

2018

COMMERCIAL

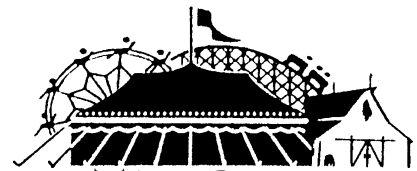
EXHIBITOR

AND

CONCESSIONAIRE

MANUAL

FOR



**The Great
Rice County FAIR**

JULY 17-22, 2018

NOTES

WELCOME

OFFICERS

Kathy Cap - *President*
Dave Miller - *1st Vice President*
Tara Langevin - *2nd Vice President*
Marcia Simon - *Secretary*
Sandy Flom - *Treasurer*

FAIR MANAGER

John Dvorak
952-594-4599

TABLE OF CONTENTS

Address/Phone Numbers	1
Set-up Days & Times	2
Contract Information.....	2 & 3
Rates	3
Application Deadline	4
Cancellation Policy	4
Cars/Vehicles	4
Camping & RV Spaces.....	4
Supply Trucks & Supply Truck Parking	4
Supply Truck Delivery	4
Commercial Exhibitors	4
Freight Delivery	5
Electricians	5
Electrical Inspection	5
Electronics	5
Commercial Building Hours	5
Blacktop	5
Food Booths	6
Sanitation.....	6
Security.....	6
Advertising Policy.....	7
Prize Drawings	7
Electric Hook-ups.....	7
Smoking Policy	7
Insurance	8
Liability	8
Sales Tax Forms	8
Check In	9
Move Out	9
Pets	9
Emergency/Lost & Found	9
First Aid.....	9
Food Concession Hours	9
Disputes	9

CHECK IN

All Open Ground Concessionaires/Exhibitors must check in with the Fair Secretary/Manager before setting up or occupying their space.

OUTDOOR FOOD & EXHIBITS

TEAR DOWN/MOVE OUT

Food Stands and Commercial Exhibitors in the core area of the fairgrounds, must stay open until 9:15 pm on Sunday, July 22, 2018. If you are **not** located in the core area, you can start tear down at 6:15 pm.

PETS

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

EMERGENCY/LOST AND FOUND

Emergencies, emergency messages, information on lost, found and stolen articles, lost children, etc., should be reported to the Fair Office.

First Aid is available at the Sheriff's Command Center.

FOOD CONCESSION & OUTDOOR EXHIBITOR HOURS:

Minimum Hours for Food Exhibitors and Outdoor Exhibitors are:

Tuesday - 5:00 pm - 10:00 pm

Wednesday, Friday and Saturday - 11:00 am - 10:00 pm

Thursday - 10:00 am - 10:00 pm (Senior Day)

Sunday - 11:00 am - 9:15 pm

MOVE OUT/TEAR DOWN/DISMANTLING TO BEGIN AT 9:15 PM SUNDAY. DO NOT START PRIOR TO 9:15 PM

THIS IS FOR FOOD AND OUTDOOR EXHIBITORS IN THE FAIRGROUNDS CORE AREA. CHECK WITH THE OFFICE FOR MORE DETAILS ON THIS REQUEST.

DISPUTES

The Fair Board shall be the final arbiter of any disputes involving exhibitors. The Fair Secretary/Manager may represent the Fair Board.

INSURANCE

Certificate of Insurance

All Exhibitors must provide Certificates of Insurance listing the Rice County Agricultural Society As "Additional Insured."

LIABILITY

The Exhibitor agrees to save and hold harmless the Rice 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, omissions, merchandise sold, presence or operation of said Exhibitor and/or Concessionaire, its agents or employees, on the Rice County Fairgrounds before, during or after the Rice County Fair.

The Rice 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 Rice County Agricultural Society from all claims for such loss damages or injuries.

Under no circumstances shall the Rice County Agricultural Society, its officers or employees be responsible for any item(s) lost, stolen or damaged on the Rice County Fairgrounds before, during or after regular fair hours

SALES TAX FORMS

Exhibitors are responsible for collection of sales tax. Sales tax numbers must be on their Commercial Exhibitor Forms. Exhibitors must also fill out a sheet titled ST19- "Operator Certificate of Compliance" and return it with all other contracts and fees. ST19 Form is included with your contract.

RICE COUNTY FAIR

JULY 17-22, 2018

Please read this Exhibitors' Manual carefully. It outlines many important terms and conditions concerning the leasing of space for exhibiting at the Rice County Fair. The information contained in this manual and the space rental contract was established for the benefit of all exhibitors, outside concessions and the public.

The term "**Commercial Exhibitor**" refers to all participants making reservations with a Commercial Exhibit Space Application. The term "**Outside Concessionaire**" refers to all exhibits making their reservations with a Concession Space Application. The term "**Exhibitors**" refers to BOTH Commercial Exhibitors and Outside Concessionaires. The term "**Fair Board**" refers to the Rice County Agricultural Society and/or its' representative(s). The term "**Event or Fair**" refers to the Rice County Fair.

