

MINNESOTA STATE FAIR  
CONCESSIONS & EXHIBITS DEPARTMENT

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**2011**

**Concessionaire  
& Exhibitor  
Guide**

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**August 25 through  
Labor Day, September 5**



# Department Telephone Numbers

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Attractions Department: . . . . . (651) 288-4473

Box Office Info: . . . . . (651) 288-4427

Concessions & Exhibits Department: . . (651) 288-4456

Concessions & Exhibits Fax: . . . . . (651) 642-2440

Employment Center: . . . . . (651) 288-4475

**Fire: . . . . . 9-911**

General Information: . . . . . (651) 288-4400

Guest Services Office: . . . . . (651) 642-2450

**Medical Emergency: . . . . . (651) 642-2280**

Midway Office: . . . . . (651) 643-6494

or (651) 643-6495

Midway Fax: . . . . . (651) 643-6493

**Police: . . . . . (651) 642-2280**

Service Department: . . . . . (651) 288-4402

Sponsorships/ Touring

Professional Exhibits: . . . . . (651) 288-4471

Telephone Department

Orders: . . . . . (651) 288-4457

Repairs: . . . . . (651) 642-2418

Utility Office: . . . . . (651) 288-4445

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*Please note, information subject to change.*

# Welcome to the 2011 Minnesota State Fair!

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This guide has been developed as a supplement to the Concessions & Exhibits Information Manual which accompanied your 2011 license agreement. In preparation for the 2011 State Fair, we urge you to carefully review the Concessions & Exhibits Information Manual and rules booklet provided with your license agreement, as well as this handy guide. It is important that you and your staff be familiar with all State Fair rules, policies and procedures.

We have also included mirror tags with this mailing. Please refer to the section on mirror tags in this guide for instructions regarding their use and entry information. These tags are not a gate admission pass, do not exempt the holder from admission or vehicle parking fees and provide no special access, parking or privileges other than those indicated in this guide.

## MEET THE STAFF

Deputy General Manager, Jim Sinclair, senior executive staff person responsible for overall division management, administration and oversight, is assisted by the following experienced hands:

- Dennis Larson, Food Concessions Manager, is responsible for oversight of food and beverage concessions, liaison with agencies having jurisdiction regarding such operations, manages division financial accounts, reconcilements, collections, concession audits and percentage check-in processes, and handles cup warehouse operations.
- Pam Simon, Exhibits & Concessions Manager, is responsible for placement, licensing and oversight of exhibits and concessions and liaison with exhibitors and concessionaires regarding decorating services, license performance, etc.

- Danyl Vavreck, Sponsorships Manager, is responsible for management of fair sponsorship programs and touring promotional exhibits and concessions.



- Carol Doyle, Office Supervisor, with her seasonal staff (Brett Ward and Kelly Kannel), handles day-to-day Concessions & Exhibits Office administration, including registration and license processing, insurance, Wholesale (distributor) and Supply Vehicle (parking) Permits, purveyor and supplier relationships, the division's seasonal and fair-time staff, along with other front-line administrative duties.
- Nicole Hines, Attractions and Exhibits Specialist, assists with Mighty Midway, Kidway and ticketed attraction administration.

We look forward to having you with us and to being of service to you at the 2011 Minnesota State Fair. If you have questions or need assistance, please contact us at the following telephone numbers:

**Area code (651)**

Carol Doyle	288-4456
Brett Ward	288-4486
Kelly Kannel	288-4486
Pam Simon	288-4404
Dennis Larson	288-4488
Danyl Vavreck	288-4471
Nicole Hines	288-4473
Jim Sinclair	288-4421

## **UE TNERVICENTANDARD**

All State Fair employees, exhibitors, concessionaires, contractors and volunteers are members of our MSF All-Star team.

As part of the MSF All-Star program, we strive to create an environment that is:

- welcoming
- entertaining
- educational
- safe

Our guests come first and we show our appreciation by:

- providing courteous service
- exceeding their expectations, and
- acknowledging that without our guests, we would not be here.

As a member of the team, we depend on you to help us meet our goal of providing quality service to our guests. Remember to treat guests as you would like to be treated, and that sometimes the smallest gesture of kindness means the most.

## **CO ENT ,NU E TION MND CO LAINT**

Comments, suggestions and complaints are welcome at the guest services office in the Visitors Plaza (1677 Dan Patch Ave). Hours are 7 a.m. to 11p.m. Please direct guests to this office so we may provide a prompt response to their comments, suggestions or complaints.

## **AD I ION**

Everyone entering the fairgrounds must present a valid ticket of admission.

## **RE- AIRNo DI COUNTNATENTICKET**

Pre-fair discount gate admission tickets are available to licensed concessionaires and exhibitors for \$9 each when ordered by mail. Payment for such tickets must be received by August 8 for orders to be mailed or by August 15 for orders to be picked up at the State Fair Ticket Office on the fairgrounds. Contact the Ticket Office for a mail order form.

Pre-fair discount gate admission tickets may also be purchased over the counter for \$9 each at the State Fair Ticket Office in the Admin Too Building at 1312 Cosgrove Street from Monday, June 6 through Saturday, August 6. Tuesday, August 9 through Wednesday, August 24 such tickets will be available at the Loop Gate (#9) on Como Avenue.

### **Ticket Office Hours:**

Monday – Friday, through Aug. 19 . . . . .	noon - 5 p.m.
Saturdays through Aug. 13 . . . . .	10 a.m. - 2 p.m.
Saturday Aug. 20 . . . . .	10 a.m. - 3 p.m.
Sunday Aug. 21 . . . . .	11 a.m. - 3 p.m.
Monday Aug. 22 and Tuesday Aug. 23 . . . . .	10 a.m. - 8 p.m.
Wednesday Aug. 24 . . . . .	10 a.m. - 6 p.m.

