

Benton County Fair
Sports Arena East 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 – 9:00 PM**
- **Wednesday: 10:00 AM – 9:00 PM**
- **Thursday: 10:00 AM – 9:00 PM**
- **Friday: 10:00 AM – 9:00 PM**
- **Saturday: 10:00 AM – 9:00 PM**
- **Sunday: 12:00 PM – 5:00 PM**

All vendors inside the Sports Arena East (SAE) building are required to send a separate \$100.00 deposit check with their booth fee. Checks will be returned back to all vendors whose booths are still fully intact at 5:00pm on Sunday. Anyone who packs up early, will risk forfeiting their space in future years and checks will be cashed.

VENDOR INFORMATION

Fair Location: The fairgrounds is located at 1410 3rd Avenue South, Sauk Rapids, MN 56379. This is the location address to give for any deliveries you schedule to the fairgrounds.

Fair Office: The fair office is located at the main entrance to the fairgrounds. The fair office is open the week of the fair from 8:30 am to 7:00 pm on Monday, 7:30 am to 10:00 pm Tuesday thru Saturday and Sunday from 9:00 am to 7:00 pm. The office will also be open the Monday after the fair from 9am to Noon.

Gate/Fair Hours: There is no charge to enter the fair as it is a free gate. Please schedule your deliveries during the Fair for early morning. **All vehicles MUST BE off the fairgrounds by 10:00 am. Vehicles on the fairgrounds are only allowed to park in the on-grounds parking designated parking areas and must have a season pass for parking in this area. No vehicles will be allowed onto the fairgrounds during the day to deliver goods for the safety of the fairgoers.**

SET-UP/TAKE DOWN: Set-up times for inside vendors will be on Monday, July 28th from Noon to 6:00 pm and on Tuesday, July 29th from 9:00 am to Noon. This \$100.00 Deposit check must be a separate check that is included with your Vendor Lease Agreement documents. The check will not be cashed and will be given back to the vendor by 5:00 pm at the close of the fair on Sunday in the Sports Arena. Any booths that are removed prior to that time or check is not picked up by the vendor will be cashed. If not set up in the correct area, you will be required to move your exhibit to the correct area. You must bring your parking pass with you beginning on Tuesday. If you do not have a parking pass, you will pay for parking. If the exhibit is not in place by Tuesday at 7:00 pm you will forfeit your exhibit area and the exhibit area will be assigned to another exhibitor with no refund of license fee. All buildings are locked overnight with the fairgrounds patrolled by the Benton County Mounted Patrol

Booth License Agreement: The Vendor License Agreement must be completed, properly signed and returned with the required lease payment, security deposit check, completed ST-19 and insurance verification indicated on your contract. Your Vendor License Agreement indicating your assigned booth space will be mailed to you about three weeks prior to the fair with parking passes and any updated information that you will need to be aware of for the fair. Please return the completed Vendor Booth Agreement to: Benton County Fair, PO Box 118, Sauk Rapids, MN 56379. The fair office will not be open regular hours until the middle of June for the summer. Please call the fair office at (320) 253-5649 and leave a message with any questions or send an email to: vendors@bentonfairmn.com.

If you would like to request a different exhibit space, please leave that information in the message or email and you will be notified after **June 1st** if your request is approved due to availability in the building or booth that you have requested. Vendors must submit a list of items to be sold, displayed, advertised, promoted, or demonstrated with their Vendor Lease Agreement. Any item in a vendor's space not listed is subject to be removed at the fair's discretion. Any item that is deemed inappropriate, whether advertised or offered for sale by a Vendor must be immediately withdrawn and removed from the exhibit area. The Fair only allows one Vendor per building who sells Avon, Watkins, Amway, Tupperware, etc. If your organization only allows one Vendor per event, it is your responsibility to ask the fair office personnel if there is another Vendor already confirmed as a Vendor at the fair. For this reason, please be specific and detail the items you will have at the fair on the Vendor Lease Agreement. The Fair will not refund any lease fees for this situation. Do not obstruct any pathways or neighboring Exhibitors. **No vending or soliciting allowed outside of your exhibit area.**

