



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

**The 107<sup>th</sup> ANNUAL BENTON COUNTY FAIR**  
**JULY 30 - AUGUST 4, 2019**

**SPORTS ARENA EXHIBITORS**

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 107th 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 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 booth.

**NEW FOR 2019!!**

**\* 10x10 booths may be added on the north end of building for larger exhibits. Please indicate on the agreement form if interested. Charge will be \$25.00 more than 8x10 booths.**

**Exhibitors will be notified booth map changes.**

**\* Early Take Down Charge – due to the number of exhibitors that are taking their booths down before 5:00 pm on Sunday. A separate check for \$100.00 is to be included to complete your Booth Lease documents. This check will not be cashed and will be returned on Sunday by 5:00 pm to all exhibitors whose booths are still set-up.**

**\* There will be a \$25.00 per outlet charge for electric use in the building and may indicate on lease agreement form if wanted.**

**\* Working on wifi availability in building. Indicate on agreement form if interested.**

## **PLEASE READ THE FOLLOWING EXHIBITORS INFORMATION CAREFULLY**

### **EXHIBITOR 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 enter the fair as it is a free gate. Please schedule your deliveries during the fair for early morning. All vehicles **MUST BE** off of the fairgrounds by 9:00 am. 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/TAKE DOWN:** Set-up times for inside exhibitors will be on Monday, July 29<sup>th</sup> from Noon until 6:00 pm and on Tuesday, July 30<sup>th</sup> from 9:00 am to Noon. Must be setup on Tuesday for the first day of the fair by 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 10:00 am to 10:00 pm and Sunday from 11:00 am to 5:00 pm. Due to the large number of exhibitors that take their booths down early on Sunday in the arena, there will be a \$100.00 Early Take Down Charge required of all vendors. This check must be a separate check that is included with your Booth Lease Agreement documents. The check will not be cashed and will be given back to the Exhibitor by 5:00 pm at the close of the fair on Sunday in the Sports Arena. Any booths that are removed prior to that time or check is not picked up by the Exhibitor will be cashed. If not set-up in the correct area, you will be required to move your exhibit to the correct area. You must bring your parking pass with you beginning on Tuesday. If you do not have the parking pass, you will pay for parking. 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, security deposit check, 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 May 10th** 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, July 30<sup>th</sup>. If the exhibit space is leased to another Exhibitor, a \$50.00 administration fee will be charged to any Exhibitor canceling their booth 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 check s 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 will be four ATM machines available on the fairgrounds. One by the main entrance to the fair, by the Bingo building, the west side of the 4-H Lunchstand and new in 2019...inside the Beergarden.

**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 for \$20.00 which is good for the week of the fair. 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. Daily parking is also available around the perimeter of the fairgrounds for a \$5.00 charge. Handicapped parking is limited and available on a first-come basis to vehicles displaying a valid disabled person parking identification placard.

**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 21<sup>st</sup>, 2019. There will also be no refunds for tables and chairs if you cancel your contract after July 21<sup>st</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:** All booths using electric must indicate on the Booth Lease Agreement and include payment of \$25.00 for each outlet used. Electrical cords must be in compliance with the MN State Board of Electricity regulations. Use of each electrical outlet wanted must be paid for in advance and indicated on Lease Agreement. Electrical use will be checked.

**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.

**Sales Tax Forms/ST-19 Form:** All exhibitors , including non-profits and non-sales booths, 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 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, 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. **Completed Booth License Agreements received by May 1<sup>st</sup> from 2018 vendors will secure a booth for the fair. The booth layout may be updated if 10 x 10 booths are added. All exhibitors submitting a completed lease agreement will be notified of change in booth layout and booth assignment prior to fair.** The fair reserves the right to non-renew any Booth License Agreement where the Exhibitor 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 May 1<sup>st</sup>, 2019 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.

### **SPORTS ARENA EAST BUILDING**

Booth sizes indicated below. 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 layout of booths is changed, you will be notified.**

**Due to the large number of exhibitors that take their booths down early on Sunday in the arena, there will be a \$100.00 Early Take Down Charge required of all vendors. This check must be a separate check that is included with your Booth Lease Agreement documents. The check will not be cashed and will be given back to the Exhibitor by 5:00 pm at the close of the fair on Sunday in the Sports Arena. Any booths that are removed prior to that time or check is not picked up by the Exhibitor will be cashed.**

\*\*Corner Booths -#51A, 58, 59, 62, 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. A charge of \$25.00 per outlet must be included with booth payment for electrical use.**

Sincerely,

*Laura Falconer*

Laura Falconer, Executive Secretary  
Benton County Agricultural Society