

**2023**

**COMMERCIAL**

**EXHIBITOR**

**AND**

**CONCESSIONAIRE**

**MANUAL**



**July 19th - 23rd**  
*Faribault, Minnesota*



# NOTES

## WELCOME

### OFFICERS

Colleen Almen - *President*

Cliff Kreft - *1st Vice President*

Erik McKay - *2nd Vice President*

Jamie White-Titus - *Secretary*

Sandy Flom - *Treasurer*

### FAIR MANAGER

John Dvorak 952-594-4599

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on the Web

[www.ricecountyfair.net](http://www.ricecountyfair.net)

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Facebook: @RiceCountyFair

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## 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 8:15 pm on Sunday, July 23, 2023. If you are **not** located in the core area, you can start tearing down at 5 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:

Wednesday, Friday and Saturday - 11:00 am - 9:00 pm

Thursday - 10:00 am - 9:00 pm (Daycare & Sr. Day)

Sunday - 11:00 am - 8:00 pm

**MOVE OUT/TEAR DOWN/DISMANTLING  
TO BEGIN AT 8:15 PM SUNDAY.**

**DO NOT START PRIOR TO 8:15 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 a  
Certificate 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 whatsoever 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. A ST19 Form is included with your contract.

## **RICE COUNTY FAIR**

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

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

## FAIR LOCATION

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

## SECRETARY’S FAIR OFFICE

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

## FAIR TELEPHONE NUMBERS

Office - 507-332-2470  
Fair Manager’s Cell - 952-594-4599  
E-mail: [jdvorak.ricecountyfair@gmail.com](mailto:jdvorak.ricecountyfair@gmail.com) - Fair Mgr.

## FAIR SECRETARY/MANAGER— John Dvorak

## FAIR HOURS

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

## EXHIBITORS SET UP DAYS AND TIMES

Monday, July 17, 2023 - 9 am - 5 pm

Tuesday, July 18, 2023 - 8 am - 7 pm

**EXHIBITS MUST BE OPERATIONAL BY 11:00 am**  
**WEDNESDAY. NO SET-UP Wednesday morning.**

## 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."

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.

**Obstructing the view of a neighboring booth may warrant modifications to your exhibit.**

Obstructing passageways, in any manner, is prohibited.

Exhibitors shall keep their area neat and clean. Inside Exhibitors may sweep refuse into the aisles at closing, which will then be swept by the Fair staff 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 concessionaire applying for the first time at our fair, you must send a photograph of your unit.

***No refunds of any kind after June 15, 2023.***

EXHIBITORS ACTING IN A NON-PROFESSIONAL OR RESPECTFUL WAY WILL BE ASKED TO LEAVE.

## 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 the 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 a 2023 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. 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. 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 Exhibitors 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 May 1, 2023 - 10'x10' Indoor Space - \$200.00

After May 1, 2023 - \$225.00

**Outside on Grounds Commercial Space** - Size of space, location, power and garbage use will determine the rate, please check with the 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 (Red Lot) for all Vendors, Vehicles - \$30.00 per spot**

## TABLE AND CHAIR RENTAL

8' Table per week - \$25.00 1 Chair per week - \$5.00

**APPLICATION DEADLINE**

**SPACE RENTAL APPLICATIONS MUST BE RECEIVED BY APRIL 1, 2023 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 a written request. All requests must be postmarked no later than June 15, 2023.

**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 passes and that parking passes are properly displayed.

**CAMPING AND RV SPACES**

We have a limited number of spaces on grounds, with electricity and water. Reservations are on a first come, first serve basis, and paid for @ \$150.00 per week. All other forms of camping must have a parking pass displayed on site and/or on vehicle.

**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 the 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. Wed., Fri.-Sunday and 10am Thursday.*

**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 and left for your pick up.

**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 the exhibitor's equipment will be at the 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 2023**  
Wednesday, July 19.....11 am-9 pm  
Thursday, July 20.....10 am-9 pm  
*(Daycare & Senior Citizen Day)*  
Friday & Saturday, July 21-22..... 11 am-9 pm  
Sunday, July 23.....11 am-5 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 5:00 PM. SUNDAY DO NOT START PRIOR TO 5:00 PM**

**BLACKTOP**

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