

Commercial Space / Non Food Vendor Rules / Information – July 23rd - 28th 2024

Thank you for your interest in COMMERCIAL space at the 2024 Anoka County Fair.

Please fill out the form linked above for non food vendors / commercial vendors.

The information form is **not** a contract and does **not** guarantee space at the 2024 Anoka County Fair.

Our space policy will be as follows:

Exhibitors from the 2023 fair will be offered their same (or similar) space location and production until June 1st, 2024. After June 1st, we will fill any remaining booth spaces available. We strive to maintain a balanced variety of products and services. We will continue to invite vendors up until one week prior to the Fair start date. We do not offer exclusivity. Contracts are not transferable.

Vendor Requirements:

Completed Form

ST19 form (file name should be: Booth name_ST19)

COI (Operator Certificate of Insurance) (file name should be: Booth name_COI)

Full Payment due June 1st, 2024, to confirm space reservation

Vendors are required to pay admission tickets for booth staff. The Anoka County Fair reserves the right to accept or deny applications for exhibitor space.

Space Locations and Rates:

INSIDE BOOTH SPACE:

Building #2 10 x 8' \$250

Building #2 12 x 10' \$350

Building #3 10 x 8' \$250

Building #3 12 x 10' \$350

Inside booth space includes 110 electrical service and inside booth space includes draping.

OUTSIDE NON FOOD / COMMERCIAL BOOTH SPACE:

10 Feet of frontage (\$300 min.) - \$10 per foot for each additional foot

Outside booth includes 110v – 15 amp service

SET UP TIME: Set up of food stands/trailers Friday, July 19th – Monday, July 22nd, 2024. All units need to be ready to open by 1pm on Tuesday, July 23th, 2024.

TEAR DOWN: Tear down can begin Sunday, July 28th anytime after 7pm. There is no vehicle traffic allowed on the fairgrounds until after 9:30pm on Sunday, July 28th or until authorized staff has announced it is safe to bring vehicles on the grounds. Early dismantling of your booth will result in a \$200 fee. All units must be removed from the grounds by the Monday following the fair.

VENDOR HOURS: We ask that all Vendors be open for business from 11am until 9pm each day. Outdoor vendors - you are welcome to open before 11am and must close by 11pm. The fair gates open at 9am. Indoor vendor hours are 11am - 9pm.

PARKING: We offer Free Parking either on the grounds or in the West lot across the street. There is no reserved parking on the grounds.

MOTOR HOMES / CAMPERS / STOCK TRUCKS: Camper / MotorHome / Stock Truck cost is \$150 and includes one 20 amp service. Camper space is limited. A reservation must be made when you confirm your contract. Each unit will be reserved on a first come first serve basis and must include the total length of the unit. *Due to space limits, stock trucks might not be located next to your camper space. **All campers and stock trucks will need to use Extra Hard Usage Cords.

VENDOR TICKETS ARE REQUIRED: As a vendor, you can purchase vendor gate admission tickets for yourself and your staff ONLY at \$8 per person, per day. Vendor tickets are not for guests or the general public.

INSURANCE (COI): A copy of your insurance coverage of \$2 million (Certificate of Accord) for the current year is due by June 1st. The Anoka County Fair and the Anoka County Agricultural Society need to be listed as additional insured for the certificate of insurance you are providing. The Fair can offer a \$2 million coverage certificate through an independent insurance source for a fee of \$100 which is due by June 1st. Please be sure your insurance certificate is current.

SPECIAL FOOD STAND REQUIREMENTS: Menu - All Food Vendor Menus will be limited to the menu you provided on your contract. Any request for changes to your menu including products and sizes must be made in a written request sent to the Fair Board for approval at least one week prior to the opening of the Fair. Menu lists will be checked during the fair, and those in violation will not be allowed as a vendor the following year.

SIGNAGE: No merchandise, displays, signs, awnings, hitches or similar will be allowed to extend beyond the front edge of your stand which would obstruct the normal view of any other vendor or disrupt the normal flow of traffic. *Please note that there will not be any signage/materials related to any religious or political groups allowed*.

GREASE TANK: There is a grease tank located behind the blue building. **DO NOT DUMP** Grease in the garbage barrels. Vendors in violation will be charged a fee for clean up and the contract will be canceled.

WASTE WATER: Do not drain any waste-water onto the blacktop or into any area that would affect other vendors during the operating hours of the Fair.

ICE: Ice will be available for purchase.

PERMITS: Food license permits can be purchased through the State or Anoka County Health Department. **FOOD LICENSE MUST BE DISPLAYED** inside the food stand.

FIRE EXTINGUISHER: All food stands must have a Fire Extinguisher available inside the stand.

MN SALES TAX: All Vendors selling products / food will have a MN Sales Tax Number displayed. All vendors will be required to fill out a ST-19 Sales Tax Form and return it with your contract showing you have a valid MN Tax ID number. We are required to have this on file each year for the State.

The above rules are in addition to any rules and regulations found included in the space and electrical contracts. If you have any questions, please call the Fair Office.

Michaela Liebl - Fair Manager
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