Box office will be closed Sat., July 2 and Mon., July 4. It will also be closed on Mon., Aug. 8.

Pre-fair discount Mighty Midway and Kidway ride and game tickets are also available at the box office and Loop Gate as specified above.

## **GATE TICKET REFUNDS**

Refunds for unused pre-fair discount tickets will be made based on the following conditions:

- Pre-fair discount tickets must be delivered or mailed to the concessions & exhibits department by 4 p.m. on Friday, September 16.
- Refunds for unused pre-fair discount tickets returned are available for license holders only.
- Pre-fair discount tickets must be returned in strips of five tickets. Single tickets or strips of less than five tickets will not be refundable.

Ticket refunds will be applied to your account and any credit will be mailed to you by October 31.

## **RE ADMISSION**

Guests may leave the fairgrounds through any gate and be readmitted the same day without additional charge by requesting a hand stamp when leaving. Readmittance must occur before 10 p.m. on the day the hand stamp is issued.

## **PARKING**

The State Fair has approximately 9,000 parking spaces. Parking in all lots on the State Fairgrounds is \$12 per car or one pre-fair discount admission ticket. Accessible parking is limited and available for \$12 on a first-come basis to vehicles displaying a valid disabled person parking identification placard. Vehicles with trailers will be charged \$24 (\$12 for vehicle and \$12 for trailer) or two pre-fair discount admission tickets and must be able to

park in a double-depth parking space. All parking is filled on a first-come basis. Parking for motorcycles is available in a lighted, secure lot south of Como Avenue for \$6. Motorcycle parking in other State Fair lots is \$12.

## **Parking Receipt**

When entering the fairgrounds before 8 a.m. to deliver products you will be asked to pay admission for each person and for parking. If you plan to park your car in a fair-owned lot outside the gate, ask for a parking receipt at the time of ticket purchase to give evidence of payment for parking when entering the outside lot.

## **Free Park & Ride**

Free parking with free bus service to and from the fairgrounds is also provided from the State Fair's extensive network of Park & Ride lots. Specific information on lot locations will be available from the State Fair's web site ([www.mnstatefair.org](http://www.mnstatefair.org)) after Aug. 1.

## **Free Bicycle Parking**

The Minnesota State Fair offers three secure bike corrals for your convenience. Bike parking is free and all lots have attendants on duty from 6 a.m. to midnight. Bike riders will be issued a claim check for bike pick-up. Bicycle parking lots are located at the Como-Snelling Gate #6, Hoyt-Snelling Gate #2 and Commonwealth-West Dan Patch Gate #15.



## **DELIVERIES** **Deliveries Before the Fair**

Licensees should advise those delivering their equipment, etc. to access the fairgrounds as follows: Snelling Avenue (State Highway 51) to Hoyt Avenue; west on Hoyt Avenue into the fairgrounds and proceed straight ahead to Gate #0.

The State Fair can not accept your deliveries. If you are having merchandise or equipment shipped for use at the State Fair, please have one of your employees at the fairgrounds to receive the delivery. If it is not possible for you or your representative to be here, have the cartage company hold your shipment(s) for you at its local office until you contact them with an exact location, date and time when you will be at the fairgrounds to take delivery.

## **Shipping Information**

To be sure your packages are delivered to you in a timely manner; they must be labeled as follows:

- Your Business Name
- C/O Minnesota State Fair
- Your Assigned Exhibit Building, if applicable
- Your Assigned Lot or Site Number
- The Street On which Your Site Is Located
- The Block On Which Your Site Is Located
- 1265 No. Snelling Ave.
- St Paul MN 55108

## **Deliveries During the Fair**

No motorized vehicles will be allowed to make on-grounds deliveries between 8 a.m. and 11 p.m. any day of the fair. On-grounds passage for deliveries will be allowed through any barricade before 8 a.m. and after 11 p.m. each day (South Underwood Street barricade = exit only). All vehicles must complete their deliveries and be off the streets and out of the barricaded areas by 8 a.m. On Labor Day, no vehicles will be allowed inside barricaded areas of the fairgrounds for teardown/removal until 11 p.m.

Entry for deliveries will be permitted as instructed on entry permit credentials. If you are delivering merchandise to your own concession or exhibit between 11 p.m. and 8 a.m., no permit is required, but you must enter at the Transitway entry (west of the Canfield gate #14) off Como Avenue, pay the appropriate admissions and show your vehicle mirror tag, provided by the fair, at the barricade.

No deliveries by motorized vehicles will be allowed inside any exhibit building at anytime of day during the fair.

(Midway and Kidway licensees see Appendix B of 2011 Concessions & Exhibits Information Manual)

## **MIRROR TAGS**

Inserted with this guide are two (2) vehicle credentials to expedite fairgrounds access for set up and tear down and during the fair. These tags should be hung from the inside rear view mirror of your vehicle windshield. Please refer to the tag for entry instructions via the transit way. This tag is not a gate admission pass, does not exempt the holder from applicable admission or on-grounds vehicle parking fees and provides no special access, parking or privileges other than those indicated.

## ETNO - OVENI

We welcome and encourage early set up. All license holders with outdoor sites may bring their stands (including trailers), structures and equipment onto the grounds anytime after Aug. 1. Please contact the Concessions & Exhibits Department to request set up at a day/time other than the following:



### Outdoors:

After Aug. 1 . . . . . Monday - Friday: 8 a.m. to 10 p.m.

(The Concessions & Exhibits Department must be provided with a key to your stand for inspection access purposes on the same date your stand is brought onto the fairgrounds.)