MAILING ADDRESS

John Dvorak
Rice County Fair
PO Box 393
Faribault, MN 55021

FAIR LOCATION

Rice County Fairgrounds
1814 N.W. 2nd Avenue
Faribault, MN 55021

FAIR OFFICE

The Fair Office is located inside the main entry gate on the East side of the Grandstand.

FAIR OFFICE TELEPHONE NUMBERS

Office - 507-332-2470
Cell - 952-594-4599
e-mail: jdvorak.ricecountyfair@gmail.com - Fair Mgr
www.ricecountyfair.net

FAIR SECRETARY/MANAGER - John Dvorak

FAIR HOURS

Gates open at 11:00 am daily and close at the end of each days scheduled activities. Thursday the fair opens at 10 am.

SETUP DAYS

Exhibitors Set Up Days and Times
Monday, July 16, 2018 - 9 am - 5 pm
Tuesday, July 17, 2018 - 8 am - 4 pm

EXHIBITS MUST BE OPERATIONAL
BUY 5:00 PM TUESDAY

CONTRACT

The contract does not allow for sub-letting of exhibit space nor is it transferable.

To reserve space, the contract for Commercial Exhibitor and/or Outside Concessionaire must be completed, properly signed and returned with the required documentation. When the contract is received and approved, a representative of the Fair Board will sign it and a confirmation will be sent to the "Exhibitor."

Obstructing passageways, in any manner, is prohibited.

To keep records correct, Exhibitors must notify the Fair Board of any changes in company name, address, telephone number or management as currently indicated on their contract.

Exhibitors shall keep their area neat and clean. Inside Exhibitors may sweep refuse into the aisles, which will be swept by the Fair each morning.

Nails, tacks and staples must be removed from your display area.

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 authorized per contract is subject to removal at the Fair Board's discretion.

THE FAIR BOARD RESERVES THE RIGHT TO LIMIT THE SALE OF ANY ITEMS THAT THEY DEEM INAPPROPRIATE TO THE FAMILY ATMOSPHERE OF THE EVENT.

If you are a food concessioner applying for the first time at our fair, you must send a photograph of your unit.

No refunds of any kind after June 15, 2018.

ADVERTISING

The Fair Board will immediately remove signs or advertising matter of any kind deemed objectionable by the Fair Board without liability or damage therefore. The Fair Board shall be the sole decider as to what is objectionable, and all such decisions shall be final.

The Fair Board reserves the right to regulate the type and location of signs that exhibitors post for the benefit of patrons.

Posting of adhering stickers or literature to any Fairgrounds property whether permanent or temporary, or to vehicles upon the Fair parking lots **WILL NOT BE ALLOWED.**

The activities of the Exhibitor shall not interfere with other Exhibitors, Vendors or fairgoers by activity beyond the space rented or by nuisances such as excessive volume on a public address system, musical instruments, etc.

PRIZE DRAWINGS

The Fair Board reserves the right to approve or deny approval of any drawing to be conducted during the fair.

It shall be the Exhibitor's responsibility to notify the winners and arrange for delivery of the prizes.

The public address system in the Fair Office is available for Exhibitors to announce drawing winners.

Exhibitor's awarding drawing prizes must notify Fair Secretary of prize winners.

ELECTRICITY

The costs of extra electrical connections, inspection fees or special telephone services are to be borne by the Exhibitors. Exhibitors will supply their own extension cords and other equipment and it must meet electrical codes. Supply cords shall be type SO or STO. Trailers must have 2018 electrical inspection ticket.

STATE MANDATED REGULATION - All outside exhibits must have Electrical Quick Disconnect Units to plug into. If you do not have one, you may rent one from the Fair. If you need one, please indicate that in the space on the renewal form and submit payment with space rental fee.

SMOKING

**THE RICE COUNTY FAIRGROUNDS IS A
SMOKE-FREE FAIRGROUNDS.**
Smoking is permitted in designated areas: Parking Lots;
Campsites; inside the Grandstand area - East & West sides only.

FOOD CONCESSIONS

Food Inspections - Food inspectors will be on the grounds. Concessionaires are permitted to sell only items listed in their contracts.

Ice - The Fair Board will be offering ice for sale for anyone who needs it. The trailer that contains the ice will be by the Fair Office door. There will be a schedule of times during the day that ice may be purchased and paid for at the Fair Office.

Pop - The Fair Board will again be selling 20 oz. plastic bottles of Pepsi Products. Please contact the office for details. Pepsi is the choice vendor of pop for the Rice County Fair.

GREASE - No grease shall be dumped in any dumpster or trash can, or down any drain or on the grounds. A grease dumpster is available on the west side of the white restroom building. All vendors are responsible for disposal of their own grease. ANY VENDOR FOUND VIOLATING THESE RULES WILL BE SUBJECT TO A \$1,000.00 FINE.

FIRE & SAFETY - One minimum fire extinguisher required in each food booth - a 2A10BC. All LP containers in use must be stored and properly secured outside.

SANITATION

Garbage crews collect trash each morning before 7 a.m. To avoid having garbage cans full during fair hours, please dispose of your garbage at night. This will help ensure trash cans are clean and ready for the next day. Thank you for keeping your area clean and litter free during fair hours.

