



EXHIBITS AND CONCESSIONS MANUAL

NORTH DAKOTA STATE FAIR

JULY 21-29, 2023

PO Box 1796

2005 Burdick Expressway East

Minot, ND 58702

Phone: (701) 857-7620

Fax: (701) 857-7622

Email: sarah@ndstatefair.com

Exhibit Hours

Commercial I 11am-10pm

Commercial II 10am-9pm

Commercial III 11am-10pm

Outdoor 11am-9pm

Food/Midway 11am-Close

Daily Gate Hours

Gate B 7am-10pm

Gate C 11am-1am

Gate D 24 hours

Gate E 9am-10pm

Gate F 24 hours

Gate Admission

Daily Gate Admission (Adult) \$12.00

9 Day Season Gate Pass (Adult) \$25.00

All ticket prices listed at www.ndstatefair.com

2022 COMMERCIAL EXHIBIT

WINNERS

Indoor:

1st Place

BNSF

2nd Place

The Log Guys

Machinery Row:

1st Place

Air Seeder Repair Service, LLC

2nd Place

Dakota Truck & Farm

Outdoor:

1st Place

Lakeside Auto & Sports

2nd Place

D & S Auto & Trailer Sales

Food:

1st Place

Dakota Frybread

2nd Place

Little Blue Elephant



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Congratulations! You have been selected and licensed to participate in the 2023 North Dakota State Fair! It is an honor to have you as a partner with us for nine days, July 21 – July 29. The North Dakota State Fair has established a tradition of providing high quality family entertainment. We look forward to working with you in carrying on this great tradition.

Consistently rated as North Dakota's largest annual event, the 2022 North Dakota State Fair attracted 314,271 fairgoers.

The purpose of this manual is to provide you with the information you need to be a part of the 2023 North Dakota State Fair. We ask that you sign and return the white copy of your privilege license along with payment to our office as per the date on the top of the license. By signing this license, you are stating you and your staff or representatives have read this manual and will abide by all rules and regulations. Future renewals are dependent on adherence to these rules.

Please be advised that only items listed on your license can be sold or promoted. Any changes must be requested in writing or emailed to sarah@ndstatefair.com by June 1, 2023 and receive approval by the North Dakota State Fair. If a product has not been approved, it cannot be sold. Please note, NDSF does not grant exclusivity to any commercial exhibitor or concessionaire for any product or service. Inspections will be performed during the Fair to ensure no additional items are being sold.

We at the North Dakota State Fair always appreciate receiving any suggestions and/or ideas that you may have to help improve our show. We hope your experience at the Fair is a pleasant one. If you have any questions or comments, please contact us at (701) 857-7620.

Have a great Fair!



JANUARY

Renewal letters sent to qualifying vendors
Vendor application opens online at ndstatefair.com/vendor-app for new vendors to apply

MARCH

Vendor renewal forms due back by *March 1st*.
Any non-renewed spaces will be open to new vendors.

Vendor Contracts must be returned with a signature and first payment within 30 days of issue date

MAY

Second and final payments on all issued contracts due May 12th.

JUNE

No refunds after June 1st, for any cancellations.

Certificate of general liability insurance due to NDSF office no later than June 23rd.
Must show coverage of 2022 NDSF dates, including setup and teardown. See insurance requirements on page 3.

Deadline for all pre-purchased gate admission to be placed into vendor packet, June 30th.

JULY

Pepsi 2 for 1 Deals Day form (if applicable), due by July 1st.

Food Frenzy applications (if applicable), due by July 1st.

Vendor packet pick up at NDSF office begins July 17th.

(Each vendor will have 1 packet)

Please pick up prior to set up.

FDHU Food Safety Class:

Thursday, July 20th at **10am AND 1pm** in the Upper Atrium at the State Fair Center.

Electrical Inspections begin for outdoor locations Thursday July 20th.

Setup times: *(see page 12)*

There will be 24 hour security on grounds starting July 19th.

Tear down times: *(see page 12)*

Outdoor locations-All outdoor structures must be off grounds by August 14th.

