

Commercial Vendor and Exhibitor Information

Isanti County Fair July 23rd – 27th, 2008

The Board of Directors are pleased to have your participation in the Isanti County Fair. In today's rapidly changing world, the Isanti County Fair proudly maintains its status as one of the best family get-togethers in the area.

With emphasis on agricultural education and the showcasing of the creative activities of 4-H and the residents of our area; the Isanti County Fair also continues to provide a venue for the commercial vendors to exhibit the goods and services they provide.

The Fairboard would like to take this opportunity to thank you for your continued participation and support of our fair. If this is your first year with us, We extend a sincere welcome. We hope this will be the beginning of a tradition for you and your business.

Please read this exhibitors information carefully. It outlines many important terms and conditions governing the leasing of exhibit space for the purpose of participating in the Isanti County Fair. This informational packet and the booth/ space rental agreement were established for the benefit of all participants, and fair visitors.

The term "Commercial Exhibitor" refers to all participants making reservations with a Booth/Space Rental Agreement application, both inside and outside.

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.

FAIR LOCATION: Located just east of Hwy 65 on Hwy 95. Intersection of Hwy 95 and Flanders Street. Cambridge, MN – across from Menard's.

GATE HOURS:

Wed. July 23..... 5:00pm-midnight
Thurs. July 24..... 8:00am-midnight
Fri. July 25..... 8:00am-midnight
Sat. July 26..... 8:00am-midnight
Sun. July 27..... 8:00am-6pm

SET-UP TIMES:

Please stop at the office prior to set-up for check in.

Mon. July 21..... 9am - 9pm
Tues. July 22..... 9am - 9pm
Wed. July 23..... 8am - until 5pm

Set-up must be complete by 5pm on Wed when the fair officially opens.

CONTRACT:

To reserve your space, the contract for Commercial Exhibit space must be completed, properly signed and returned with required documentation and deposits by April 15, 2008. When contract is received and approved, Commercial Exhibitors will receive a confirmation and invoice for any balance due.

VENDOR CONTRACT MAILING ADDRESS

Ruth Paschke
6236 - 277th Ave NW
Isanti, MN 55040

QUESTIONS: 763-444-9418 - FAX 763-444-9285
FAIRGROUNDS PHONE 763-689-2555

IT WILL BE THE EXHIBITORS 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.

Exhibitors must submit a list of all items to be sold, displayed, advertised, promoted or demonstrated with their space rental contract. Any item in an exhibitor's space not listed, is subject to removable at the Fairboard's discretion. Any item that is deemed inappropriate; whether advertised or offered for sale by an Exhibitor, shall be immediately withdrawn and removed from the premises.

Prohibited items for sale or display on grounds are knives of any kind, throwing stars, handcuffs, whips, fireworks, snaps, guns of any kind, chains, stun guns, aerosol cans that squirt or project any repellent, laser lights or pointers, clothing or articles that contain nudity or offensive language.

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, (i.e. pop, popcorn, etc.)

Obstructing pathways, in any way is prohibited. No vending or solicitations allowed beyond your rented space without fairboard approval.

RATES:

Inside space rentals – Curling Club exhibit bldg. & Kennel Club exhibit bldg. \$150. All booths furnished will be 10' wide x 8' deep, the fair will furnish 110V 20 amp electric plug-ins, 8' curtain backdrop and 3' side curtains. If you require a larger area, you will have to rent an additional 10' booth at \$150.

Please bring matting to cover any exposed cords. Exhibitors will have to furnish their own electrical cords, tables, chairs, etc. for their own needs. Tables and skirting may be rented for an additional \$20. Signage may also be purchased. (Please see booth/rental agreement)

Shelter Building rentals - \$150 minimum. Pole building with roof and open sides, well lighted. Negotiable space sizes depending on what you would like to display. Sizes and rates negotiable. Please call with description of exhibit for cost.

Outside space rentals –

All outdoor spaces are 20' wide X 32' deep. Vendors must maintain 8' buffer zone between concession stand and walkway. All Food Concessions will be a flat fee of \$500. All outdoor non-food spaces will be a flat fee of \$150. There is an additional \$60 charge if you require 50-amp service.

DEPOSITS:

A 50% deposit for your space(s) must accompany your Booth/Space Rental Agreement application.

In addition, you must send a SEPARATE check in the amount of \$50.00 for an "Early Dismantling Deposit". This check will be returned to you on Sunday at 6PM when you dismantle your exhibit space.