### Exhibit Buildings:

Monday Aug. 22 and Tuesday Aug. 23 . . . . . 8 a.m. to 5 p.m.

Wednesday Aug. 24 . . . . . 8 a.m. to 10 p.m.

Prior to assembling your display, please refer to our indoor booth guidelines (Appendix C in the Concessions & Exhibits Information Manual).

Vehicles may not be driven into State Fair exhibit buildings without the prior written approval of the Concessions & Exhibits Department.

## ORKLI T

Forklift service (5,000 lb. capacity/20 ft. reach) is available through the service department on a first come, first served basis. To request this service, please call (651) 288-4309. Forklift charge is \$75 per hour, including operator (minimum one-hour charge). Forklifts may not be rented without a State Fair operator. The fair cannot assume responsibility for damage or accidents involving the use of State Fair forklifts and personnel. Vendors assume responsibility for securing their load(s), as well as proper positioning and placement of the load on the forklift. To expedite forklift service, please have your license name, block number, site number, building and/or street address available when calling for such service. Failure to call and cancel your reservation or failure to be present for your appointment may result in a charge to your account.

## **HOURS OF OPERATION & STAFFING**

All concessions, exhibits, attractions and display areas must be open, staffed and in full operation every day of the fair; minimum hours of operation are from 9 a.m. to 9 p.m. daily. Everything must be closed and shuttered from 12:30 a.m. to 6 a.m. unless otherwise authorized by the Concessions & Exhibits Department.

Except as noted below, all exhibit buildings and areas will be open from 9 a.m. to 9 p.m. daily:

Ag-Hort Building	9 a.m. to 9 p.m. daily (Labor Day until 8 p.m.)
Bazaar	9 a.m. to 10 p.m. daily
Food Building	8 a.m. to 10 p.m. daily
Heritage Square	9 a.m. to 9 p.m. daily
Kidway	9 a.m. to 10:30 p.m. (Labor Day until 10 p.m.)
Machinery Hill	8 a.m. to 8 p.m. daily
Midway	10 a.m. to Midnight (Labor Day until 11 p.m.)
Pet Center	8 a.m. to 8 p.m. daily

## **CONCESSION NUMBERS AND INFORMATION PACKETS**

All concession license holders (engaged in retail sales) must have a current concession number sign prominently displayed in their concession. The number on this sign must match your license number for said site.

Concession number signs are provided by the fair free of charge. You may pick up your concession number sign and an information packet at the south side window of the Libby Conference Center, located at 1311 Cosgrove St., upon your arrival for set up: Monday, August 22, Tuesday, August 23 and Wednesday, August 24 from 8 a.m. to 5 p.m. (after 5 p.m. on the 24th packets will be available at the Administration Bldg.).

## **FOOD AND BEVERAGE CUPS**

The Minnesota State Fair is the sole supplier of all food and beverage cups used on the State Fairgrounds. No cups of any kind, other than those supplied by the Minnesota State Fair, may be used on the fairgrounds.

Distribution of cups will take place from the warehouse in the Crossroads (Food) Building court, where cups may be picked up and paid for as you need them during the following hours:

**Cup Warehouse Hours:**

Tuesday Aug. 23 & Wednesday Aug. 24 . . . . . 8 a.m. – 5 p.m.

Fair time (Aug. 25 – Sept. 5) . . . . . 7 a.m. – 9 p.m.

Unopened cases of cups may be returned to the cup warehouse for a credit from 8 a.m. to 2 p.m. on Tuesday, Sept. 6.

For information regarding food and beverage cups during the period of Aug. 23 through Sept. 6, contact the Cup Warehouse at (651) 642-2471.

**ACCESSIBILITY**

All concessionaires and exhibitors are required to comply with the Americans with Disabilities Act by making reasonable accommodations, when possible, for all guests. If you have questions about accessibility at the fair, contact our Accessibility Dept. at (651) 288-4448; or write: Accessibility Dept., Minnesota State Fair, 1265 Snelling Ave. N., St. Paul, MN 55108. During the fair, guests with questions about accessibility should be directed to the guest services office in the Visitors Plaza.

**TAKE DOWN - MOVE OUT (LABOR DAY)**

Concessions, exhibits, displays and booths (indoors and outdoors) must remain fully operational and intact until at least 9 p.m. on Labor Day (8 p.m. in the Ag-Hort Building, Pet Center and on Machinery Hill). See Hours of Operation & Staffing (page 8) for Labor Day operation hours.

**Vehicles will not be allowed through any barricade for move out before 11 p.m. on Labor Day.** Move out may commence at 11 p.m. and will be permitted until midnight, at which time the grounds will close.

Move out from exhibit buildings will be allowed to continue from 8 a.m. to 4 p.m. on Tuesday Sept. 6, 2011. All personal property must be removed from exhibit buildings by 4 p.m. on Tuesday Sept. 6.

Any personal property situated outdoors must be removed from the fairgrounds within 15 days after the fair. On Monday Sept. 12, the fairgrounds will only be open on a limited basis. No staff or special services will be available.

Those who have permanent structures should be sure to turn off their electricity, gas and water before leaving the fairgrounds.

