



**Benton County Agricultural Society**  
**PO Box 118**  
**Sauk Rapids, MN 56379**  
**(320) 253-5649**

**The 106<sup>th</sup> ANNUAL BENTON COUNTY FAIR**  
**JULY 31 - AUGUST 5, 2018**

The Board of Directors of the Benton County Agricultural Society would like to welcome the new exhibitors to the fair and the returning exhibitors for their continued support and participation in the 106th Annual Benton County Fair!

Please read the following exhibitors information carefully. It outlines many important terms and conditions governing the leasing of the exhibit space for your participation in the Benton County Fair. This information is for the benefit of all our exhibitors, concessionaires and fairgoers.

The term 'Exhibitor' refers to all participants leasing an exhibit area or food concession area with a completed Booth Lease Agreement during the Benton County Fair. The Benton County Fair Board reserves the right to accept or deny any Booth Lease Agreement application for a commercial exhibit space or food concession.

**New exhibitors may send in completed contracts at any time as there are booths available for the 2018 fair. Returning vendors must have completed contracts in by April 1<sup>st</sup> to secure the same booth from 2018 fair.**

**EXHIBITOR & CONCESSIONAIRE INFORMATION**

**Fair Location:** The fairgrounds is located at 1410 3<sup>rd</sup> Avenue South, Sauk Rapids, MN 56379. This is the location address to give for any deliveries you schedule to the fairgrounds.

**Fair Office:** The fair office is located at the main entrance to the fairgrounds. The fair office is open the week of the fair from 8:30 am to 7:00 pm on Monday, 7:30 am to 10:00 pm Tuesday thru Saturday and Sunday from 9:00 am to 7:00 pm. The office will also be open the Monday after the fair from 9am to Noon.

**Gate/Fair Hours:** There is no charge to get into the fair as it is a free gate. The gates are open from 5:30 am to 9:00 am for on-grounds deliveries. Please schedule your deliveries during the fair for early morning. All vehicles **MUST BE** off of the fairgrounds by 9:00 am. **NO VEHICLES** are

allowed to park in the exhibit areas unless it is part of your exhibit. Vehicles on the fairgrounds are only allowed to park in the on-grounds parking designated parking areas and must have a season pass for parking in this area. No vehicles will be allowed onto the fairgrounds during the day to deliver goods for the safety of the fairgoers. The fairgrounds will close at midnight each night.

**SET-UP: Set-up times for inside exhibitors will be on Monday, July 30<sup>th</sup> from Noon until 6:00 pm and on Tuesday, July 31<sup>st</sup> from 9:00 am to Noon. Buildings will then open on Tuesday for the first day of the fair at Noon and will close on Tuesday at 9:00 pm. Building hours Wednesday, Thursday and Friday are from 10:00 am to 9:00 pm, Saturday from 9:00 am to 10:00 pm and Sunday from 11:00 am to 5:00 pm.** Outside merchants must stay open until 11:30 pm Tuesday thru Saturday and Sunday from 10:00 am to 5:00 pm. Removal of an exhibit earlier than 5:00 pm on Sunday will void your Booth License Agreement for the following year's fair. Food concessionaires should be open by 10:00 am daily and should stay open until as close to 11:30 pm as possible. Outside vendors may set-up their exhibit area the weekend prior to the opening of the fair if you are absolutely, positively sure where your booth area is. If not set-up in the correct area, you will be required to move your exhibit to the correct area. You must have a completed Booth License Agreement to set your exhibit site up early. You must bring your parking pass with you beginning on Tuesday. If you do not have the parking pass, you will pay for parking. All outside exhibitors will want to have their exhibit areas set-up on Monday due to heavy traffic around the fairgrounds on Tuesday. If exhibit is not in place by Tuesday at 7:00 pm you will forfeit your exhibit area and the exhibit area will be assigned to another exhibitor with no refund of license fee. All buildings are locked overnight with the fairgrounds patrolled by the Benton County Mounted Patrol.

