

Sherburne County Fair Commercial Space

Frequently Asked Questions

What is the timeline for the selection process?

In March, we ask the previous year's exhibitors/vendors if they want to renew their contract. We will know what space we have available for new exhibitors/vendors after June 1st. At that time, we will contact any new exhibitors/vendors and issue new contracts.

How are new exhibitors/vendors chosen?

There are several factors that aid in our decision-making. Once we know of an open space, we examine our new applications to see what exhibitors/vendors can fill that size of space and their electrical/water needs. We look at the other exhibitors/vendors around it to see what products they are selling. We endeavor not to place exhibitors/vendors in proximity that are selling similar products. We also examine the new applicant's references. Outside exhibitors/vendors are required to submit a color photograph of their stand with the application.

How much does it cost?

The cost for indoor space is \$125 for each 8' x 8' space. Indoor space has a waiting list. Outdoor spaces 10' x 10', under an awning, are \$85. Outdoor non-food spaces, on the grounds, are \$15 a frontage foot. The cost of an outdoor food/beverage space is \$30 a frontage foot (including awnings, tie-on, overhangs, trailer hitches, etc). Food/beverage spaces have a waiting list. All rates include the utility charge that covers the basic electric outlet and garbage removal except food vendors.

What other costs can I expect to pay?

Each exhibitor/vendor will be expected to provide a \$100 deposit before setting up on Wednesday, July 18. This deposit is refundable on Sunday evening if all rules & regulations are followed. During the fair, Fair staff will check to ensure you are within your boundaries and you are using only the electric outlets that you have requested. If not, additional fees will be assessed at that time based on amperage usage. All electrical hookups must be approved by the Board of Electricity & will be inspected prior to opening day.

Each booth space is issued 2 walk in gate passes. The exhibitor/vendor is responsible for the transfer of these passes to other workers. Each person entering the fairgrounds during the gate hours are required to pay for admission by either presenting a walk in pass or purchasing a ticket at the gate. Daily gate admission is \$3 per adult. A 4 day armband can be purchased until the end of the day on Thursday, opening day of the fair, for \$9, which is a savings of \$3. There is not a fee for parking but this year vendor parking will be in a designated spot.

The indoor exhibits are separated by a metal bar. The fair does not provide drapes, tents, tables or chairs. If you need such items, you must make arrangements for them.

When do I pay the fees?

Fees are due when you return the contract. **Please do not include any monies with the application.**

Do I need insurance?

Each exhibitor/vendor must have General Liability Insurance. The Fair is in the process of exploring an overall plan for all vendors if they cannot provide the amount of coverage the County requires. Further information will be posted.

What permits are required?

All Exhibitor/vendor must comply with Minnesota Department of Revenue "Sales Tax Fact Sheet 148" and must complete and return sales & use tax form ST-19 whether or not exhibitor/vendor intends to sell products or services at the Sherburne County Fair. No exhibitor/vendor will be allowed to set up without have the ST-19 form on file in the Fair Office.

All local, state and federal laws and codes will be enforced at this event. These include fire safety codes, electric codes, health, life safety and food service codes.

Information for food stands: A current State Food License or Special Event Food Stand license must be displayed inside the food stand. Information about licensing can be obtained on the Minnesota Department of Health's website at:

<http://www.health.state.mn.us/divs/eh/food/license/specevent.htm>.

Must someone be present the entire time?

The hours of operation for all exhibits are listed below. Exhibits are expected to be *open & staffed* during the hours of operation.

Wednesday, July 16	setup day – vendors can set up anytime between 9 a.m. & 9 p.m.
Thursday, July 17	11:00 a.m. – 10:00 p.m.
Friday, July 18	11:00 a.m. – 10:00 p.m.
Saturday, July 19	11:00 a.m. – 10:00 p.m.
Sunday, July 20	11:00 a.m. – 7:00 p.m.