Insurance Statements: All vendors are required to have a copy of their insurance submitted with the Booth license agreement. **No lease agreement will be complete until all required forms are submitted.**

Sales Tax Forms/ST-19 Form: All vendors, including non-profits and non-sales booths, must submit a MN Department of Revenue Form ST-19 (Operator Certificate of Compliance) with their Booth License Agreement. The Vendor License Agreement will be incomplete if submitted without one. The fair is required by the State of Minnesota to have this form on file for all vendors that are selling or not selling merchandise during the fair. Please have your Sales Tax information available in your booth in case the Department of Revenue makes a visit during the fair. All Vendors are responsible for paying their own sales tax on the merchandise that they sell during the Benton County Fair. All ST-19's must include your MN Tax ID number and not your social security number. **Completed ST-19 must be returned with contract.**

Cancellation/Refund Policy: In the event that a exhibitor is unable to participate in the fair, a cancellation request must be made in writing. No refunds will be made without the vendor space being leased to another Exhibitor prior to the opening of the fair. If the vendor space is leased to another Vendor, a \$50.00 administration fee will be charged to any Vendor canceling their booth license at any time and for any reason. The Vendor License Agreement and vendor area may not be transferred by any means to another party without the written consent of the Fair. The person responsible for the Vendor's performance is the person signing the Vendor License Agreement.

Payments: Upon approval, we will email you an invoice with your booth total based on your selections for space needs, electric, etc.

Electricity: All booths using electric must indicate on the Vendor Lease Agreement and include payment of \$50.00 for each outlet used. Electrical cords must be in compliance with the MN State Board of Electricity regulations. Use of each electrical outlet wanted must be paid for in advance and indicated on Lease Agreement. Electrical use will be checked.

Parking Passes: One parking pass is included with each booth regardless of the number of people that are working at the booth. The parking pass must be visible on the dash of your vehicle while parked in the on-grounds parking area. Additional parking pass can be purchased at the on-grounds entrance or at the fair office for \$40.00 which is good for the week of the fair. The parking passes can be used in the parking area behind the Sports Arena or in the two parking lots to the west of the main entrance. **Trailers and vehicles (other than ones that are part of your vendor space) may not be left in the on-grounds parking areas during the day or overnight.** Daily parking is also available around the perimeter of the fairgrounds for a \$10.00 charge. Handicapped parking is limited and available on a first-come basis to vehicles displaying a valid disabled person parking identification placard.

Table/Chair Rental: Tables and chairs may be rented, or you may provide your own. A table and chair rental form is included with your Vendor License Agreement packet. We do contract this service with a local vendor, therefore, no order for tables and chairs will be accepted after July 15th, 2025. Also, there will be no refunds for tables and chairs if you cancel your contract after July 15th unless the booth is rented to another vendor, and they want the tables and chairs. If you need to adjust or move the drapery for your booth area, please contact the Sports Arena personnel for assistance so it is not damaged.

Security/Lost and Found/Emergencies: The Benton County Sheriff's Department and the Sauk Rapids Police Department will maintain a security office on the grounds during the day with the night security provided by the Benton County Mounted Patrol. It is recommended that booths never be left unattended during the times that the fair is open to the public. The fair will not be responsible for any item(s) that are lost, damaged or stolen before, during or after fair hours. Emergencies, lost and found, including lost children should be reported to the fair office or the security office located just north of the main entrance.

Freight Delivery: All FedEx, UPS or similar service deliveries will be made to the fair office. DO NOT have any items shipped to arrive prior to July 29th as there are not facilities on the fairgrounds for storage of your shipments. C.O.D. shipments will not be accepted at any time. Please notify the fair office with your name and cell phone number if you are expecting a shipment so that we can let you know when it arrives.