**Booth License Agreement:** The Booth License Agreement must be completed, properly signed and returned with the required lease payment, completed ST-19 and any other required documentation indicated on your contract. Your Booth License Agreement indicating your assigned booth space will be mailed to you about three weeks prior to the fair with parking passes and any updated information that you will need to be aware of for the fair. Please return the completed License Booth Agreement to: Benton County Fair, PO Box 118, Sauk Rapids, MN 56379. The fair office will not be open regular hours until the middle of June for the summer. Please call the fair office at (320) 253-5649 and leave a message with any questions or send an email to: Bentonfair@aol.com. If you would like to request a different exhibit space, please leave that information in the message or email and you will be notified **after April 10<sup>th</sup>** if your request is approved due to availability in the building or booth that you have requested. Exhibitors must submit a list of items to be sold, displayed, advertised, promoted or demonstrated with their Booth Lease Agreement. Any item in an exhibitor's space not listed is subject to be removed at the fair's discretion. Any item that is deemed inappropriate, whether advertised or offered for sale by an Exhibitor must be immediately withdrawn and removed from the exhibit area. The Fair only allows one Exhibitor per building who sells Avon, Watkins, Amway, Tupperware, etc. If your organization only allows one Exhibitor per event, it is your responsibility to ask the fair office personnel if there is another Exhibitor already confirmed as an Exhibitor at the fair. For this reason, please be specific and detail the items you will have at

the fair on the Booth Lease Agreement. The Fair will not refund any lease fees for this situation. Do not obstruct any pathways or neighboring Exhibitors. No vending or soliciting allowed outside of your exhibit area.

**Cancellation/Refund Policy:** In the event that an Exhibitor is unable to participate in the fair, a cancellation request must be made in writing. No refunds will be made without the exhibit space being leased to another Exhibitor prior to the opening of the fair which is Tuesday, August 1st. If the exhibit space is leased to another Exhibitor, a \$20.00 administration fee will be charged to any Exhibitor canceling their license at any time and for any reason. The Booth License Agreement and exhibit area may not be transferred by any means to another party without the written consent of the Fair. The person responsible for the Exhibitor's performance is the person signing the Booth License Agreement.

**Checks/Money Orders:** All checks and money orders should be made payable to the Benton County Agricultural Society or Benton County Fair. We do not accept credit card payments at this time. A fee of \$25.00 will be charged to the Exhibitor for NSF checks returned by the bank for any reason. The Booth License Agreement is null and void until the appropriate money has been received by the fair office within a reasonable amount of time and prior to the start of the fair. There are three ATM machines available on the fairgrounds. One by the main entrance to the fair, by the Bingo building and on the north end of the fairgrounds on the NW side of the 4-H Lunchstand.

**Parking Passes:** One parking pass is included with each booth regardless of the number of persons that are working the booth. The parking pass must be visible on the dash of your vehicle while parked in the on-grounds parking area. Additional parking passes can be purchased at the on-grounds entrance or at the fair office. The parking passes can be used in the parking area behind the Sports Arena or in the two parking lots to the west of the main entrance. Trailers and vehicles (other than ones that are part of your exhibit) may not be left in the on-grounds parking areas during the day or overnight. Any trailers or vehicles left in the parking areas after 1:00 am will be towed at the owner's expense. Exhibitors may not park their own vehicles in their exhibit area during the day. Daily parking is also available around the perimeter of the fairgrounds. Handicapped parking is limited and available on a first-come basis to vehicles displaying a valid disabled person parking identification placard.

**Food Concessionaires:** All food concessionaires must be familiar with and comply with all Benton County and/or MN Department of Health regulations. All food vendors must have an original food license and proof of insurance coverage. The MN Department of Health inspectors will be on-site during the set-up time. Food concessionaires must post a menu listing the prices charged for each item sold. A complete list of products to be sold with prices must be submitted with your Booth License Agreement. Only the items that are listed are to be sold and advertised in your booth. Under no circumstances is grease to be poured into drains, garbage barrels or dumpsters. There are barrels for grease located at several locations on the fairgrounds. Disposal of waste water should be done at the water dump station. Please check with the fair office for food already being served and any new food items a concessionaire

would like to add to their menu must be approved by the fair office. Food vendors may open on Monday if wanted or Tuesday morning but must be open by Noon on Tuesday.

### **COMMERCIAL EXHIBITORS:**

**Table/Chair Rental:** Tables and chairs may be rented or you may provide your own. A table and chair rental form is included with your Booth License Agreement packet. We do contract this service with a local vendor, therefore, no order for tables and chairs will be accepted after July 23<sup>rd</sup>, 2018. There will also be no refunds for tables and chairs if you cancel your contract after July 23<sup>rd</sup> unless the booth is rented to another vendor and they want the tables and chairs. If you need to adjust or move the drapery for your booth area, please contact the Sports Arena personnel for assistance so it is not damaged.

