

# 2017 Minnesota State Fair

## Deadline Check List

This check list has been developed to help you prepare for the 2017 State Fair. It is not all inclusive, so please refer to your Concessions & Exhibits Information Manual for further details and dates of importance.

<b>Due Date</b>	<b>Item(s) due in the Concessions &amp; Exhibits Department</b>
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**Within 15 Days**

_____	<b>of Postmark</b> Signed license agreement, first invoice payment, and, if applicable, a completed ST19 Operator Certificate of Compliance form and utility/telephone form
_____	May 1 Food and Beverage product change or addition request(s)
_____	June 10 Non-food product change or addition request(s)
_____	June 23 Phone & Data Services Request form
_____	June 23 Giveaway form
_____	June 23 Prize Drawing form
_____	June 23 Deals, Drawings & Giveaways promotion form
_____	July 1 Certificate of insurance, see page 10 of the Information Manual for requirements
_____	Aug. 1 License fee balance (to include assessment and utility)
_____	Aug. 21, 22 or 23 Concessionaires must pick up concession packet and license number sign(s)
_____	Sept. 12 All personal property must be removed from the fairgrounds
_____	Sept. 22 Prize drawing winner's names and addresses form must be submitted

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