SECURITY

The Exhibitor accepts full responsibility for all liabilities for damages to persons and/or property arising out of his/her use and/or occupancy of fair property.

The Rice County Agricultural Society will not be responsible for any loss by theft, fire, accident or act of God.

There will be security people at various places and times throughout the run of the fair. However, they are unable to watch over individual exhibits. It is recommended that exhibits never be left unattended during the hours the event is open to the public.

The Rice County Agricultural Society will not be responsible for any item(s) lost, damaged or stolen before, during or after regular fair hours.

CONTRACT - (continued)

Any item found to be inappropriate, whether advertised or offered for sale by an exhibitor shall be immediately withdrawn and removed from the premises at the request of the Fair Board. If it is not removed immediately, the Fair Board may close said leased space and remove Exhibitor without liability.

IT IS THE EXHIBITOR'S RESPONSIBILITY TO READ AND COMPLY WITH THE PROVISIONS AND RULES OF THE RICE COUNTY FAIR SPACE CONTRACT AND THE EXHIBITOR'S MANUAL, AND TO INFORM ALL OF THEIR PERSONNEL ASSOCIATED WITH THEIR RENTAL SPACE ABOUT FAIR RULES AND REGULATIONS. A COPY OF THIS MANUAL SHOULD BE KEPT IN THE RENTED SPACE AT ALL TIMES.

RATES

Commercial Building Exhibitors -

Before April 1, 2018 - 10'x10' Indoor Space - \$225.00

After April 1, 2018 - \$250.00

Outside on Grounds Commercial Space -

Size of space, location, power and garbage use will determine the rate, please check with fair manager for cost of space.

Outside Food Stands -

Size of space, location, power, and garbage use will determine the rate, please check with the fair manager for the cost of space.

Supply Trucks Needing Electricity -

Special area for supply trucks needing electricity \$90.00 per spot

Supply Trucks or Trailers Parking With No Electricity -

\$35.00 per spot

Special Reserved Parking Lot for all Vendors, Cars and Pickups - \$30.00 per spot

TABLE AND CHAIR RENTAL

8' Table per week - \$25.00

Chairs per week - \$5.00

APPLICATION DEADLINE

**SPACE RENTAL APPLICATIONS MUST
BE RECEIVED BY APRIL 1, 2018
TO RESERVE PAST SPOT**

CANCELLATION REFUND POLICY

Should an Exhibitor find they are unable to participate in the event, and request a refund, cancellation of contract and request for refund must be made in writing. No refund will be made without written request. All requests must be postmarked no later than June 15, 2018.

CARS/VEHICLES

ALL VEHICLES ENTERING GROUNDS MUST HAVE A PARKING PASS, OR PAY FOR PARKING.

Parking passes can be purchased at time of contract signing or at the Fair Office. Exhibitors are responsible for ensuring that their workers vehicles have parking pass and that parking pass is properly displayed.

CAMPING AND RV SPACES

We have 20 RV spaces on grounds, with electricity and water. Reservations are on a first come, first serve basis, and paid for @ \$125.00 per week. All other forms of camping must have a \$25.00 parking pass displayed on site and/or on vehicle.

SUPPLY TRUCKS AND SUPPLY TRUCK PARKING

All supply trucks will be parking in their designated area only. Supply truck parking with or without electricity. No supply trucks will be parked at any other place on grounds.

SUPPLY TRUCK DELIVERY

Please have all your daily supply deliveries done before 11:00 am. *If you have food company deliveries, please contact them and make them aware of our policy. No deliveries from trucks to your area after 11 a.m.*

COMMERCIAL EXHIBITORS

We ask that all exhibits remain staffed at all times until the Commercial building closes for the night (see schedule).

FREIGHT DELIVERY

For the safety of fairgoers, no deliveries will be allowed to enter fairgrounds after 11 am. Deliveries after 11 am are allowed at the front gate only.

ELECTRICIANS

Rice County has a full time electrician on staff. Should you have a need for his/her services, please contact the Fair Office. You will be billed accordingly.

ELECTRICAL INSPECTIONS

The Minnesota Board of Electricity will be inspecting all electrical equipment. The Rice County Agricultural Society Board of Directors supports the policy of providing electrical service in a safe and efficient manner. Any repairs on exhibitor's equipment will be at exhibitor's cost.

ELECTRONICS

Please cooperate with any vendor or exhibit where there is a problem with radio frequency. The Fair Manager will have final say in any disputes.

INDOOR COMMERCIAL BUILDING

DISPLAY HOURS

Tuesday, July 17, 20185 pm-10 pm
Wednesday, July 18, 2018.....11 am-10 pm
Thursday, July 19, 2018.....10 am-10 pm
Friday & Saturday, July 20-21, 2018.....11 am-10 pm
Sunday, July 22, 201811 am-6 pm

Buildings will open 10 minutes before opening time for you to prepare your booth if needed.

**MOVE OUT/TEAR DOWN/DISMANTLING
OF YOUR ASSIGNED AREA TO BEGIN**

**AFTER 6:00 PM. SUNDAY
DO NOT START PRIOR TO 6:00 PM**

BLACKTOP

No stakes allowed in any blacktop without prior permission from Fair Manager.