**Electricity:** Electrical cords must be in compliance with the MN State Board of Electricity regulations. Any wiring or special outlets needed by Exhibitors or Concessionaires require fair approval prior to any work being done and any work done will be at Exhibitor's or Concessionaire's expense. Charges for labor and materials supplied by the electrician shall be paid for at the time the service is performed by the Exhibitor directly to the electrician 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. The State Electrical Inspector will be on-site for final inspections. A copy of the electrical brochure requirements is included for your information.

**Security/Lost and Found/Emergencies:** The Benton County Sheriff's Department and the Sauk Rapids Police Department will maintain a security office on the grounds during the day with the night security provided by the Benton County Mounted Patrol. It is recommended that booths never be left unattended during the times that the fair is open to the public. The fair will not be responsible for any item(s) that are lost, damaged or stolen before, during or after fair hours. Emergencies, lost and found including lost children should be reported to the fair office or the security office located just north of the main entrance.

**Insurance: All food concessionaires must provide a Certificate of Insurance** that indicates the Benton County Fair event and provides an occurrence limit of at least \$1 million. We are required by our insurance carrier to have all food vendors provide insurance coverage due to food illness concerns and must also list the Benton County Agricultural Society as an Additional Insured. The Certificate must be received with the Booth License Agreement.

**Sales Tax Forms/ST-19 Form:** All Exhibitors and Concessionaires, including non-profits, must submit a MN Department of Revenue Form ST-19(Operator Certificate of Compliance) with their Booth License Agreement. The Booth License Agreement will be incomplete if submitted without one. The fair is required by the State of Minnesota to have this form on file for all exhibitors that are selling or not selling merchandise during the fair. Please have your Sales Tax information available in your booth in case the Department of Revenue makes a visit during the fair. All Exhibitors and Concessionaires making sales are responsible for paying their own sales

tax on the merchandise that they sell during the Benton County Fair. All ST-19's must include your MN Tax ID number...not your social security number. **Completed ST-19 must be returned with contract.**

**Freight Delivery:** All FedEx, UPS or similar service deliveries will be made to the fair office. DO NOT have any items shipped to arrive before your own arrival as there are not facilities on the fairgrounds for storage of your shipments. C.O.D. shipments will not be accepted at any time. Please notify the fair office with your name and cell phone number if you are expecting a shipment so that we can let you know when it arrives.

**Camping:** There are no camping facilities available on the fairgrounds. No motor homes or travel trailers are allowed on the fairgrounds without written approval by the Fair prior to the start of the fair. Camping is available at the St. Cloud Campgrounds (320-251-4463) located just a few miles east of the fairgrounds or at St. Cloud/Clearwater RV Campground (320-558-2876) location south of St. Cloud in Clearwater, MN.

**Disputes:** The fair shall be the final arbitrator of any disputes involving Exhibitors. No promises, representatives, agreements or conditions have been made or agreed to which are not fully stated on the Booth License Agreement or in this informational packet. Exhibitors and Concessionaires are reminded that this is a family event and to conduct themselves accordingly. If there are any problems or concerns, please notify the fair office.

**Renewal Policy:** In order to attract and maintain high-quality Exhibitors and Concessionaires, the fair will review all Exhibitors annually. Exhibitors from the prior year's fair are offered the opportunity to renew their Booth Lease Agreement based on this evaluation. The fair reserves the right to refuse to renew any Booth Lease Agreement, when in the sole discretion of the fair, such action is in the best interest of the fair and its fairgoers. **Exhibitors and Concessionaires renewing their Booth License Agreement by April 1st will receive the first opportunity for the same location as in prior year.** Grounds, space alterations, or other changes may make it necessary to eliminate certain previously available booth areas from one year to the next. In such instances, the fair reserves the right to offer a substitute location. The fair reserves the right to non-renew any Booth License Agreement where the Exhibitor or Concessionaire has violated any regulations of the Benton County Agricultural Society or any local, state or federal law. Requests to change location or products must be noted on the Booth License Agreement, but are subject to approval and availability. Booths not renewed by April 1<sup>st</sup>, 2018 will be released and offered to new exhibitor requests that are deemed appropriate.

