



**Benton County Fair**  
**Food Vendor Information Packet**  
 **July 29th – August 3rd, 2025**  
 **Sauk Rapids, Minnesota**

**Welcome to the 112th Annual Benton County Fair!**

We are excited to welcome new exhibitors to the fair and extend our gratitude to our returning exhibitors for their continued support and participation in this cherished tradition!

To ensure a smooth and successful experience, please carefully review the following vendor information, in its entirety, as some details have changed. This guide outlines important terms and conditions regarding the leasing of exhibit space, designed to benefit all vendors and enhance the fair experience for exhibitors and fairgoers alike.

All submitted vendor registrations are assumed that you have read and agreed to all the information below.

Failure to comply, could result in forfeiting your booth space for future years.

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 commercial exhibit space.

- Returning Vendors:** To secure the same booth location as the 2024 fair, agreements must be submitted by May 1st.
- New Vendors:** Applications are accepted on a space-available basis, so be sure to submit yours early!

We look forward to another fantastic fair filled with community, tradition, and exciting opportunities for our vendors! 🎪 ✨

**Operating Dates & Hours:**

**Vendors must adhere to the following schedule:**

- **Tuesday: 12:00 PM – 11:00 PM**
- **Wednesday: 11:00 AM – 11:00 PM**
- **Thursday: 11:00 AM – 11:30 PM**
- **Friday: 11:00 AM – 11:30 PM**
- **Saturday: 11:00 AM – 11:30 PM**
- **Sunday: 11:00 AM – 5:00 PM**

## Fair Location

- Address: **1410 3rd Ave S, Sauk Rapids, MN 56379** (use for scheduled deliveries).

## Fair Office

- Located by the main entrance of the fairgrounds.
- **Office Hours During Fair Week:**
  - Monday: **8:30 AM - 7:00 PM**
  - Tuesday–Saturday: **7:30 AM - 10:00 PM**
  - Sunday: **9:00 AM - 7:00 PM**
  - Monday after the fair: **9:00 AM - 12:00 PM**
- Ice available during office hours (key access provided by office staff).

## Gate/Fair Hours

- **Admission:** Free.
- **Vehicle Restrictions:**
  - All vehicles must exit the fairgrounds by **10:00 AM daily**.
  - Deliveries: Must use the **north entrance gate**. (12<sup>th</sup> Street South)
  - Parking pass: \$40, valid for the entire fair, available at the fair office.
  - Vendor vehicles are not allowed in designated vendor spaces. Public parking is available with a season pass.
  - No vehicles allowed on fairgrounds during the day for deliveries (for safety reasons).

## Set-up/Take-down.

- **Set-up Schedule:**
  - Monday, **July 28th, 2025**
  - Booths must be operational by **12:00 PM Tuesday**.
  - Early set-up available the weekend before the fair (location must be confirmed).
    - \$10 daily fee for any electricity that is used before July 28th or after August 3rd.
- **Restrictions:**
  - No set-up allowed on Tuesday during the fair.
  - Main gate closes daily at **10:00 AM**. For assistance after this time, contact the food vendor committee (info on FAQ page).
  - Early booth removal (before **5:00 PM Sunday**) results in forfeiture of the booth license for the following year.

## Food License Agreement Summary

1. **Submission Requirements:**
  - o Complete online submission forms with all proper documents, Food License Agreement along with the lease payment, ST-19 form, Insurance documents and any additional required documents to:  
**Benton County Fair**  
PO Box 118, Sauk Rapids, MN 56379.
  - o The vendor agreement, booth assignment, parking passes, and updates will be sent about three weeks before the fair.
2. **Contact Information:**
  - o Fair office: **320-253-5649** (leave a message) or email [Info@bentonfairmn.com](mailto:Info@bentonfairmn.com).  
Food Vendor Chairperson: Jimmy - email: Jimmy32173@gmail.com
  - o For booth change requests, include details in your message or email. Notifications for approved requests will be sent after May 1.
3. **Concessionaire Rules:**
  - o Include a list of food items with your lease agreement. Unauthorized items may be removed.
  - o Keep pathways clear and avoid obstructing fairgoers or neighboring vendors.
  - o All vending and solicitation must remain within your assigned space.
4. **Cancellation Policy:**
  - o Written cancellation requests are required. **No refunds.**
5. **Payments:**
  - o Upon Approval invoices will be sent via email to the email address noted on your application.
  - o NSF checks incur a \$50 fee.
6. **Parking:**
  - o **One** parking pass is included per booth; additional passes are \$40 each.
  - o Parking areas: behind the Sports Arena or west of the main entrance.
  - o No trailers or personal vehicles allowed in the booth area unless paid for and approved by the food committee.
  - o Daily parking is \$10
  - o There are limited handicap spaces available and are on a first-come basis.
7. **Food Vendor Requirements:**
  - o Comply with all Benton County and MN Department of Health regulations.
  - o Display your food license, insurance proof (valid from June 1, 2025), and menu with item prices.
  - o Dispose of grease in designated barrels and wastewater at the water dump station.
  - o Booth space may not be divided, sublet, or transferred without prior approval from the Fair Board/Food Committee.
  - o Any modifications to buildings or grounds on Benton County Ag Society property may result in removal, with associated costs billed for damages.