# ELECTRICAL REQUIREMENTS

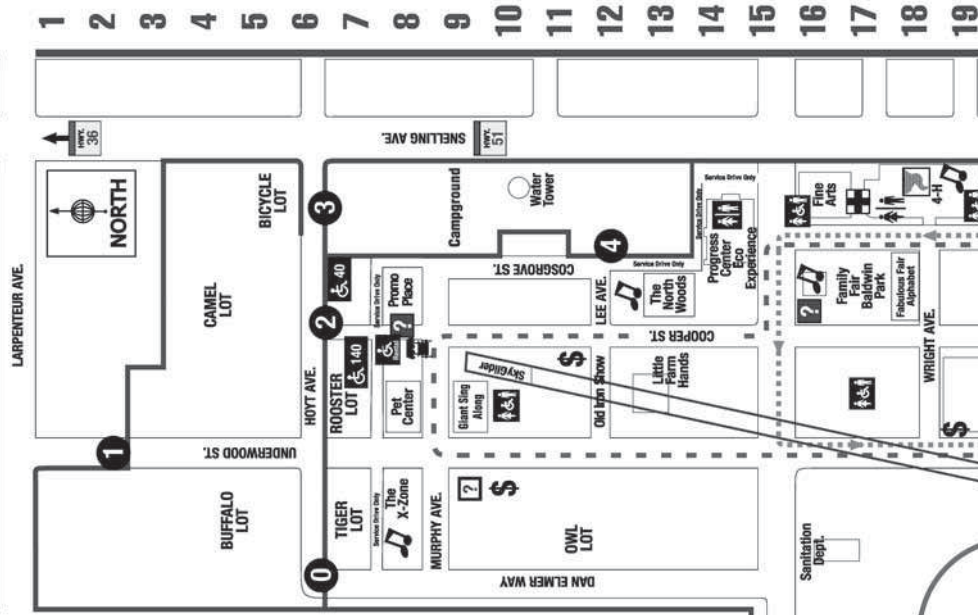
The Concessions & Exhibits Department must be provided with a key to all concession stands of any type, including trailers, for inspection access purposes on the same date they are brought onto the fairgrounds.

Please be aware of the following requirements:

1. All electrical work and wiring must meet the standards and requirements of the National Electric Code and State of Minnesota.
2. Temporary or portable electrical wiring, including light fixtures and lamp holders, installed inside of tents and concessions, must be securely installed and, where subject to physical damage, must be provided with mechanical protection. If overhead lighting, wiring and equipment cannot be protected solely by relative location (not less than 10 feet above the ground or platform) and such wiring and equipment is subject to physical damage, mechanical protection shall be required for such electrical wiring.
3. All light fixtures and lamp holders for general illumination that are subject to physical damage must be protected from accidental breakage by a suitable fixture or lamp holder with a guard.
4. All 125 volt, single phase, 15 and 20 amp receptacle outlets (2 pole, 3 wire, grounding-type straight-blade devices) that are in use by personnel shall have listed ground-fault circuit-interrupter protection. The ground-fault circuit-interrupter shall be permitted to be an integral part of the attachment plug or located within 12 inches of the attachment plug in the power-supply cord. Listed cord sets with ground-fault circuit-interrupter protection incorporated shall be permitted. .
5. Where flexible cords or cables are used, they must be listed for extra-hard usage, wet location and be sunlight resistant.
6. If approved for use, extension cords must be at least 12 gauge, 3 wire, flexible cords designed for heavy duty use. No lightweight (2 wire) extension cords or 'zip' cords (18 gauge or smaller) may be used.
  - a. Extension cords may not be used as a substitute for permanent electrical outlets. All permanent appliances must be supplied by an electrical outlet.
  - b. Electric cords may not be run under rugs, through walls, stapled to wood frames, wrapped with any combustible material, used with cracked or checked insulation, placed around sharp corners or be allowed to become warm.

# MINNESOTA STATE FAIR

- Care & Assistance
- Lost & Found
- Police
- Cash Machines
- Music Stage
- Information Booth
- Information Kiosk
- Medical Aid
- Restrooms
- Unisex Restrooms
- Wheelchair Accessible Restrooms
- Accessible Parking & Number of Spaces
- Wheelchair, Stroller & Wagon Rental
- Hand Wash Stations
- State Fair Foundation Kiosk  
(Selling Blue Ribbon Banquet Books & 2010 Official State Fair Posters)
- Gates
- Park & Ride Drop-Off/Pick-Up
- Severe Weather Shelter
- Trolley Route
- Parade Route
- Blue Ribbon Picnic Area



