



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

The 110th ANNUAL BENTON COUNTY FAIR
August 1st – August 6th, 2023

SPORTS ARENA EAST VENDORS

Please note, the operating hours have changed.

After reviewing feedback from past years vendors, we have changed the operating hours. If there is foot traffic in your area, after the new closing time, we welcome you to remain open as long as you see fit.

New Hours:

Tuesday; Noon - 9:00pm
Wednesday; 10:00am - 9:00pm
Thursday; 10:00am - 9:00pm
Friday; 10:00am - 9:00pm
Saturday; 10:00am - 9:00pm
Sunday; 10:00am - 5:00pm

We would like to welcome new exhibitors to the fair and the returning exhibitors for their continued support and participation in the 110th Annual Benton County Fair!

Please read the following vendor's 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 vendors, and fairgoers.

The term 'Vendor' 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 space.

A deposit check of \$100.00 per vendor is required. The check will not be cashed and will be returned on Sunday by 5:00 pm to all vendors whose booths are still set-up.

VENDOR INFORMATION

Fair Location: The fairgrounds is located at 1410 3rd 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 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 vendors will be on Monday, July 31st from Noon to 6:00 pm and on Tuesday, August 1st from 9:00 am to Noon.

This check must be a separate check that is included with your Vendor Lease Agreement documents. The check will not be cashed and will be given back to the vendor 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 vendor 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 Vendor 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 Vendor 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 Vendor 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 June 1st** if your request is approved due to availability in the building or booth that you have requested. Vendors must submit a list of items to be sold, displayed, advertised, promoted or demonstrated with their Vendor Lease Agreement. Any item in a vendor'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 a Vendor must be immediately withdrawn and removed from the exhibit area. The Fair only allows one Vendor per building who sells Avon, Watkins, Amway, Tupperware, etc. If your organization only allows one Vendor per event, it is your responsibility to ask the fair office personnel if there is another Vendor already confirmed as a Vendor at the fair. For this reason, please be specific and detail the items you will have at the fair on the Vendor 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 Vendor is unable to participate in the fair, a cancellation request must be made in writing. No refunds will be made without the vendor space being leased to another Exhibitor prior to the opening of the fair which is Tuesday, August 1st if the vendor space is leased to another Vendor, a \$50.00 administration fee will be charged to any Vendor canceling their booth license at any time and for any reason. The Vendor License Agreement and vendor area may not be transferred by any means to another party without the written consent of the Fair. The person responsible for the Vendor's performance is the person signing the Vendor 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 \$35.00 will be charged to the Exhibitor for NSF check s returned by the bank for any reason. The Vendor 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 Lunch stand and inside the Beer Garden.

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 \$40.00 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 vendor space) 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 \$10.00 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 Vendor License Agreement packet. We do contract this service with a local vendor, therefore, no order for tables and chairs will be accepted after July 25th, 2023. There will also be no refunds for tables and chairs if you cancel your contract after July 25th 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 Vendor 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. A sticker will be included when your agreement is returned that must be put on your electrical cord to confirm that you paid for electric.

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 vendors, 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 Vendor 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 vendors 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 Vendors 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 and 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 Vendors annually. Vendors from the prior year's fair are offered the opportunity to renew their Vendor Lease Agreement based on this evaluation. The fair reserves the right to refuse to renew any Vendor Lease Agreement, when in the sole discretion of the fair, such action is in the best interest of the fair and its fairgoers.

Completed Vendor License Agreements received by June 1st from 2023 vendors will secure a booth for the fair. The fair reserves the right to non-renew any Vendor 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 June 1st, 2023 will be released and offered to new vendor requests that are deemed appropriate.

GENERAL INFORMATION:

- No outside alcoholic beverages are allowed on the grounds 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, minibikes, 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 Vendor License Agreement is completed. The fair reserves the right to approve or deny any drawing to be conducted during the fair. Vendors 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 the public from handling them prior to sale.
- Only food vendors 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. No food may be given away in the Arena including free popcorn.

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 vendors that take their booths down early on Sunday in the arena, there will be a \$100.00 deposit required of all vendors. This check must be a separate check that is included with your Vendor 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-101,117,121,127,200,201,216, 217, 220, 221,230, 235,300,301,316, 317,320,334,321,335,400,416,420,434 \$275-1 Booth

Wall Booths – 1-9, 100,102,104,106,108,110,112,114,116,118,120,122,124,126,128, 405,407,409,411,413,415,417,419,421,423,425,427,429,431,433,435
1 booth - \$250, 2 booths - \$425, 3 booths - \$600, 4 booths - \$775, etc.

Inside Row Booths: 103,105,107,109,111,113,115,123,125, 202-215,222,229,231,233,302-315,322-333,402,404,406,408,410,412,414,422,424,426 ,428,430,432 1 booth - \$225, 2 booths - \$375, 3 booths - \$525, 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.**