AUGUST

All percentage vendors: Sales report and payment due **within 2 weeks** following fair. All vendors, please submit surveys back to NDSF via mail or email. Thank you!

Important contact info *DURING FAIR:*

NDSF Office 701-857-7620

KX Information Center/Lost & Found 701-838-2106

In an emergency, please dial 911

First Aid 701-838-2956

If first aid staff is not available, please call:

Community Ambulance 701-852-2251

Ward Co. Sheriffs Office (on site) 701-852-1748

Camping Office 701-838-1193

First District Health Unit 701-852-1376

ATM Locations

- Flickertail Garden
- State Fair Center Lobby
- Grandstand
- Gates B, C, D, E, F
- Commercial I, II, & III



INSURANCE REQUIREMENTS

Licensee must submit a certificate of general liability insurance to the North Dakota State Fair office by June 23, 2023. Failure to send an accurate certificate **will** prevent you from participating in the Fair. All certificates will be verified by the North Dakota State Fair staff. Fraudulent insurance certificates will result in the forfeiture of the license without reimbursement.

(State and Federal agencies are exempt from this policy)

Your agent must include the following information on the insurance certificate:

- Insured for \$1,000,000 general liability
- The Certificate Holder **MUST** be listed as Additional Insured to include setup and teardown.
- Certificate holder:
 - North Dakota State Fair **AND** the State of North Dakota
 - PO Box 1796
 - Minot, ND 58702
- 20-day cancellation notice

(See example on page 4)

Certificates can be emailed, mailed, or faxed by your agent to the following address:

North Dakota State Fair
PO Box 1796
Minot, ND 58702
Fax: (701) 857-7622
sarah@ndstatefair.com

Failure to obtain insurance shall immediately void the license and cause forfeiture of all monies paid and allow the North Dakota State Fair to re-sell spaces.

If you do not have insurance, you can purchase booth insurance from an agent working with the State Fair. To purchase insurance, fill out the enclosed insurance application on pages 29-30.

(some exclusions apply)



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Insurance Provider/Agent Name Insurance Provider Address Insurance Provider City, State, Zip	Phone: Fax:	CONTACT NAME: Agent Name PHONE (A/C, No, Ext): Agent's Phone E-MAIL ADDRESS: Agent's Email FAX (A/C, No): Agent's Fax
INSURED Business/Vendor Name (MUST match name on privilege license) Business/Vendor Street Business/Vendor City, State, Zip		INSURER(S) AFFORDING COVERAGE INSURER A: Insurance Company INSURER B: Insurance Company INSURER C: Insurance Company INSURER D: Insurance Company INSURER E: Insurance Company INSURER F: Insurance Company
		NAIC # NAIC# NAIC# NAIC# NAIC# NAIC# NAIC#

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
<input checked="" type="checkbox"/>	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	<input checked="" type="checkbox"/>		Policy #	Policy Date	Policy Date	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY				Date	Date	
	UMBRELLA LIAB EXCESS LIAB DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	N/A	Policy # If Applicable	Date	Date	PER STATUTE \$ 1,000,000 E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

North Dakota State Fair and the State of North Dakota listed as additional insured.

May also list event name and dates here, including setup and tear down.

20 Day cancellation notice.

CERTIFICATE HOLDER

CANCELLATION

State of North Dakota & North Dakota State Fair PO Box 1796 Minot, ND 58702	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Insurance Agent's Signature
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RULES & REGULATIONS

Management reserves the final and absolute right to interpret these rules and regulations, settle all matters, answer questions and differences incident to the Fair and/or the management. It further reserves the right to determine unforeseen matters not covered by these rules.

Violation of any of the terms and conditions of a space rental contract, printed rules, and regulations and/or exhibitor manual may cause the full amount of space rental to become due and cause a revocation and forfeiture of all rights and privileges therein granted to Licensee, in which case all sums paid or licensed to be paid shall become the property of the North Dakota State Fair as liquidated damages for said breach.

IT IS YOUR RESPONSIBILITY, AS WELL AS YOUR STAFF, REPRESENTATIVES, AND/OR VOLUNTEERS TO BE KNOWLEDGEABLE OF THESE RULES AND REGULATIONS, WHICH ARE A PART OF YOUR PRIVILEGE LICENSE.