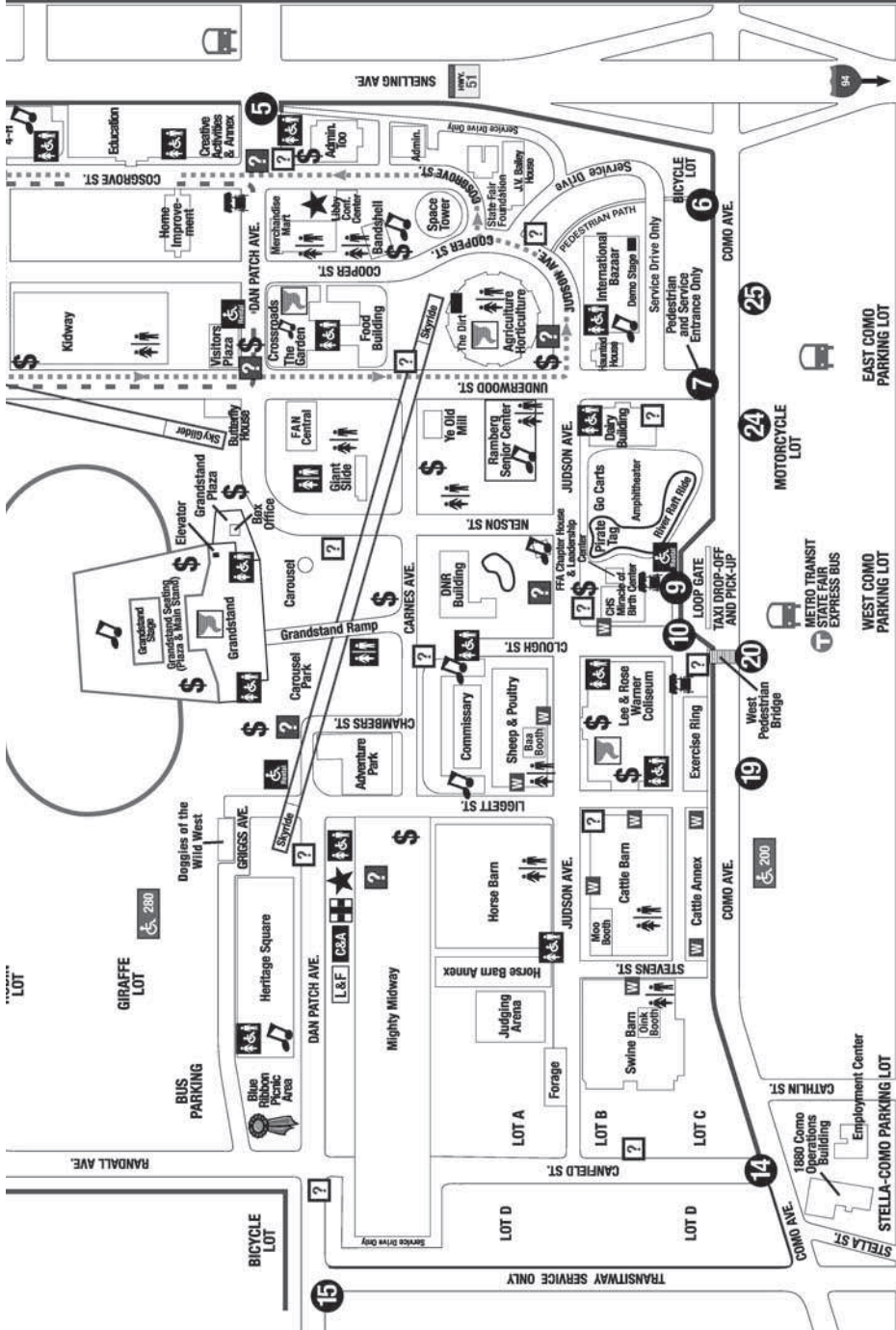
RANDALL AVE.

FOX LOT

ROBIN LOT

19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36

MSF 2011



A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

- c. Multiple outlet extension cords must be made of standard metal electrical boxes connected by heavy duty 14/16 gauge, 3 wire, flexible cords with approved cable connectors to a grounded (3 prong) plug. No “octopus” plugs or multi-plug adapters are permitted.
  - d. Extension cords with splices are not permitted.
  - e. Electrical connections should not be made through more than one extension cord.
7. Plug strips and cord connectors used outdoors must not be laid directly on the ground and should be placed a minimum of 6 inches above the ground.
8. Three-prong plugs or adapters must not be used with two-wire extension cords.

Only licensed electrician’s will be allowed to do any electric wiring or work and must submit a Request for Electrical Inspection Permit (white and pink copies), available from the Utility Office, along with appropriate fees, prior to doing any such work. Failure to submit such a permit request may result in a delay in your concession or exhibit being allowed to open.

State law prohibits unlicensed persons from doing any form of electrical wiring or work as part of concession and exhibit assembly and all electrical work associated with concession and exhibit assembly must be under-taken in compliance with state electrical code. Unlicensed persons doing electrical work during concession and exhibit assembly will be issued a “stop work” order, must obtain a permit and have a licensed electrician complete such work.

It is suggested that if you have a “knock-down” or sectionalized concession unit, that you have the wiring done such that any wiring between booth sections and wiring to equipment is connected with heavy duty flexible cords and twist lock connectors, or with male and female connectors, after which the sections and equipment may be assembled by unlicensed persons.

If you have questions or wish further information in this regard, you may contact the Minnesota State Fair’s Electrical Inspector, Bill Masloski, at (763) 286-5771 between 7:00 a.m. and 5:00 p.m. (Mon. - Fri.)

## **O Gopher State One-Call**

Gopher State One-Call is a statewide one-call notification system established by Minnesota law to inform all Minnesota underground utility operators of intended excavation. Minnesota State Statutes Chapter 216D requires anyone who engages in any type of excavation (i.e. digging, landscaping, planting, removal of shrubs or any ground materials, grading, leveling or pounding tent or guy wire stakes) to provide at least 48 hours advance notice, excluding weekends and holidays, to Gopher State One-Call. Please contact them at (651) 454-0002 in the Twin Cities Metro Area or (800) 252-1166.

If you need additional information or assistance in this regard, please contact Sean Casey at (651) 288-4436.

## **IRE EXTINGUISHING**

In accordance with requirements of Minnesota Statute 299F.011, the Fire Marshal and fire code, compliance with the following measures is required:

1. Post the 9-911 emergency telephone number in plain sight in your concession or exhibit. With it, post your exact location on the fairgrounds to be passed on when making a fire call. All fires must be reported to the State Fair Public Safety Department.
2. Each licensee must provide an approved 2A 10BC (5 lbs.) or larger fire extinguisher at their concession/exhibit site. Those using gas, cooking fuel or cooking equipment must have an additional 40BC fire extinguisher. All fire extinguishers must be mounted in plain sight in the concession or exhibit.
3. Licensees using gas on the fairgrounds must also comply with the following:
  - a. All propane gas used on the Minnesota State Fairgrounds must be obtained from the State Fair's approved bottle/bulk propane gas company. The fair's designated propane gas supplier has staff and an office on the grounds (west of the Bazaar off Underwood Street) to assist you.
  - b. Gas burning equipment should be American Gas Association approved and installed according to requirements of the Minnesota Uniform Fire Code and State Mechanical Code.
  - c. In case of fire involving gas, fuel or a cooking stove, know the location of the shut-off valve for gas supplying fuel and immediately shut off the fuel at the tanks or source of supply.