Your exhibit space will NOT be reserved without the 'Early Dismantling Deposit' sent in a separate check.

APPLICATION DEADLINE:

ALL SPACE RENTAL APPLICATIONS MUST BE RECEIVED BY APRIL 15, 2008. SPACES NOT RESERVED BY THAT TIME, MAY BE RENTED TO NEW REQUESTS.

ALL EXHIBITOR AND CONCESSIONAIRE FEES MUST BE PAID IN FULL BY JULY 1, 2008 TO RETAIN YOUR PREVIOUS LOCATION.

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 1 will be refunded all deposits and payments minus administration fee.

Cancellations made between June 1 and June 30 will be refunded one half of the required space deposit and the full amount of other payments and deposits minus administration fee. Cancellations made after July 1 will be refunded one half of the required space deposit and the full amount of other payments and deposits minus administration fee provided the space is resold. If the cancelled space is not resold, there will be no refunds.

AFTER JULY 15, THERE WILL BE NO REFUNDS

CHECKS/MONEY ORDERS:

All checks and money orders are to be made payable to the: **ISANTI COUNTY AGRICULTURAL SOCIETY.**

If for any reason, a check is returned by the designated bank, a fee of \$20.00 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 fairboard.

GATE PASSES:

All rental rates include two (2) weekly gate passes per space rented, regardless of the number of persons working the booth. Any additional passes needed to admit your people will have to be purchased on the Booth/Space Rental Agreement or purchased when entering the grounds. Advance sale weekly passes (\$10.00) must be purchased prior to the opening of the Fair. Weekly passes purchased after that will be \$12. No one will be admitted to the fairgrounds without a pass or paid admission. Passes can be picked up at the office when you arrive to set up.

CONCESSION AND COMMERCIAL EXHIBITOR OUTSIDE & FOOD:

All food concessionaires must be familiar with and comply with all Isanti County and/or MN Dept. of Health Regulations. All food vendors must have original food license - not copy - and provide proof of insurance and certificate of compliance. The MN Dept of Health will be on site during set-up times.

Food concessionaires must post a menu listing the prices they charge for each item sold. A complete list of products to be sold and prices is to be submitted with your Space Rental Application.

Because of Carnival policy, we will only allow one concession for the following items sold by non-carnival employees. Corn Dogs, Cotton Candy, Sno-Cones, Carmel Apples, Mini-Donuts, Pizza and Cheese Curds. These spaces will be rented on a first come/first serve basis. Prices on these items must be competitive with the carnival.

UNDER NO CIRCUMSTANCES IS GREASE TO BE POURED INTO DRAINS, TRASH BARRELS OR DUMPSTERS. There are barrels for this purpose – please check with office for location.

ALL FOOD CONCESSIONS MUST BE OPEN, STAFFED AND OPERATING DURING THE FOLLOWING HOURS:

- Wed. July 23.....5pm – 10pm
- Thur July 24..... noon – 11pm
- Fri. July 25.....noon – 11pm
- Sat. July 26.....noon – 11pm
- Sun. July 27..... noon – 6pm

YOU MAY OPEN EARLIER AND CLOSE LATER.

Kid's Day starts at 8:30am Friday so food vendors should plan on an early start

All food concessionaires should notify their suppliers to make deliveries early enough to insure their delivery vehicle is off the premises before the gates open to the public.

There will be no personal vehicles or support vehicles allowed inside the grounds for any reason during fair hours or until 6pm Sunday.

ANY UNAUTHORIZED VEHICLES PARKED INSIDE WILL BE TOWED AT OWNERS EXPENSE

All vendors and personnel will be required to park in the main parking lot and access through the main gate. If supplies are needed that are too heavy to carry, arrangements can be made at the fair office for assistance.

If a tent is rented for your space, the tent and anchor stakes must be within your allotted space.

INSIDE COMMERCIAL EXHIBITORS

Booths must be staffed at all times during designated hours. **All inside exhibits are required to be maintained 10am to 10pm daily. All space and booth renters will maintain their booths until 6pm on Sunday.**

All tables used in booths shall be neatly and cleanly draped on all sides exposed to the public. Boxes shall be stored behind curtain or under table. Please bring matting to cover any exposed cords. All exhibitors must furnish their own chairs, tables, extension cords and etc.

