rates	2
Payment Information	3
Insurance	3
Sales Tax Forms	3
Early Dismantling/Appearance Guarantee Deposit	3
Cancellation/Refund Policy	4
Fair Location	4
Set Up Times	4
Staff Space Times	4
Space Requirements	5
Table/Skirting	5
Table/skirting Rental	5
Signage Purchase	5
Electricity	5
Security	5
Freight Delivery	5
Vehicles and Parking	6
Advertising and Sales	6
Prohibited Items for Sale or Displayed	6-7
Camping	7
Pets	7
Emergency Information	7
Disputes	7
Alcohol, Drugs and Behavior	7
Check Out	8
Liability	8
Newell Policy	8

Application Requirements:

- ❖ Agreement, completed ST19 and 50% deposit due June 15th to reserve space.
- ❖ Upon receipt of your signed agreement, you will receive an invoice for any balance due, along with the list of any missing documentation needed.
- ❖ Space rental may not be transferred by any means to another party without the consent of the fair board.
- ❖ **ALL DOCUMENTS, FEES AND EARLY DISMANTAL/GUARANTEE OF APPEARANCE CHECK MUST BE RECEIVED AND PAID IN FULL BY JULY 8TH.**
- ❖ The fair reserves the right to accept or deny applications for exhibitor space.

Space Locations and Rates:

❖ **Inside Space Rentals - Curling Building**

The fair will furnish

- 110V 20 amp electric plug-ins
- 8' curtain backdrop and
- 3' side curtains.

Rates

- \$125 per 8' deep and 10' frontage space in main arena
- \$225 per 8' deep and 20' frontage space in main arena

Additional Items and or Charges

- Exhibitors will have to furnish their own electrical cords, tables, chairs, etc.
- Please bring matting to cover any exposed cords
- Skirting is required on all tables
- Tables with skirting can be rented and signage is available - see below

❖ **Kennel Shelter Space-** Open side pole building in high traffic area, well lit with roof and electric

Rates

- \$125 per 10' X 10' space
- \$10 per running foot for any extra space

Additional Items and or Charges

- Rates are negotiable for larger displays. Please call with description of exhibit and dimensions of space needed for pricing. No dividers or curtains furnished.

❖ **Outside Locations-** First Street is located on paved walkways and most are 16' to 32' deep.

Contract space size includes awnings, overhangs, trailer hitches and tie-on's.

The fair will furnish

- 110 electric and water hookups

Rates

- **First Street**
 - ★ \$125 for up to 15' frontage
 - ★ \$10 per foot for any extra space

Additional Items or Charges

- ★ 50 amp service for any outside location is an additional \$60

Payment Information:

**All checks and money orders are to be made payable to:
Isanti County Agricultural Society
And mailed to: PO Box 313 Cambridge, MN 55008
Attention: Vendor Booth Space**

- ❖ If for any reason, any check is returned by the designated bank, a fee of \$30 will be charged to the exhibitor. Failure to comply after receiving notification will automatically cancel the contract unless other arrangements have been made with the fair board.

Insurance:

- ❖ All commercial exhibitors must provide a certificate of insurance, **not** just proof of insurance.
- ❖ This certificate must indicate that coverage includes dates of fair and show minimum limits of \$500,000 per person and \$1 million per occurrence.
- ❖ All certificates of insurance must list the Isanti County Agricultural Society as an **additional insured**.
- ❖ If applicable; workers compensation coverage must be provided as per state statute 176.181, subd. 2. This and all insurance forms must be received no later than June 15th. If for any reason we do not have your insurance certificate by July 8th, you will have to make arrangements with your insurance company to forward it to you. Please do not have them fax it to us and don't rely on them to get it to us in time for the event.
- ❖ You will be required to physically produce the certificate at check-in. It must be properly completed and accurate or you will not be able to set up.

Commercial exhibitor insurance is now available. Isanti County fair has partnered with Arizona Central insurance agency to be able to provide small businesses and home-based businesses with affordable exhibitor insurance at reasonable costs.

Please contact Susan at 1-800-678-0062 or Susan@azcentralins.com for information and rates.