NOTE: In case of leakage, shut off the valve at the source and call the fair's designated gas contractor. (Fuel shut-off valves must be accessible and located in plain view, within six (6) feet of any fuel-fired equipment.)

- d. Always keep cylinders upright.
  - e. Gas cylinders must be secured so they cannot fall down, but may not be chained to a gas manifold.
  - f. All tanks must have an excess flow valve.
  - g. Limit use of rubber gas hose to the standard pigtail, about 12 inches in length and 350 psi test pressure for propane service.
  - h. Do not remove or lock gas valve handles in an open position.
  - i. Shut-off gas supplies each evening at the source.
  - j. Gas cylinders for cooking appliances must not be liquid discharge type (usually orange in color).
  - k. Equipment with temperature controls should be checked and calibrated annually before the fair by a qualified gas contractor to be sure the controls operate properly.
  - l. Gas-fired equipment should be clean, with no clogged pilot lights or burners. Gas-fired equipment, including hot water heaters, must have proper ventilation for operation.
  - m. All vent pipes must meet requirements of the State Mechanical Code. Closer exposures may be permissible with proper shielding when inspected and approved by the fire marshal.
  - n. The fair's designated contractor must connect and disconnect all gas-fired equipment. Concessionaires must not remove shut-off valves at the connection point.
  - o. The fair's designated gas contractor may refuse to connect any gas appliance that is in poor condition or a possible fire hazard, such as dirty equipment or inadequately vented water heaters, and will notify the fire marshal.
  - p. Post the fair's gas contractor telephone number in your concession.
  - q. Concessionaires are responsible for training all of their help (in case of fire or gas leakage) to turn off the valve at the gas supply source.
4. Maintain good housekeeping at all times, especially around gas cylinders. Do not pile canvas, boxes, etc. on or around gas tanks.
  5. Hot plates must have controls with high, medium and low positions, not just an on-off switch. Use of manually-controlled hot oil cookers is

prohibited. Thermostats are required on all hot oil fryers and cooking equipment.

6. Supports for cooking equipment, drapes, tents, hay, straw, artificial plantings or other decorations and flammable materials must be made of flame retardant materials or treated with flame retardant and accompanied by certification showing annual treatment by an approved applicator. Untreated combustible materials must be kept at least five (5) feet away from stoves, hot surfaces and open flames.
7. Overnight sleeping in concessions and exhibits is prohibited without the prior written approval of the Concessions & Exhibits Department and fire marshal.
  - a. All proposed sleeping areas must meet all requirements of the Minnesota Uniform Fire Code.
8. Licensees are responsible for seeing that all of their staff are aware of State Fair Fire Regulations.

## **PERMANENT STRUCTURE SECURITY**

In an effort to maintain a low level of vandalism, we recommend the following for those who have permanent structures on the fairgrounds:

1. Do not leave anything of value at the site which can be easily removed if a break-in should occur.
2. All windows should have shutters which are secured in place. Entrance usually occurs through windows.
3. Doors should fit tightly and be locked with dead bolt locks rather than hasp and padlock systems. Hasps are easily cut or pried open.
4. Overhead and sliding doors should be chained and locked from the inside of the structure.
5. Any opening in the structure should be fitted with a closure and sealed so that no entry may be gained through same.
6. Appearance is very important. All closures used must be compatible with structure appearance. Structures that are well maintained and appear to have good upkeep are usually left alone.
7. Check on your structure from time to time throughout the year. Report any break-in or attempted break-in to our Police department. It is important that we know of all such incidents.
8. When visiting your building during the off-season, make sure doors, windows and shutters are secure and, above all, be sure to turn lights off before leaving.

9. A set of keys for your building or structure must be given to the Concessions & Exhibits Department for access to such facilities in the event of emergency.

## **DEPARTMENT OF REVENUE**

The Minnesota Department of Revenue should be contacted regarding sales tax, employee income tax withholding and/or individual income tax filing as follows:

### **Sales Tax**

Most sales made at the State Fair are subject to Minnesota sales tax (7.125%). To determine if your sales are taxable or for other general questions, contact the Sales Tax Helpline at: (651) 296-6181. To register for a sales tax identification number please call (651) 282-5225.

Or go to [www.taxes.state.mn.us/taxes/sales](http://www.taxes.state.mn.us/taxes/sales)

{ Sales tax settlements may be made the day after the fair, Tuesday, Sept. 6, between the hours of 9:00 a.m. and noon at the south side window of the Libby Conference Center at 1311 Cosgrove St. }

### **Employee Income Tax Withholding**

If you pay anyone to work for you at the fair, they are considered your employee and you are required to withhold Minnesota income tax from their wages. Questions regarding withholding should be directed to the Department of Revenue at (651) 282-9999.

### **Individual Income Tax Filing**

Whether you are a Minnesota resident or not, you may be required to file a Minnesota Individual Income Tax return related to your business income at the fair. Answers to questions and appropriate forms may be obtained from the Minnesota Department of Revenue at 651-296-3781.

# ECIALNERVICE

## No

If you are looking for a great way to give your employees a neat, professional appearance, the State FairWear Gift Shop in Visitors Plaza (1677 Dan Patch Ave.) offers a full line of high-quality official State Fair clothing including t-shirts, sweatshirts, golf shirts, jackets and caps.