If you have any questions, please call the North Dakota State Fair (701) 857-7620. To fulfill the objectives of the North Dakota State Fair, the following rules and regulations have been adopted and put into effect. Please read carefully.

LICENSEE RULES & REGULATIONS

1. Every person or organization doing business on the Fairgrounds must have a signed license. Licensees are prohibited from assigning, subletting, or transferring a space that has been allotted to them, nor shall they sell any product that has not been listed on the license or approved by the Fair management. The management reserves the right to cancel at any time for reasonable cause all licenses made with the Licensee or others.
2. All Licensees will be required to make a deposit at the time the license is signed. The balance must be paid on or before the deadline as found on the license. All privileges not paid according to the license specifications will be deemed invalid.
3. Each Licensee must confine himself to the space assigned to him. The distribution of handbills or other advertising matter is strictly prohibited, and no tacking or posting of advertising bills, cards, etc., will be permitted on any of the buildings, or elsewhere. Licensees may advertise and distribute from their booth or exhibit only. Walk around solicitors are prohibited. Failure to comply will be subject to forfeiture of the privilege without reimbursement.
4. The management of the North Dakota State Fair will use every precaution to guard against extortion in any form practiced upon the patrons of the Fair. Any extortion practiced by a Licensee will cause the forfeiture of license money paid or expulsion from the grounds, or both, as the management may direct.
5. The management of the North Dakota State Fair authorizes the letting of only such privileges or concessions as are required to supply the necessary wants of the people or that may add to their comfort, convenience and pleasure; but under no circumstances will privileges of a questionable nature or of a demoralizing tendency be let or in any manner tolerated upon the grounds, or in the building, nor will any privileges be permitted where the business is conducted in other than a legitimate manner.
6. All dining halls, lunch booths, refreshment pavilions or other stands must be substantial in structure and neat in appearance. The Fair management will not tolerate unnecessary obstacles in or around stands that would otherwise deter consumers. The Fair will be inspecting your site and will determine license renewal.
7. Food Licensees must be supplied with and sell only wholesome food and pure, honest goods at reasonable prices. All articles of food and drink must be kept under cover before time of service. All Licensees must comply with the Department of Health requirements. There must be a fire extinguisher in each booth.
8. BEGINNING THE OPENING DAY OF THE FAIR, each Licensee shall keep posted in a conspicuous manner at the front or entrance to his place of business throughout the period at the Fair a neatly PRINTED OR PAINTED SIGN, plainly readable at 30 feet, showing prices of meals, lunches, articles of food and drink, or products to be sold, and services performed under the license. The size of the sign or bill of fare and place of posting to be approved by lessor. Licensees shall comply with the requirements of the health inspectors and provide proper anti-siphon devices for their water hookups.

9. All ground leases or space licenses, unless otherwise specified, will expire with the close of the Fair each year and all buildings, displays, frames and equipment must be removed by August 14, 2023; otherwise, they will become the property of the North Dakota State Fair Association.
10. Purchasers of concessions must keep their spaces in a sanitary condition by removing therefrom any filth and refuse, placing the same in garbage containers, and all containers must be placed where employees of the Fair may get to them with ease. All empty packing cases and cans must be removed from place of business and not left on walk, street or by the stand.
11. Licensees must not throw away any refuse or empty any water or other fluids on the ground or in the streets and gutters. The first violation of this rule may cause concessions to be closed and forfeiture of all fees paid.
12. Licensees and their help must be neat and tidy in their dress. Persons found working at any concession not conforming to this rule may cause such stand to be closed.
13. No director or employee of the Fair shall have any concession or privilege, or any interest or connection directly or indirectly with any Licensees pertaining to the Fair.
14. All deliveries by vehicle of food, soft drink or other articles of merchandise must be made prior to 10:30 AM any day of the Fair, except in the case of emergency. The management may authorize other deliveries. All vehicles and persons delivering merchandise must purchase appropriate tickets.
15. A violation of any of the terms and stipulations of the concession license shall cause the full amount of the license to become due and work a revocation and forfeiture of all rights and privileges there in granted to lessees in which event all sums paid or licensed to be paid become the property of the lessor as liquidated damages for said breach. The lessor shall have a lien upon all property being kept, used, or situated upon leased premises on the State Fairgrounds, whether such property be exempt or not, for any unpaid rents, and any damages sustained by breach of license by said lessee. The lessor shall have the right to retain such property and appropriate said property to the use of said lessor to satisfy all claims.
16. The use of a loudspeaker, amplifier, radio, or other sound device must be regulated. The privilege will be revoked should the noise level become too loud, and complaints received.
17. All food/items sold are subject to the approval by management. No food/items may be given away unless approved by management.
18. If we receive an NSF check or the like from Licensee, the Fair shall revoke the privilege license and no consideration will be given for space renewal.
19. The Fair may release Licensee's name, address and phone number to other interested parties, fairs, or festivals.
20. Animals/pets are not permitted anywhere on the fairgrounds, in the commercial buildings, or as part of an exhibit. Service animals are permitted.