Sales Tax Forms:

- ❖ All exhibitors must submit Minnesota Department of Revenue ST 19 form (operator certificate of compliance) with their space rental agreement.
- ❖ **This must be filled out and submitted whether or not you are making any sales or a nonprofit.**
- ❖ No exhibitor will be allowed to set up without supplying a properly completed and signed ST 19 to the fair.

Early Dismantling/Guarantee of Appearance Deposit:

- ❖ Isanti County Fair requires that you send a **separate check** in the amount of \$250 for an early dismantling deposit and guarantee of appearance.
- ❖ This deposit check will be cashed once received; Isanti County Fair reserves the right to keep this deposit if your space remains empty or unoccupied during the fair without prior cancellation or if you dismantle and leave early.
- ❖ A deposit check in the amount of \$250 will be issued to you on Sunday after 6 PM when you may dismantle your exhibit space.
- ❖ Your exhibit space will not be reserved without the early dismantling deposit sent in a separate check.

Cancellation/Refund Policy:

- ❖ In the event that an exhibitor is unable to participate in the fair, cancellation and request for a refund must be made in writing.
- ❖ No refund will be made without a written request.
- ❖ An administration fee of \$25 will be charged to any exhibitor canceling his or her contract at any time for any reason.
- ❖ Cancellations made prior to June 8th will be refunded - all deposits and payments minus the \$25 administration fee.
- ❖ Cancellations made after June 8th will be refunded half of the required space deposit and the full amount of any other payments minus a \$25 administration fee.
- ❖ After June 20th there will be no refunds for any reason.

Fair Location:

- ❖ Located 11 miles West of 35W; North Branch exit on Highway 95
- ❖ 1 mile East of Highway 65 on Highway 95 - Intersection of Highway 95 and Alabama St.
- ❖ Physical address : 3101 Highway 95 NE Cambridge, MN 55008

The Isanti County fair asks your assistance in keeping the commercial areas attractive and inviting. Commercial exhibitors will be responsible to keep their exhibit space and area clean and free from debris. Waste receptacles will be located in exhibit buildings and near outside spaces. If receptacles in your area need emptying, please notify the fair office.

Set up times:

- ❖ Stop at the office to confirm your space location and check-in before setting up.
- ❖ No set up other than specified times will be allowed without prior authorization.
 - Tuesday 10 AM – 6 PM
 - Wednesday 8 AM – Noon (Must be on site and ready for electrical inspection)
- ❖ Set up **must be** completed by 3 PM on Wednesday when the fair officially opens.
- ❖ Some outside exhibitors could be asked to arrive earlier – you will be notified if this is necessary for your exhibit.
- ❖ Doors to inside curling building will be open to commercial exhibitors at 9:45 AM during the fair. Please try to be there on time, as we will not be responsible for the contents of your booth after the doors are open.

Staffed Spaces:

We require that all spaces be staffed during designated hours.

- ❖ **Curling Building**
 - Wednesday 3 PM to 10 PM
 - Thursday - Saturday 10 AM to 10 PM
 - Sunday 10 AM to 6 PM
- ❖ **Outside and Shelter Buildings**
 - Wednesday 3 PM to 10 PM
 - Thursday - Saturday 10 AM to 10 PM
 - Sunday 10 AM to 6 PM

All commercial exhibitors are required to maintain their booth until 6 PM on Sunday. Failure to do so will result in the loss of your early dismantling deposit check.

Space Requirements:

- ❖ If a tent is rented for your space, the tent and anchor stakes must be within your allocated space. Exhibitor may not expand space beyond dimensions of space rented inside or out.
- ❖ Obstructing pathways or a walkway, in any way is prohibited.
- ❖ No vending or solicitations allowed beyond your rented space without fair board approval.
- ❖ All outside vendors must maintain an 8' buffer zone between outside space and walkway.

Table/Skirting:

- ❖ All tables inside must be skirted, NO EXCEPTIONS.
- ❖ You may provide your own flame retardants skirting, we ask that all tables used in booths be neat and cleanly draped on all sides exposed to the public.
- ❖ Store any boxes behind curtain or under table.
- ❖ Please bring matting to cover any exposed cords.
- ❖ All exhibitors must furnish their own extension cords, chairs, tables, skirting and etc.