## No No k Nev

The fair's marketing division promotes the State Fair as a whole, working closely with representatives of newspapers, magazines, and radio and television stations throughout the region. You are encouraged to promote your business on your own and maximize your 12 days using the marketing and promotion tools detailed in the Concessionaire/Exhibitor Marketing and Media Relations section of our website's Media Room. To access this information, visit [http://www.mnstatefair.org/general\\_info/media.html](http://www.mnstatefair.org/general_info/media.html).

If you have additional questions regarding vendor news releases, story ideas, etc., please contact Lara Hughes, Communications Supervisor, at (651) 288-4453 or [media@mnstatefair.org](mailto:media@mnstatefair.org).

For other promotions and advertising questions, please contact the marketing department at (651) 288-4454 or e-mail [marketing@mnstatefair.org](mailto:marketing@mnstatefair.org); attn: Advertising & Promotions Manager.

## c Me No /ME No ME

The State Fair provides walk-in medical assistance, at two Medical Aid locations, for injuries and ailments at either Medical Aid facility. Call State Fair Police at (651) 642-2280 for ambulance assistance or transport to either Medical Aid facility:

**Medical Aid West** - 1834 Dan Patch Ave., next to the Police Station

- Pre-fair hours:** Aug. 20 - 24      8 a.m. - 4 p.m.
- Fair-time hours:** Aug. 25 - Sept. 4      8 a.m. - 12:30 a.m.
- Sept. 5 (Labor Day)      8 a.m. through 4 p.m.
- the following day, Sept. 6
- Post-fair hours:** Sept. 7      8 a.m. - 4 p.m.

**Medical Aid East** - 1424 N. Cosgrove St. in the north end of the 4-H Bldg. Arcade

- Fair-time hours:** Aug. 25 - Sept. 5      8 a.m. - 9 p.m.

## **Campground & Camping Facilities**

The State Fair Campground is located at the northeast corner of the fairgrounds. There are a limited number of spaces available and sites are made available to licensees by advance reservation only, if space is available. Campground sites may not be used for non-residence purposes; i.e. storage vehicle parking, product preparation or assembly, reserved vehicle parking, etc. This facility opens at 7 a.m. on Friday Aug. 19. Entry to the campground is off of Hoyt Avenue at Snelling Avenue. Camping fees are: \$20 per night for standard size sites, \$22 for Class A units (wider than 8') and \$30 for slide-out units. All sites have 20 amp, 110 volt, single phase electric service, maximum. There is an additional \$12 per day charge for towed vehicles. There are no individual sewer or water hookups. Public restrooms, showers, a sanitary dump station and coin operated laundry (washers and dryers) are available. No person under 18 may register for or occupy campground space unless accompanied by a parent or guardian. For additional information, call the campground office at 651-642-2379.

**Domestic animals and household pets (with the exception of guide or service dogs) are not allowed within the admission gates of the State Fairgrounds, campground or parking lots.**

Overnight vehicle parking is also available at the Stella overflow lot off Stella Street, south of Como Avenue, 1/2 mile west of Snelling Avenue. This area opens at 7 a.m. on Wednesday Aug. 24. The parking charge is \$15 per single, standard size unit per 24 hour period. Over-sized unit parking (when available) is \$20 per unit per 24-hour period. No autos are allowed in the Stella-Como Overflow Lot unless towed behind another unit; there is an additional \$12 per 24-hour period charge for a towed auto. This lot is not a campground and there are no water, electric, sewer or sanitary dump facilities in this area. Only self-contained units are permitted to park in this lot. No tents or pets are allowed in the Stella lot. Generator use is allowed only in designated areas.

## **Armored Deposit Transfer**

Loomis Armored will be available onsite each day of the fair to accept bank deposits and deliver them to your local bank. They can also provide deposit processing, if requested. A package rate for this 12-day service has been established which includes bills of lading and 12 tamper resistant deposit bags. Please call Mark Fahning at Loomis Armored, (651) 645-4511, for additional details on armored transport service during the fair.

## **B k**

Bremer Bank is located in the Visitors Plaza on Dan Patch Avenue and will serve concessionaires and clients during the following hours:

- Wednesday, August 24 9:00 a.m. to 4:00 p.m.
- August 25 - September 5 7:00 a.m. to 5:00 p.m.

Full-service banking is available including: 24-Hour ATM, vendor coin and currency orders, deposit processing, new account openings, loan applications, check cashing for Bremer Bank clients and night depository.

The following Bremer bank locations are located near the fairgrounds:

St. Paul - Midway, 427 North Snelling Avenue, 651-659-0465.

Roseville, 1715 West County Road B2, 651-288-3880.

## **C p No No xNo v c**

Copy and fax services are available for a nominal fee from 7 a.m. to 11 p.m. daily in the guest services office at the Visitors Plaza (1677 Dan Patch Ave.).

## **Off c**

A branch of the U.S. Postal Service operates during the fair in the Visitors Plaza at 1677 Dan Patch Ave. Post Office hours are 9 a.m. to 4:30 p.m. daily, Aug. 25 through Labor Day, Sept. 5. Before Aug. 25, all mail is held in the Concessions & Exhibits Department.

## **C v c No**

A convenience store (Steichen's Grocery/Deli) is located in the Commissary Building, north of the Sheep & Poultry Barn. The store carries items such as groceries, snacks, film, batteries, aspirin, personal and infant supplies.

## **L No No**

All items lost or found should be taken to Lost and Found located next to the Care and Assistance Center across from Heritage Square at 1838 Dan Patch Ave. To claim articles, go to Lost and Found or call (651) 642-2284. Hours are 9 a.m. to 11 p.m. Beginning on Friday, Sept. 9, unclaimed items may be claimed (within 14 days) between 8 a.m. to 3:30 p.m. weekdays at the Administration Building (1292 Cosgrove St.) or by calling (651) 288-4400.

