



## STEVENS COUNTY FAIR FOOD AND COMMERCIAL EXHIBITOR AGREEMENT CONTRACTURAL TERMS

The following terms are incorporated into and made a part of the food / commercial exhibitor agreement governing exhibitor's activities at the Stevens County Fair, Morris, MN. Contracts expire with the close of the fair each year.

**1. *NO Exhibitor / Vendor will be allowed to set up unless the space to be occupied has been paid in full and***

***ALL VENDORS :***

- - ***ST-19 state sales tax form on file with fair office – Must be filled out whether you are selling or not!***

***FOOD VENDORS:***

***Copy of food license on file with fair office,  
Copy of approved insurance form on file with the  
Stevens County Ag Society named as added insurer.***

2. Activity by Exhibitor must be conducted only from assigned space located on the Stevens County Fairgrounds. Location and size is listed on this agreement. If unit is larger than stated and fee paid, you will be charged for each additional space required.

3. If for any reason, the designated bank returns a check, a fee of \$30.00 will be charged to the Exhibitor. Refund of any amount paid to the fair by Exhibitor will be at the Fair's discretion.

4. This agreement and the location it covers may not be transferred by any means to another party without the written consent of Stevens County Agricultural (Ag) Society.

5. Exhibitor hereby agrees to indemnify and hold Stevens County Ag Society harmless for any debt, liability, or judgement incurred for any cause of action, claim or damage, liability, cost or expense to persons or property resulting directly or indirectly from acts, or omissions, merchandise sold or consumed, presence or operation of said Exhibitor and/or concessionaire, its agents or employees, on the site of the Stevens County Fair before, during, and after the fair. The Stevens County Ag Society assumes no liability for loss or damage to any property to the concessionaire, exhibitor or patron, due to theft, fire, tornado, weather conditions, or other causes. The signing of this contract expressly releases the Stevens County Ag Society from any and all claims for such loss, damage, or injuries.

6. The grounds of this event include all Stevens County Agricultural Society properties, buildings, and campgrounds.

7. Exhibitor vehicles may be parked only in designated areas. No vehicle or trailer may be parked at Exhibitor's space, tent or trailer without permission of the Stevens County Ag Society. Supply truck/trailer must park in fair designated area. Supply truck/trailer needing electrical service must list quantity needed on contract and

will be charged accordingly. This is a free gate, free parking fair.

8. Hours of operation by Commercial Exhibitors in the Lee Center will be no less than but may be more:

Thursday, 5:00 p.m. to 9:00 p.m.

Friday, 12:00 p.m. to 9:00 p.m.

Saturday, 12:00 p.m. to 9:00 p.m.

Sunday, 12:00 p.m. to 8:00 p.m.

\*\*Building will be open for set up at Lee Community Center on Wednesday from 4 – 9 pm and on Thursday, 11 am to 5 pm

9. Suggested minimum hours of operation by Food Concessionaires and Outside Commercial Exhibitors should be:

Wednesday, 10:00 a.m. to 3:00 p.m. \*\* This is a busy night and you may want to be open until at least 9:00pm

Thursday, 10:00 a.m. to 10:00 p.m.

Friday, 10:00 a.m. to 10:00 p.m.

Saturday, 10:00 a.m. to 10:00 p.m.

Sunday, 10:00 a.m. to 10:00 p.m.

\*\*Wednesday is open class entry day; option to open. \*\*\* Tuesday, a Community Appreciation Supper is served at 5:00 p.m.

10. All outside commercial exhibitors and food concessionaires must check in at the fair office before setting up in assigned location. All Lee Center Exhibitors will check in at the Stevens County Ag Society booth at the Lee Center.

11. Exhibitor must comply with a Minnesota Department of Revenue “Sales Tax Fact Sheet 148” and must complete and return the sales and use form ST-19 whether or not exhibitor intends to sell products or services at the Stevens County Fair. No exhibitor or concessionaire will be allowed to set up without having the ST-19 form on file in the fair office.

12. All local, State, and Federal laws and codes will be enforced at this event. These include fire safety codes, electrical codes, health, life safety and food service codes. State food license is to be displayed inside stand.

13. Fair does not control prices of goods and services offered for sale but all prices must be posted. Posted prices must include applicable sales and use taxes. Signs Should Not be hand written signs; Must look commercial and neat.

14. The Stevens County Ag Society will accept but will have no responsibility and assumes no liability for any package or other material delivered by Fed Ex, UPS, Spee-de, registered mail or similar services to its offices.

C.O.D. shipments will not be accepted at any time at the fair office. The fair office will NOT hold cash boxes for your next shift. Physical address to the fairgrounds is 177 South County Road 22 , Morris, MN 56267

15. For your safety, If you need assistance to transport your valuables to your car, contact the fair office prior to that time and we will try to get law enforcement to assist you at no cost.

16. Camping is available in designated areas on the Stevens County Fairgrounds. Camping fee is on a per week, per unit basis; \$75 for the week. Camping site will be assigned upon Exhibitors arrival; advance assignment should be

made to ensure a site for your unit. Campground rules apply to all sites.

17. Stevens County Ag Society appointed electricians might inspect each exhibit on the fairgrounds prior to hook up of electrical power and during the Stevens County Fair. Any unsafe condition will be disconnected. State Electrical Inspectors will be on the grounds on Thursday. All outside exhibits will be checked at this time.

18. No alcoholic beverages will be brought on the grounds of the fair. Beer allowed only in beer gardens during approved hours and events, and in campgrounds under campground rules only.

19. Smoking is prohibited in any building or barn on the Stevens County Fairgrounds and 50 feet from any doorway of any building or barn. This includes the grandstands.

20. Exhibitor must provide a fire extinguisher for any exhibit location where cooking is done or open flame is present. It must be of an approved rating for the type of cooking being done and have an up to date annual inspection card attached. If you are unsure if yours is updated, please call Morris Fire Control at 320-589-4459. There will be a fee for the inspection and that is the Vendors cost.

21. Report lost and found articles to the fair office on the north end of the midway. The office telephone number is 320-589-1062. E-Mail is scfair@yahoo.com

22. Unless it is for the purpose of entering in a sanctioned competition or show, no animal, dog, bird, or reptile is allowed on the fairgrounds during the Stevens County Fair without written permission from the Stevens County Ag Society. However, persons with disabilities may bring onto the fairgrounds, without permit, for an animal specifically trained to assist persons with disabilities. This includes animals under training for disabled persons.

23. All pressurized tanks (CO2, helium, propane, other gases, etc.) MUST be secured to a special stand or chained to a structure so as to prevent the tank from falling.

24. All exhibits/food concessionaires shall clean the area around their booth each night and place all garbage into dumpsters. All food booths not complying with the cleanup, will be advised of non-clean up and have a chance to comply. Any booth or vendor not in compliance after warning, will be billed at a rate of \$50.00 per day after first warning, if not in compliance. Vendors with unpaid fees will not be allowed to return the following year until fees are paid. Food Vendors shall clean tables located in their area but the tables are NOT for just their patrons.

25. Items not allowed at the Stevens County Fair:

\*Any exploding or fused devices

\*Knives or Swords

\*Any photos or items with outlawed items pictured (i.e. drugs, marijuana)

\*Any item requiring license or prescription to sell unless license is posted

\*Any "X" Rated materials or items deemed offensive by the Fairboard

\*Any item regulated by the State without proper authority to sell \*Any questions – Ask First – Don't Assume!!