## GENERAL INFORMATION:

- No alcoholic beverages are allowed on the fairgrounds or in your booth area.
- Smoking is NOT ALLOWED in any buildings or barns on the fairgrounds and not within 10 feet from any doorway to any building or barn. No smoking is allowed in any booth area.
- Golf carts, mini bikes, dirt bikes, bicycles, roller blades, inline skates or skateboards, three or four wheelers or other vehicles may not be used on the fairgrounds without written permission prior to the start of the fair.
- Unless it is the purpose of entering in a sanctioned competition or show, no animal, bird or reptile is allowed on the fairgrounds during the fair without written permission from the fair. However, persons with disabilities may bring onto the fairgrounds service dogs only specifically trained to assist persons with disabilities.
- All prize drawings must be conducted during the fair. Any Exhibitor requesting fairgoers to register for any reason, must notify the fair office, in writing at the time the Booth License Agreement is completed. The fair reserves the right to approve or deny any drawing to be conducted during the fair. Exhibitors are not allowed to conduct raffles during the fair.
- Vending machines are not allowed on the fairgrounds.
- No pocket knives, cap guns or play guns are allowed to be sold on the grounds. Please omit these from your sales display as you will be asked to remove them by the security officers if available for sale. If you are selling kitchen or cutlery knives, all knives must be enclosed in a display case, under plastic or glass to prevent public from handling them prior to sale.
- Only food concessionaires are allowed to sell water or beverages unless your business has to do with water or other beverages and has been approved by the fair office.

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## SPORTS ARENA EAST BUILDING

All booths are 8x10 booths – 8 feet deep and 10 feet wide. Booths are divided by drapery with 8 foot backs and 3 foot sides. **Your exhibit MAY NOT be taller than 8 feet on the back and 5 feet on the sides. Your exhibit must be under these measurements or you will be required to adjust your exhibit. If new areas or layout is revised, you will be notified.**

\*\*Corner Booths -#51A, 58, 59, 63, 67, 68, 83, 84, 85, 86, 93, 100, 101, 102, 117, 118, 119, 120, 133, 134, 135, 143, 144 and 151 - \$225.

Booths #1 – 50 – 1 booth - \$200., 2 booths - \$375., 3 booths - \$550., 4 booths - \$725. , etc

Booths #51 – 150 (see\*\*) – 1 booth - \$175., 2 booths - \$325., 3 booths - \$475., etc

Booths on the inside of the building have drop down cords available for electricity. Booths around the outside perimeter of the building have electric outlets. **You must bring your own extension cords and tape/mat to put over the cord to secure to the floor. Electricity is included with no additional charge.**

**OUTDOOR EXHIBITORS – NON FOOD**

Booth sizes are listed below as they do vary due to where the booth is located. The depth of the booth space depends upon where the booth is located. **No motor homes or travel trailers are allowed on the fairgrounds unless approved prior to the start of the fair. No personal vehicles may be parked in the exhibit area unless they are needed for your exhibit and must be approved by the fair office.** You will be asked to move them to the designated parking area or off-grounds. **You must bring your own extension cords and tape/mat to put over the cord to secure to the floor.**

- \*Booths # 4-17 – 1 booth - \$200. , 2 booths - \$375. About 25 ft frontage
- \*Booths #18-21 – 1 booth - \$250., 2 booths - \$475. About 50x50 ft square
- \*Booths #22-29 – 1 booth - \$250., 2 booths - \$475. About 40 ft frontage
- \*Booths #33-41 – 1 booth - \$200., 2 booths - \$375. About 25 ft frontage
- \*Booths #42-51 – 1 booth - \$250., 2 booths- \$475. About 20 ft frontage

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**FOOD CONCESSIONAIRES**

**When required documents and full payment is received, your food menu is also secured.**

All Booths - \$700.

Plus applicable electrical charge and additional truck/trailer cold storage unit charge

Booths may be moved to another location depending upon where food is served out of your food trailer. The fair board will be charging for each electrical plug-in that you use. A charge of \$25. for 110V, \$75. for 220V/low and \$125. for 220V/high will be charged for each outlet used. The outlet use will be check and confirmed by fair management during the fair. There will also be an additional charge of \$75. for each truck and trailer cold storage unit that is brought onto the fairgrounds during the fair. Extra units must be confirmed by Office to make sure that there is enough room on fairgrounds during fair. **You will need to have all of your food product out of your power units two days after the close of the fair as the electricity will be turned off to the permanent booths. Payment must be included with Agreement.**

Sincerely,

*Laura Falconer*

Laura Falconer, Executive Secretary  
Benton County Agricultural Society