TABLE/SKIRTING RENTAL

All tables inside must be skirted. NO EXCEPTIONS! You may provide your own flame retardant skirting, or you may rent tables and skirting for an additional \$20 each. This will include table and skirting to match exhibit hall. Payment in full for this must accompany Booth/Space Rental Agreement application. Please see Booth/Space Rental Agreement application to reserve.

All Commercial exhibitors are responsible for keeping their exhibit space(s) and area clean and free from debris. Waste receptacles will be located in or near the exhibit buildings. If receptacles in your area need emptying, please notify the fair office. The receptacle will be emptied as soon as possible.

There will be no helium tanks or helium balloons allowed inside any buildings.

Doors to the Kennel Club Bldg. and Curling Bldg. will be open to Commercial Exhibitors at 9:45am.

ELECTRICITY:

Electrical cords must be in compliance with the MN State Board of Electricity regulations. There is an additional \$60 charge if you require 50-amp service. (Please see rental/booth agreement)

Any wiring or special outlets needed by Exhibitors or Concessionaires require fairboard approval prior to any work being done and any work done will be at the Exhibitors or Concessionaires expense. There will be an electrician “on call” during set-up hours. Charges for labor and materials supplied by the electrician shall be paid at the time the service is performed, according to the rates the electrical contractor has established for such services and materials.

All outside Exhibitors and Concessionaires MUST undergo an electrical inspection prior to opening for business. State Electrical Inspectors will be on site during set-up times.

You will receive a copy of the MN State Board of Electricity pamphlet. Please familiarize yourself with the information and requirements set forth in the pamphlet. www.electricity.state.mn.us.

SECURITY:

The Isanti County Sheriff will maintain a booth on the grounds during the day as well as provide 24-hour 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 Fairboard will not be responsible for any item(s) lost, damaged, or stolen before, during, or after Fair hours.

INSURANCE:

All exhibitors and concessionaires must provide Certificate of insurance. This must be a CERTIFICATE OF INSURANCE, not just Proof of Insurance. The Certificate must indicate that coverage includes location of the Fairgrounds and show minimum limits of \$300,000 per person and \$1,000,000 per occurrence. All Certificates of Insurance must list as an ‘additional insured’ the ISANTI COUNTY AGRICULTURAL SOCIETY. This MUST be received not later than July 1st. If applicable, Worker’s Compensation coverage must be provided as per State Statute 176.181, subd. 2. This must be received not later than July 1st.

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, or 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 whatever arising from the performance of their contract. The Exhibitor, in signing the contract, expressly releases the Isanti County Agricultural Society from any and all claims for such loss, damages, or injuries.

SALES TAX FORMS:

All exhibitors, whether non-profit or for-profit, MUST submit MN Dept. of Revenue form ST-19 (Operator Certificate of Compliance) with their Space/Rental Agreement.

NO COMMERCIAL EXHIBITOR OR OUTSIDE CONCESSIONAIRE WILL BE ALLOWED TO SET-UP WITHOUT SUPPLYING AN ST-19

FREIGHT DELIVERY:

There are no facilities on the fairgrounds for the storage of equipment and/or merchandise. When making arrangements for any shipments, please specify the name and location of your exhibit. DO NOT have any items 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 or be on hand when the shipment arrives.

CHECK OUT:

Commercial Exhibitors and Concessionaires are NOT to start “tear down” procedures until 6:00 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 any part of equipment and/or supplies used by an exhibitor, during the time set forth in their contract, not removed within 48 hours from the closing of the fair, shall be deemed abandoned and become the property of the Isanti County Agricultural Society without notice.

CAMPING:

RV Parking will be allowed in designated sites only and will be assigned on a first come/ first serve basis. Rates are \$20 per day per unit. Please check with office upon arrival for availability and location. SITES ARE LIMITED.

VEHICLES:

All deliveries must be made prior to each days opening and delivery vehicles must be off the grounds by opening time.

There will be no personal vehicles or support vehicles allowed inside the grounds for any reason during fair hours or until 6pm Sunday.

The use of wheeled transportation vehicles, (bicycles, motor bikes, carts, etc.) inside the grounds during fair hours, will not be allowed unless they are official event and/or Fairboard vehicles. Handicapped vehicles accepted. Any other use must be authorized by the fairboard.

Use of roller skates, roller blades, and skateboards shall not be permitted on the grounds during the Fair.

PETS:

No dogs or pets, other than handicapped assistance dogs shall be permitted on the grounds or in any buildings or tents during the fair except when confined within an area designated by the Fairboard, unless they are part of an authorized act, exhibit or competition.

