



## 2025 CONSESSIONAIRE & EXHIBITORS MANUAL

*“Fun Beyond Compare, at the Rice  
County Fair!”*

PHYSICAL ADDRESS  
1814 2nd Ave. NW  
Faribault, MN 55021

MAILING ADDRESS  
Rice County Fair  
PO Box 393  
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 Manager - Peter van Sluis  
Office Secretary - Molly Lenway

FAIR CONTACT INFORMATION  
Office - (507) 332-2470  
Fair Manager's Cell – (507) 412-9168  
Fair Manager's email:  
pvansluis.ricecountyfair@gmail.com  
Office Secretary's email:  
office.ricecountyfair@gmail.com

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## THANK YOU!

All returning and new exhibitors and concessionaires, we like to sincerely thank you for your (continued) business. Your participation is crucial to the success of our annual fair.

We have a great program planned for this summer, with returning favorites and lots of new performers and entertainment, as well as some change-up in the grandstand events.

Should you have any complaints, needs, wishes or suggestions, please do not hesitate to contact us. You can visit us in the fair office, call us at (507)332-2470, or email to [manager.ricecountyfair@gmail.com](mailto:manager.ricecountyfair@gmail.com).

Alternatively, you can speak with any of the Fair Board Members who you can recognize by their yellow shirts.

Sincerely,

Fair Manager and Fair Board.

Peter van Sluis - Fair Manager  
Molly Lenway - Office Secretary  
Erik McKay - Board President  
Kayla Ballstadt - Vice President  
Gretchen Hohrman - 2nd Vice President  
Jamie White-Titus - Board Secretary  
Peggy Schaak - Treasurer.

Making memories with the families of Rice  
County and the surrounding areas since  
1859.

## APPLICATION DEADLINE

COMPLETED SPACE RENTAL APPLICATIONS, INCLUDING ALL SUPPORTING DOCUMENTATION, MUST BE RECEIVED BY JUNE 1, 2025 TO RESERVE A SPOT. RICE COUNTY FAIR WILL ATTEMPT TO HONOR SPECIFIC LOCATION REQUESTS. SPACES ARE LIMITED.

## FAIR HOURS

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

## SHUT DOWN

The Rice County Fair Manager reserves the right to shut down the fair when needed.

## FOOD CONCESSIONAIRE HOURS

Wednesday . . . . .11 am – 10:00 pm  
Thursday (Senior Day). . .10 am – 10:00 pm  
Friday (Daycare/Kid Day). .10 am – 10:00 pm  
Saturday . . . . .11 am – 10:00 pm  
Sunday . . . . .11 am – 7:00 pm

## INDOOR EXHIBITOR HOURS

Wednesday . . . . .11 am – 9:00 pm  
Thursday (Senior Day). . .10 am – 9:00 pm  
Friday (Daycare/Kid Day). .10 am – 9:00 pm  
Saturday . . . . .11 am – 9:00 pm  
Sunday . . . . .11 am – 5:00 pm

## CONTRACT

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

To reserve space, the contract for Exhibitors and/or Concessionaires 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, email 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. Absolutely no parking of vehicles near the exhibits, except for loading and unloading outside of the public opening times.

No vehicles can be parked overnight except in the designated parking areas.

Exhibitors shall keep their area neat and clean. Inside Exhibitors may sweep refuse into the aisles, 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, the food items, and a copy of the menu.

No refunds of any kind after June 15, 2025.

## CONTRACT (Contd)

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

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 THIS CONTRACT/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.

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.

## CANCELLATION REFUND POLICY

Should an Exhibitor or a Concessionaires 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, 2025.

## 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.

## CREDIT CARDS

Rice County Fair does accept all major credit cards, with a 3% surcharge.

## SMOKING

THE RICE COUNTY FAIRGROUNDS IS A SMOKE-FREE FAIRGROUNDS. This includes vaping or the use of cannabis products. Smoking is permitted in designated areas: Parking Lots; Campsites; Inside the Grandstand area - East & West sides only (not the Grandstand itself).

## 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 Office of prize winners.

## 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 pass is properly displayed.

## 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 at different 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.

## 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 @ \$200.00 per week. All forms of camping must have a parking pass displayed on site and/or on vehicle.

## COMMERCIAL EXHIBITORS

We ask that all exhibits remain staffed at all (see schedule).

## PETS

No dogs or pets, other than service 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. owners of service animals are requested to stop by the fair office to sign a waiver and obtain a service animal pass (free of charge).

## EXHIBITORS SETUP DAYS AND TIMES

Sunday, July 13, 2025 - anytime, no office support

Monday, July 14, 2025 - 9 am - 5 pm

Tuesday, July 15, 2025 - 8 am - 7 pm

EXHIBITS MUST BE OPERATIONAL BY 10:30 am WEDNESDAY. NO SET-UP Wednesday morning unless arranged with the Fair Office.

## OUTDOOR FOOD & EXHIBITS TEAR DOWN/MOVE OUT

Food Stands and Outdoor Exhibitors must stay open until 7pm on Sunday, and can start tear down at 7:15pm. Indoor Exhibitors must stay open until 5pm on Sunday, and can start tear down at 5:15pm. Indoor Exhibitors tearing down prior to 5:15pm will forfeit their \$25 deposit.

## STATE MANDATED REGULATION (ELECTRICAL)

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 will be at the exhibitor's expense. Exhibitors with problems must show proof of the problem rectified.

For more information go to

<http://www.dli.mn.gov/business/electrical-contractors/portable-and-temporary-power>.

All outside exhibits and concessionaires must have Electrical Quick Disconnect Units to plug into. If you do not have one, you may rent one from the Fair (limited units available). If you need one, please indicate that in the space on the renewal form and submit payment with space rental fee.

## GREASE

No grease shall be dumped in any dumpster or trash can, or down any drain on the grounds. A grease dumpster is available across from the main restroom building. All vendors are responsible for proper disposal of their grease.

There is a \$1,000 FINE FOR DUMPING GREASE DOWN DRAINS OR ON THE GROUNDS.

## BLACKTOP

No stakes allowed in any blacktop.

## SANITATION

Please clean your area before you close at night to be ready for the morning garbage pick-up. We thank you for keeping your area clean and litter free during fair hours. Please move all trash cans to the side of the service roads for early morning collection.

## 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 AND FREIGHT TRUCK DELIVERY

Please have all your daily supply deliveries done before 10:00 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 10am. Deliveries after 10am are allowed at the front gate only.

## PICNIC TABLES

Vendors may not move picnic tables or restrict guest use; picnic tables are provided for fair guests.

## SALES TAX FORMS

Concessionaires and 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. **If a completed ST19 is not on file at start of the fair, the operator will not be allowed to open.** A ST19 Form is included with your contract.

## GOLF CARTS

Golf carts, gators, four wheelers, ATV's, etc. are allowed for deliveries. There is a \$30 registration fee for the duration of the fair. They are NOT ALLOWED on the grounds after 10 a.m. or before 10 p.m. Proof of Insurance and driver's license is required. Register at the fair office when you arrive.

## SODA & ICE

Soda and Ice is available from the Fair Office. All orders **must be pre-paid** (cash, credit card or check only – no accounts payable) at time of pickup or when ordering a delivery. Delivery is only available before 10am daily.

## INSURANCE

All Exhibitors must provide a Certificate of Insurance listing the Rice County Agricultural Society as "Additional Insured". See the Exhibitor & Concessionaire Manual for details.