Camping: There are no camping facilities available on the fairgrounds. No motor homes or travel trailers are allowed on the fairgrounds without written approval by the Fair prior to the start of the fair. Camping is available at the St. Cloud Campgrounds (320-251-4463) located just a few miles east of the fairgrounds or at St. Cloud/Clearwater RV Campground (320-558-2876) location south of St. Cloud in Clearwater, MN.

Disputes: The fair shall be the final arbitrator of any disputes involving Exhibitors. No promises, representatives, agreements, or conditions have been made or agreed to which are not fully stated on the Booth License Agreement or in this informational packet. Exhibitors and Concessionaires are reminded that this is a family event and to conduct themselves accordingly. If there are any problems or concerns, please notify the fair office.

Renewal Policy: To attract and maintain high-quality Exhibitors, the fair will review all Vendors annually. Vendors from the prior year's fair are offered the opportunity to renew their Vendor Lease Agreement based on this evaluation. The fair reserves the right to refuse to renew any Vendor Lease Agreement, when in the sole discretion of the fair, such action is in the best interest of the fair and its fairgoers. **Completed Vendor License Agreements postmarked by June 1st from 2024 vendors will secure a booth for the fair.** The fair reserves the right to non-renew any Vendor License Agreement where the Exhibitor has violated any regulations of the Benton County Agricultural Society or any local, state or federal law. Requests to change location or products must be noted on the Booth License Agreement but are subject to approval and availability.

GENERAL INFORMATION:

- No outside alcoholic beverages are allowed on the grounds or in your booth area.
- Smoking is NOT ALLOWED in any buildings or barns on the fairgrounds and not within 10 feet from any doorway to any building or barn. No smoking is allowed in any booth area.
- Golf carts, minibikes, dirt bikes, bicycles, roller blades, inline skates, skateboards, three or four wheelers, or other vehicles may not be used on the fairgrounds without written permission prior to the start of the fair.
- Unless it is the purpose of entering in a sanctioned competition or show, no animal, bird or reptile is allowed on the fairgrounds during the fair without written permission from the fair, other than service dogs.
- All prize drawings must be conducted during the fair. Any Exhibitor requesting fairgoers to register for any reason, must notify the fair office, in writing at the time the Vendor License Agreement is completed. The fair reserves the right to approve or deny any drawing to be conducted during the fair. Vendors are not allowed to conduct raffles during the fair.
- Vending machines are not allowed on the fairgrounds.
- No pocketknives, cap guns, cutlery or play guns are allowed to be sold on the grounds. Please omit these from your sales display as you will be asked to remove them by the security officers if available for sale.
- Only food vendors are allowed to sell water or beverages unless your business has to do with water or other beverages and has been approved by the fair office. No food may be given away in the Arena including free popcorn.

BOOTHS SIZES AND FEES

Booth sizes indicated below. Booths are divided by drapery with 8-foot backs and 3-foot sides. **Your exhibit MAY NOT be taller than 8 feet on the back and 5 feet on the sides. Your exhibit must be under these measurements, or you will be required to adjust your exhibit. If the layout of booths is changed, you will be notified.**

Due to the large number of vendors that take their booths down early on Sunday in the arena, there will be a \$100.00 deposit required of all vendors. This check must be a separate check that is included with your Vendor Lease Agreement documents. The check will not be cashed and will be given back to the Exhibitor by 5:00 pm at the close of the fair on Sunday in the Sports Arena. Any booths that are removed prior to that time or check is not picked up by the Exhibitor will be cashed.

All Booths are 8'D x 12'W

Corner Booths: \$275 Each Booth

Wall Booths: 1 booth - \$250, 2 booths - \$425, 3 booths - \$600, 4 booths - \$775

Inside Row Booths: 1 booth - \$225, 2 booths - \$375, 3 booths - \$525

Booths on the inside of the building have drop down cords available for electricity. Booths around the outside perimeter of the building have electric outlets. **You must bring your own extension cords and tape/mat to put over the cord to secure to the floor. A charge of \$50.00 per outlet must be included with booth payment for electrical use.**

Website: BentonfairMN.com

Email: vendors@bentonfairmn.com

Facebook: Benton County Fair

Updated: February 2025

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