VENDOR CONDUCT

Vendors shall refrain from communicating negative comments concerning the Fair, other fair exhibitors or exhibitor's products, services, or information. Vendors persistently interfering with the operation of another vendor after being notified, is subject to removal from grounds. Negative attitudes, excessive unfounded complaining, etc. are not welcome and will not be tolerated.

ADMISSIONS

Licensee agrees to purchase Admission Tickets to grounds for himself and "ALL" employees or agents. The season pass may be purchased for \$25.00. These passes may be pre-purchased when paying additional fees using the order form on page 28, if you choose this option, they will be in your vendor packet to be picked up the Monday prior to fair. They may also be purchased at the gate or online at ndstatefair.com if you prefer an electronic ticket.

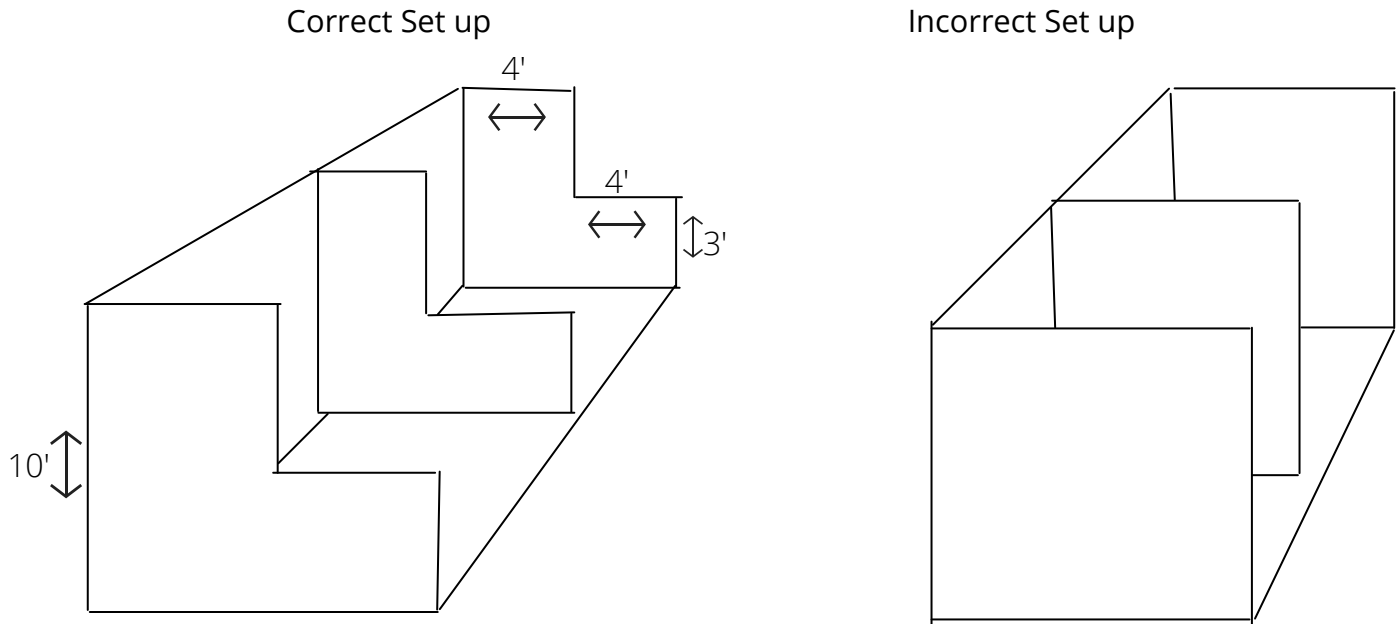
ALL vendors are responsible for purchasing their own gate admission. Each person entering the fairgrounds, including employees, delivery personnel, etc. must have an admission ticket each day. No passes or complimentary tickets of any kind are provided by the North Dakota State Fair.