ADVERTISING:

Signs or advertising matter of any kind, deemed objectionable by the Fairboard, will be immediately removed without liability or damage to the Isanti County Agricultural Society. The Fairboard shall be the sole decider as to what is objectionable, and all such decisions shall be final.

No person shall be permitted to distribute advertising matter on the grounds, except from their place of business or exhibit, unless a concession fee is paid at the office. The tacking or posting of advertisements or distribution of bills, cards, flyers, stickers, etc. is prohibited. Anyone violating this rule will be liable to a fine and expulsion from the grounds as the Board of Directors may elect.

NO peel and stick advertising stickers allowed to be distributed on the grounds

EMERGENCIES/LOST & FOUND:

Emergencies, emergency messages, information on lost and stolen articles, lost children, etc. should be reported to the Fair office. The Isanti County Sheriff’s Department will maintain booth on the grounds during the day as well as provide 24-hour security at night.

DISPUTES:

The Fairboard shall be the final arbitrator of any disputes involving Exhibitors.

No promises, representations, agreements, or conditions have been made or agreed to which are not fully stated on the Booth/space rental agreement or in this informational packet.

Booth personnel are reminded that this is a family event and to conduct themselves accordingly. If there are any problems, the sheriff will ask you to leave.

ALCOLHOL:

Absolutely no drugs or alcohol will be permitted on the grounds. The consumption of alcohol will be restricted to the fenced in Beer Garden area and designated areas of grandstand. Anyone violating this rule will be escorted from the fairgrounds by the Isanti County Sheriff.

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

NO SMOKING IN ANY BUILDINGS ON THE GROUNDS

RENEWAL POLICY:

In order to attract and maintain high-quality Exhibitors, the Fairboard will review ALL Exhibitors annually. Participants from the prior years fair are offered the opportunity to renew their Booth/Space Rental contracts based on this evaluation. The Fairboard reserves the right to refuse to renew any space rental contract, when in the sole discretion of the Fairboard, such action is in the best interest of the Fair and its patrons.

Commercial Exhibitor and Outside Concessionaire contract renewals are normally made on the basis of a renewal for the same purpose, products, and ownership as in prior year. Exhibitors renewing their space rental contract by April 15th will receive first opportunity for the same location.

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 Fairboard reserves the right to offer a substitute location.

The Fairboard reserves the right to not renew any space rental contract where the Commercial Exhibitor or Outside Concessionaire has violated any regulations of the Isanti County Agricultural Society or any Local, State, or Federal law.

RENEWAL PROCEDURE:

Prior to March 1, applications to approved exhibitors from the prior 2 years will be mailed out. Applications must be returned, with the necessary deposits, by the April 15th, to guarantee renewal. Request to change locations or products must be noted on the application, but are subject to approval. Space not renewed by the specified time will be released on the due date and offered to "new requests" that are deemed appropriate for an available space.

CHECK LIST

FOR YOUR CONVENIENCE, USE THE CHECK LIST BELOW. WHEN ALL ITEMS ARE CHECKED OFF, YOU'RE READY TO SET UP AT THE 2008 ISANTI COUNTY FAIR.

<u>ITEM</u>	<u>DEADLINE</u>
Application	4/15/08
Required Space Deposit 50%	4/15/08
Early Dismantling Deposit Check	4/15/08
Table/skirting rental fee	4/15/08
Product list	4/15/08
Menu and price list (food vendors)	4/15/08
Certificate of Insurance	7/01/08
ST-19 (Sales tax form)	7/01/08
Gate Passes requested payment in full	7/01/08
Payment in full for space (balance due)	7/01/08

Isanti County Fairgrounds

Fairgrounds Campground

open May 1st – Oct 1st

Park-like setting with pond, walk path, picnic shelter, playground, and shower facilities. Sites available with or without water and electric located in various locations on grounds. Pets and horses welcome.

Overnight stalling facilities available

Ideal for large groups or family reunions

Sanitary dump station on site

Building Rentals

available for Weddings, Class Reunions, Company picnics, graduations, parties, exhibits, auctions and promotions

Seasonal Storage

Cars, Boats, Pontoons, High Profile RV's, Motorcycles, Jet-skis, and Camping Trailers

Available Oct 1st – May 1st

Fairgrounds 763-689-2555

FOR MORE INFORMATION:

www.isanticountyfair.com