Table/Skirting Rental:

- ❖ Rent tables with skirting to match exhibit hall from the fair \$30
 - Table/skirting must be ordered and paid for no later than June 15th.

Signage Purchase:

- ❖ Vendor signage with your business name can be purchased if desired.
 - 7" x 40" sign with 3" lettering and hangers for booth, yours to keep after fair.
 - Signage must be ordered and paid for no later than June 8th.

Electricity:

- ❖ Electrical cords must be in compliance with Minnesota State Board of Electricity Regulations. Please familiarize yourself with the information and requirements set forth in the pamphlet www.electricity.state.mn.us
 - There is an additional \$85 charge if you plug into 50 – amp service
 - Ground fault electrical boxes can be rented from the fair for \$25 with a \$200 deposit
- ❖ Any wiring or special outlets needed by exhibitors require fair board approval prior to any work being done.
- ❖ All exhibitors must undergo an electrical inspection prior to opening for business.
- ❖ There will be an electrician on call during set up hours
 - Charges for labor and materials supplied by the electrician shall be paid by the exhibitor at the time the service is performed, according to the rates the electrical contractor has established for such services and materials.
- ❖ Anyone tampering with any electrical boxes, wiring, etc. will be removed from the premises immediately with no refunds.

Security:

- ❖ The Isanti County Sheriff will maintain a booth on the grounds during the day as well as provide security at night.
- ❖ It is recommended that booths and stands never be left unattended during the times that the fair is open to the public.
- ❖ The fair board will not be responsible for any items lost, damaged, or stolen before, during, or after fair hours.

Freight Delivery:

- ❖ There are no facilities on the fairgrounds for the storage of equipment and or merchandise.
- ❖ Do not have any item shipped to arrive before your own arrival at the fairgrounds.
- ❖ C.O.D. shipments will not be accepted at any time - Please arrange for prepayment.
- ❖ Please specify the name and location of your exhibit when making arrangements for shipments.

Vehicles and Parking:

- ❖ The use of wheeled transportation vehicles (bicycles, motorbikes, ATV's, golf carts etc.) inside the grounds during the fair hours will not be allowed unless they are authorized by the fair board.
- ❖ NO roller-skates, rollerblades, skate boards or wheelies, on the grounds during the fair.
- ❖ Handicap vehicles accepted (scooters and wheelchairs).
- ❖ No vehicles or trailers may be parked at exhibitor space, location or within 10 feet of a building, tenant or trailer without written fair board authorization.
- ❖ Absolutely no personal vehicles or support vehicles allowed inside the grounds or parked by any buildings for any reason except campground during fair hours or until 6 PM Sunday without written authorization.
- ❖ Violators will have vehicle towed at their own expense and without notice.

Advertising and Sales:

- ❖ A complete list of products to be sold and price list is to be submitted with your space rental agreement and posted at concession site.
- ❖ All inside and outside commercial exhibitors must submit a list of all items to be sold, displayed, advertised, promoted or demonstrated with her space rental contract.
- ❖ No products other than those listed may be displayed or sold and products cannot be changed without authorization from the fair board.

Prohibited Items for sale or displayed on grounds:

- ❖ Knives of any kind, throwing stars, handcuffs, whips, fireworks, snaps, aerosol cans that squirt or project any repellent, laser light or pointers, clothing or article that contain nudity or offensive language and guns or look alike toy guns of any kind, will be subject to removal at the fair board's discretion.
- ❖ Any item displayed, not listed on an application, signage, or advertising matter that is deemed inappropriate or; whether advertised or offered for sale by an exhibitor, shall be immediately withdrawn and removed from the premises without liability or damage to the Isanti County Agricultural Society.
- ❖ The fair reserves the right to regulate the type and location of any or all signs exhibitors may post for the benefit of patrons and all signage must be located at least 8 feet off any road or walkway.
- ❖ No person shall be permitted to distribute advertising material on the grounds, except for their place of business or exhibit, unless a concession fee is paid at the office. The attacking or posting of advertisements or distribution of bills, cards, flyers, tickers etc. is prohibited.
- ❖ No truck, trailer or vehicle on which a sign has been constructed, banner hung, or otherwise temporarily affixed shall be allowed to park on the grounds without written authorization from the fair board.
- ❖ No loudspeakers, microphones, amplifiers, radios or other broadcasting devices will be permitted on the grounds unless permission is first obtained from the fair board. Playing a

recording tape or films that have a repeat message will be permitted where it can be set up and operated whereby causing no hardship on the other exhibitors or visitors to the grounds.