## Security, Lost & Found, and Emergencies

- **Security:**
  - Day security: **Benton County Sheriff's Department** and **Sauk Rapids Police Department**.
  - Night security: **Benton County Mounted Patrol**.
  - Do not leave booths unattended during fair hours.
  - The fair is **not responsible** for lost, stolen, or damaged items.
- **Lost & Found/Emergencies:**
  - Report lost items, lost children, or emergencies to the **Fair Office** or **Security Office** (north of the main entrance).

## Insurance Requirements

- Submit a **Certificate of Insurance** with the Vendor License Agreement.
  - Coverage: At least **\$1 million occurrence limit**.
  - List the **Benton County Fair** as the insured event.
  - Include the **Benton County Agricultural Society** as an additional insured party.

## Camping

- No camping facilities are available on the fairgrounds.

## Vendor Lease Renewal Policy

To ensure a high-quality vendor experience, the fair conducts an annual review of all contract lease agreements. The renewal process follows these guidelines:

- Vendors from the previous year are given the opportunity to renew their lease based on an evaluation process.
- The fair reserves the right to deny lease renewal at its sole discretion if deemed in the best interest of the fair and its attendees.
- Vendors who renew their lease by **May 1, 2025**, will have priority access to their previous location.
- The fair reserves the right to modify booth locations at any time to enhance the fair experience.
- Changes to the fairgrounds or space availability may result in the elimination of certain booth areas. In such cases, substitute locations may be offered.
- Vendors who violate any regulations set by the Benton County Agricultural Society or any local, state, or federal laws may be denied renewal.
- Requests for changes in booth location or products must be indicated on the **Vendor License Agreement** and are subject to approval and availability.
- Booths not renewed by **May 1, 2025**, will be released and offered to new vendors as deemed appropriate.

## General Information

- **Alcohol Policy:** Outside alcoholic beverages are strictly prohibited on the fairgrounds and within booth areas.
- **Smoking Policy:** Smoking or vaping is **not** permitted inside any buildings or barns on the fairgrounds.
- **Restricted Vehicles:** The use of golf carts, minibikes, dirt bikes, bicycles, rollerblades, inline skates, skateboards, three- or four-wheelers, or any other unauthorized vehicles is **not allowed** without prior written approval before the start of the fair.
- **Service Animals:** Only service dogs specifically trained to assist individuals with disabilities are permitted on the fairgrounds.\

## Booth Lease Fee Breakdown

Booth Fee: \$850.00

## Electricity Fee Breakdown:

110V – \$50.00 each

30 Amp/110V RV – \$75.00 each

50 Amp/220V – \$125.00 each

## Additional Fees:

Additional Parking Passes: \$40.00 each

Additional Trailer Parking (Trailer Size: \_\_\_\_ x \_\_\_\_): \_\_\_\_ @ \$75.00 each

## Menu Approval & Restrictions

- **Only the menu items listed and approved below may be sold or advertised within your booth area.**
- **Please specify brands/types, if applicable.**
- **A copy of your menu and photos of your booth setup must be attached to this form.**
- **Ice Sales Restriction: Vendors are not permitted to sell ice. Ice will be available for purchase at the fair office during office hours.**

## Release and Indemnification Agreement

This **Release and Indemnification Agreement** ("Agreement") is made by and between the **Benton County Agricultural Society** ("Society") and the undersigned ("Vendor").

### 1. Release of Liability

The **Benton County Agricultural Society** shall not, at any time or to any extent, be liable or responsible for any **injury, death, loss, destruction, or damage** to any person or property, including the property and employees of the undersigned, occurring on or about the premises. This includes, but is not limited to, any injury, death, loss, destruction, or damage arising from:

- Any use or activity conducted on the premises.
- Any act, omission, or negligence of the undersigned, their employees, agents, subtenants, visitors, or any other individuals using any portion of the premises; or
- Any other cause or event, whether foreseeable or unforeseeable, regardless of the nature of the action or claim.

### 2. Indemnification

The undersigned agrees to **indemnify, defend, and hold harmless** the **Benton County Agricultural Society**, its officers, directors, agents, and employees from any claims, liabilities, damages, costs, or expenses (including attorney's fees) arising out of or in connection with:

- Any injury, death, loss, destruction, or damage occurring on or about the premises.
- Any act, omission, or negligence by the undersigned, their employees, agents, subtenants, or visitors; or
- Any breach of this Agreement by the undersigned.

### 3. Condition of Premises

Upon expiration of use, the undersigned agrees to **surrender the premises in good, sanitary, and orderly condition and repair**. In the event of any loss, damage, or injury to the premises or any property therein, the undersigned agrees to fully **reimburse the Benton County Agricultural Society** for all costs associated with the repair, replacement, or restoration of the affected property.

### 4. Governing Law

This Agreement shall be governed by and construed in accordance with the **laws of the State of Minnesota**.

IN WITNESS WHEREOF, the undersigned has read, understood, and voluntarily agreed to the terms of this Release and Indemnification Agreement.

Your online submission will also be your signature and date time stamp for this agreement

**Vendor Name:** \_\_\_\_\_

**Vendor Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

*Updated: February 2025*