BOUNDARIES

Outdoor: Exhibit spaces will be marked with paint on ground area. No booth or exhibit is to exceed these boundaries including tent stakes. The overhang (overhead) allowance is limited to 3 feet.

Indoor: Booths have a 10-foot back curtain. Sides are not to exceed 3 feet in height (front 4 feet only). Grids may be used; however, no product may be placed in the front 4 feet of depth. This allows fairgoers to visually see all booths in the row. See diagram below.

Tables/chairs are not included with booth; exhibitor may provide tables or rent tables from the state fair. See order form on page 28 for table rental information.



ELECTRIC WIRING CONCESSIONS

1. Any vendor needing electrical work may hire any certified licensed electrician to work on their personal property only.
2. Each Licensee must use an electrician contracted by the Fair for any electrical work involving Fair property.
3. Licensee may not wire directly into electrical distribution panels but must use the outlets provided.
4. Licensee must provide one adequately sized and properly fused flexible cord to each stand. (Per State Electrical Inspector)
5. A fusible disconnect is required within the stand.
6. Electrical equipment installed outdoors must be weatherproof.
7. All cables must be in good condition and in continuous length with approved outdoor cord connectors.
8. All electrical equipment must be effectively grounded.
9. An inspection is required at the first engagement each year which will serve the entire year subject to subsequent inspections.
10. A \$15.00 fee must be paid to the inspector at the first engagement or inspection.
11. Each stand having minor code violations will be issued a correction order with instruction to correct the same.
12. The electrical inspector is empowered to write a correction order for immediate compliance should the inspector find a condition dangerous to life and property.

HOURS OF OPERATION

COMMERCIAL I 11:00 am – 10:00 pm
COMMERCIAL II 10:00 am – 9:00 pm
COMMERCIAL III 11:00 am – 10:00 pm
OUTDOOR 11:00 am – 9:00 pm
INDEPENDENT MIDWAY 11:00 am – until carnival closes

CREDENTIALS

Name badges will be provided to Licensees in your vendor packet. These name badges may be worn by Licensees during the State Fair and will be needed to gain entrance to appropriate buildings *ONE HOUR* prior to opening time each day of the Fair.

Vendor name badges are not good for gate admission.

Vendors are responsible for purchasing their own gate admission.

BOOTH REPRESENTATION

Promotional items may be used in an exhibit space UPON APPROVAL from Fair Management, however, no food or beverages may be sold or given away without written approval. Exhibits/booths must be properly staffed during open hours. Exhibitors with unstaffed (no person available, in the booth, at any time during the show hours) exhibits will not be renewed the following year.

IF THESE RULES ARE NOT FOLLOWED, LICENSE WILL NOT BE RENEWED THE FOLLOWING YEAR.

HOTELS/CAMPING

I would advise you to make any hotel arrangements as soon as possible. A listing is included in your exhibitor manual. A camping space may be arranged by using the order form located on page 31-32. Management will not allow vehicle parking in your exhibitor location.

PERCENTAGES

All Licensees licensed with a percentage involved shall fill out a form compiled by management, located in your vendor packet. Gross sales are to be reported not to exceed 2 *weeks* following closing day of the Fair. Failure to turn in reports will be recorded and Licensees will be excluded from consideration the following year. Fair Management reserves the right to non-renew vendors.