- ❖ Any registrations or prize drawings conducted on the grounds must be approved by the fair board at least two weeks prior to the fair. These drawings will be required to be conducted during the fair unless authorization has been received from the fair board.
- ❖ No peel and stick advertising stickers allowed to be distributed on the grounds.
- ❖ No free food to be given away that is sold by vendors examples pop popcorn bottled water etc.

Camping:

- ❖ There will be no overnight camping allowed in the vendor areas for health and security reasons.
- ❖ RVs, campers and tents will be allowed in designated campsites only and will be assigned on a first-come first-served basis.
- ❖ **Sites and Electricity are limited. We encourage the use of generators.**
- ❖ Rates are \$20 per day per unit; or \$25 per day with electricity.

Pets:

- ❖ No animals allowed on the grounds other than certified service dogs, or animals involved in an authorized act, exhibit or competition.
- ❖ Please notify fair office if you have a handicap assistance dog.

Emergency Information:

- ❖ Emergencies, emergency messages, information on lost and stolen articles, or lost children should be reported to the fair office located by the main gate or call 763-689-2555.

Disputes:

- ❖ The fair board shall be the first arbitrator of any disputes involving exhibitors.

Alcohol, Drugs and Behavior:

- ❖ Absolutely no drugs or alcohol will be permitted in vendor booths or spaces.
- ❖ Use of alcohol or drugs by commercial exhibitors is prohibited.
- ❖ Anyone violating this rule will be escorted from the fairgrounds by the Isanti County Sheriff's Department.
- ❖ Booth personnel are reminded that this is a family event and to conduct themselves accordingly.
- ❖ Exhibitors and employees must be appropriately dressed and their personal appearance must be clean and neat. Shirt and shoes must be worn at all times. If there are any problems, the Sheriff will ask you to leave.
- ❖ No smoking in any buildings on the grounds

No concealed weapons allowed on the grounds. The Isanti County fair bans handguns on these premises.

Check out:

- ❖ **Commercial exhibitors are not to start “tear down” procedures until 6 PM on Sunday.**
- ❖ Your early dismantling deposit check will not be returned to you prior to that time.
- ❖ Early tear down may result in a loss of your early dismantling deposit and denial of future contracts.
- ❖ All or part of equipment and or supplies used by an exhibitor, during the time set forth in the contract, not removed within 48 hours from the closing of the fair, shall be deemed abandoned and become property of the Isanti County Agricultural Society without notice.

Liability:

- ❖ The exhibitor agrees to save and hold harmless, the Isanti County Agricultural Society, its officers, members and employees from any debt, liability or judgment incurred for any cause of action, claim, damage, liability, cost or expense to persons or property resulting directly or indirectly from the acts or omissions, merchandise sold, presence or operation of said exhibitor and or concessionaire, its agents or employees, on the Isanti County Agricultural Society premises before, during or after the Isanti County fair.
- ❖ The Isanti County Agricultural Society shall not be responsible for any injury to person or persons of the exhibitor and or concessionaire, its employees or agents from any cause whatsoever arising from the performance of their contract.
- ❖ The exhibitor, in signing this contract, expressly releases the Isanti County Agricultural Society from any and all claims for such loss, damages or injury.

Newell Policy:

- ❖ In order to attract and maintain high quality exhibitors, the fair board will review all exhibitors annually.
- ❖ Participants from the prior year's fair are offered the opportunity to renew their booth/rental contracts based on this evaluation.
- ❖ The fair board reserves the right to refuse to renew any space rental contract, when in the sole discretion of the fair board, such action is in the best interest of the affair and its patrons.
- ❖ Commercial exhibitor contract renewals are normally made on the basis of a renewal for the same purpose, products, and ownership as in prior year.
- ❖ Grounds, space alterations, or other changes may make it necessary to eliminate certain previously available space from one year to the next. In such instances, the fair board reserves the right to offer a suitable location.