## **C No Me c No**

The Care and Assistance Center is located across from Heritage Square at 1838 Dan Patch Ave. Hours are 9 a.m. to 11 p.m. The center is headquarters for people of any age who have become lost or separated from their group; and has an area for nursing, infant care facilities and an area to recharge wheelchair batteries. Phone number is (651) 642-2305/2306.

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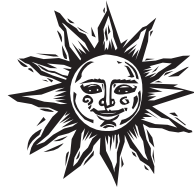
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## IC E N E R V I C E

Gopher State Ice Company is the exposition's designated ice supplier and will supply all concessionaires and exhibitors in need of ice cubes and block ice.

Gopher State Ice Company will be open from 9 a.m. to 9 p.m. daily. Their main office is located west of the Bazaar off Underwood Street, plus they have satellite facilities

about the fairgrounds. You may call them during the fair at (651) 643-6070. Before the fair you may contact Larry or Paul Abdo (Gopher State Ice) at (612) 341-9148 (ext. 104).



## U L Y N T O R A E

Gopher State Ice Company also has a limited amount of freezer, refrigerated and dry storage space available with easy access and dock loading. You may reserve such storage space by calling Larry or Paul at (612) 341-9148 (ext. 104) before the fair or (651) 643-6070 during the fair.

## R O A N E N A N E R V I C E

Propane gas used for any purpose on the State Fairgrounds must be obtained from Ferrellgas, Inc. You may contact them by writing: Ferrellgas Inc., 2790-117th St. East, Inver Grove Heights, MN 55077; or call (651) 438-2619.

During the fair, Ferrellgas has an office on the fairgrounds located west of the Bazaar off Underwood Street. Phone (651) 643-6065.

## D E C O R A T I N G F O R A N Y

Brede Exposition Services rents tables, chairs, carpet, counters, stools, drapes and provides other exhibit booth equipment and services. They operate an office on the fairgrounds from mid-August through Labor Day at their location in the Commissary Building, north of the Sheep & Poultry Barn. Phone them on the fairgrounds at (651) 643-6173 or contact their main office at (612) 378-6516.

# PROMOTIONS

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## **Thrifty Thursday Thursday, Aug. 25**

Will feature reduced gate admission, as well as Mighty Midway and Kidway ride, game and concession discounts all day. This is a great way to kick off the fair by offering a special deal or discount on your product. Special booth signs that designate your offering of a Thrifty Thursday deal will be given to all approved concession and exhibit participants. All approved deals will be listed in the Deals, Drawings & Giveaways Guide (distributed free at all information booths) and on the official fair web site.

## **Seniors & Kids Day Monday, Aug. 29**

Will feature reduced gate admission for Seniors (65 & over) \$7, Kids (5-12) \$7. Offering an approved special deal or discount on your product for seniors and kids will get you listed in the Deals, Drawings & Giveaways Guide (distributed free at all information booths) and on the official fair web site. Special booth signs that designate your offering of an approved “Seniors and Kids Day” special will be given to participating concessionaires. Mighty Midway and Kidway ride, game and concession discounts will apply all day.

## **Military Appreciation Day Tuesday, Aug. 30**

Active military and their families, retired military and veterans receive an admission discount by presenting valid documentation of military service when purchasing a ticket at the gate. All ages (with documentation): \$7

- Active military and their immediate families (Present one document to apply discount to all immediate family members.)
- Retired military (One document and discount per person.)
- Veterans (One document and discount per person.)

## **Read & Ride Wednesday Wednesday, Aug. 31**

Guests presenting a public library card at the gate may take advantage of these discounted admission prices (One discount per library card.): Adults (13-64) \$10 (Save \$2!); Seniors (65 & over) \$7 (Save \$3!); Kids (5-12) \$7 (Save \$2!); Children (under 5) Always Free! The Mighty Midway

and Kidway will feature all day discounts on rides, games and concessions. Minnesota Public Libraries will host the Great Minnesota Read-Together featuring storytelling, entertainment and activities from 9 a.m. to 5 p.m. in Carousel Park.

## **Seniors Day**

### **Thursday, Sept. 1**

Will feature reduced gate admission for seniors (65 & over) \$7. All concessions offering an approved special deal or discount on this day will receive a special booth sign identifying them as a Senior Day participant. All approved deals will be listed in the Deals, Drawings & Giveaways Guide (distributed free at all information booths) and on the official fair web site.

## **Kids and Last Chance Day**

### **Monday, Labor Day, Sept. 5**

Will feature reduced gate admission for Kids (5-12) \$7 and is the last day for concessionaires to offer an approved discount on food and merchandise. A “Last Chance” brochure outlining all approved fair deals will be available at all information booths and all participants will be listed on the official fair web site. Special booth signs that designate the offering of an approved “Last Chance” deal will be given to all concession participants. Mighty Midway and Kidway ride, game, and concession discounts will apply all day.

## **Early Bird Mighty Midway & Kidway Specials**

Early Bird Specials - Weekdays 10 a.m. until 1 p.m. on the Mighty Midway; 9 a.m. until 1 p.m. on the Kidway. Mighty Midway and Kidway rides, games and concessions will offer discounts every weekday during the specified hours.

## **Deals, Drawings and Giveaways Guide**

This extremely popular guide lists approved items selling for \$1 or less, prize drawings, giveaways, etc. available to the public all 12 days of the fair. It also lists all concessionaires participating in approved special promotions i.e. Thrifty Thursday, Seniors and Kids Days, Kids and Last Chance Day, etc. The Deals, Drawings and Giveaways Guide is distributed free at all information booths and is downloadable from the official fair web site. For information on how to participate, call (651) 288-4454.

**MINNESOTA STATE**  
**FAIR**  
**2011**



**Have a great fair!**