SOLICITING

No person, parties or organization shall distribute any kind of literature, other than from a paid concession location. No walking concessions will be allowed.

SUBLETTING SPACE

Space of any kind cannot be assigned, sublet, disposed of, or transferred without the prior written consent of the Fair management.

LICENSEE PACKETS

Licensee packets may be picked up at the Fair office beginning July 17th. Each vendor will have 1 packet. Packets must be picked up before set-up.

All contracts must be signed, with payment and insurance submitted prior to receiving your packet at this time.

RELEASE

1. Licensee shall store their property in and shall occupy and use the Demised Premises and any improvements therein and appurtenances thereto and all portions of the Fairgrounds solely at their own risk and all those claiming by, through or under them hereby release the State from all claims of every kind, including loss of life, personal or bodily injury, damage to merchandise, equipment, fixtures or other property or damage to business or for business interruption, arising, directly or indirectly, out of or from or on account of such occupancy and use or resulting from any present or future condition or state of repair thereof.

2. The State shall not be responsible or liable for damages at any time to Licensees, or to those claiming by, through or under Licensee for any loss of life, bodily or personal injury, or damage to property or business, or for business interruption, that may be occasioned by or through the acts, omissions or negligence of any other persons, or any other tenants or occupants or their suppliers on any portion of the State Fairgrounds.

3. The State shall not be responsible or liable for damages at any time for any defects, latent or otherwise, in any buildings or improvements in the State or any of the equipment, machinery, utilities, appliances or apparatus therein, nor shall State be responsible or liable for damages at any time for any defects, latent or otherwise, in any buildings or improvements in the State or any of the equipment, machinery, utilities, appliances or apparatus therein, nor shall State be responsible or liable for damages at any time for loss of life, or injury or damage to any person or to any property or business of Licensee, or those claiming by, through or under Licensee, caused by or resulting from the bursting, breaking, leaking, running, seeping, overflowing or backing up of water, steam, gas, or sewage, in any part of the Demised Premises or caused by or resulting from acts of God or the elements, or resulting from any defect or negligence in the occupancy, construction, operation, or use of any buildings or improvements in the Fairgrounds, including the Demised Premises, or any of the equipment, fixtures, machinery, appliances or apparatus therein.

INDEMNIFICATION

Licensee hereby agrees to defend, indemnify, and hold harmless the State of North Dakota, its agencies, officers, and employees (State), from and against claims based on the vicarious liability of the State or its agents, but not against claims based on the State's contributor negligence, comparative and /or contributory negligence or fault, sole negligence, or intentional misconduct. The legal defense provided by Contractor to the State under this provision must be free of any conflicts of interest, even if retention of separate legal counsel for the State is necessary. Contractor also agrees to defend, indemnify, and hold the State harmless for all costs, expenses and attorneys' fees incurred if the State prevails in an action against Contractor in establishing and litigating the indemnification coverage provided herein. This obligation shall continue after the termination of this agreement.

(State and Federal agencies are exempt from this policy.)

INSURANCE

Licensee shall secure and keep in force during the term of this agreement, form insurance companies or governmental self-insurance pools authorized to do business in North Dakota:

1. Product liability
2. Commercial general liability
3. Automobile liability and
4. Worker's Compensation insurance covering the Licensee for any and all claims of any nature, including all costs, expenses and attorney's fees, which may in any manner arise out of or result from conduct, errors, acts or omissions relating to this agreement. The minimum limits of liability required are One Million Dollars (\$1,000,000) per occurrence for product and commercial general liability, and statutory limits for automobile liability coverage and Worker's Compensation.

The State of North Dakota and its agencies, officers, and employees shall be endorsed on the commercial general liability policy as additional insureds. The Licensees shall furnish the State Fair with a certificate of insurance and a copy of the policy endorsement naming North Dakota, its agencies, officers, and employees as additional insured. The additional insured endorsement shall also contain provisions that the policy, and/or endorsement may not be canceled or modified without twenty (20) days' prior written notice to the undersigned representative of the State of North Dakota, and that any attorney who represents the State under this policy must first qualify as and be appointed by the North Dakota Attorney General as a Special Assistant Attorney General.

INSURANCE REQUIREMENTS

1. All policies of insurance shall be issued by insurance companies with general policy holder's rating of not less than A-.
2. All policies of insurance procured by Licensee shall contain endorsements providing as follows:
 - a. Such insurance may not be materially changed, amended, or canceled with respect to the State except after twenty (20) days' prior written notice from the insurance company to the State, sent by registered mail.
 - b. Licensee is solely responsible for the payment of all premiums under such policy and that the State shall have no obligation for the payment thereof notwithstanding that the State is or may be named as additional insured.
3. A duly executed certificate of insurance and endorsement evidencing the required insurance coverages are in place shall be delivered to the State on or before the commencement date of the Lease Term.
4. The minimum limits of any insurance coverage require herein to be carried by Licensee shall not limit Licensee's liability as stated above.

RELATIONSHIP OF PARTIES

Nothing contained in this lease shall be deemed to constitute nor be construed nor implied to create the relationship of principal and agent, partnership, joint venture, or any other relationship between the parties hereto, other than relationship of lessor and lessee.

NO WAIVER

The failure of the State Fair to insist upon the strict performance of any provisions of this Lease, or the failure of the State Fair to exercise any right, option or remedy hereby reserved shall not be construed as a waiver for the future of any such provision, right, option or remedy or as a waiver of a subsequent breach thereof.

PARTIAL INVALIDITY

If any provision of this Lease or the application thereof to any person or circumstance shall to any extent be held void or invalid, then the remainder of this Lease or the application of such provision to persons or circumstances other than as to which it is held void or invalid shall not be affected thereby, and each provision of this Lease shall be valid and enforced to the fullest extent permitted by law.

ENTIRE AGREEMENT

1. This Lease sets forth the entire agreement between the parties.
2. All prior conversations or writings between the parties hereto or their representatives are not to be considered part of this Agreement.
3. This Lease shall not be modified except in writing by all parties, nor may this Lease be canceled by Licensee, or the Demise Premises surrendered except with the written express authorization of the State Fair. Licensee hereby expressly waive all claims with respect thereto and acknowledge that Licensees are not relying on any such warranty, representation, or agreement by State Fair either as a matter of inducement in entering this Lease or as a condition of this Lease or as a covenant by the State Fair, unless such warranty, representation or agreement is expressly herein set forth in this Agreement.

TENT STAKES

Covers are required on all tent stakes.

NO STAKING ON PAVEMENT OR CEMENT

SANITATION & CLEAN-UP

Vendors are responsible for keeping their booth/stand, and the area immediately surrounding their area clean and in sanitary condition at all times. Boxes must be broken down, flattened, and placed in dumpsters located throughout the fairgrounds.

THE USE OF FAIRGOER TRASH RECEPTACLES BY VENDORS IS STRICTLY FORBIDDEN.

INDOOR COMMERCIAL SPACE

All three commercial exhibit buildings are air-conditioned and contain restroom facilities. Exhibitors are responsible for providing any needed extension cords. Tables and chairs are available to rent if needed, using the order form on page 28.

Indoor commercial exhibit spaces rent for \$400, corner booth spaces rent for \$450. Each space will be decorated with pipe and drape, 10 feet in rear and 3 feet on the two sides. Fronts are open. All indoor booth spaces are 10' wide X 8' deep. All spaces may be extended by renting booth spaces adjacent to the locations, if available. Booth fee includes (1) basic electric outlet (600 Watts, 120v, single-phase). If more electricity is needed, please contact NDSF office for availability.

Commercial buildings will be open for setup:

*Wednesday, July 19 from 8 am - 8 pm and Thursday, July 20 from 8 am - 10 pm.
Buildings will open at 8am July 21st (first day of fair), to make final preparations.
No exceptions will be made to these dates and times.*

At the end of each night the building superintendent will stay in the building until all janitorial work is done. A Deputy Sheriff will walk through the building with the superintendent to ensure the building is empty and verify that all doors are locked.

Fair management reserves the right to approve all exhibit materials and remove those that may be considered objectionable.

OUTDOOR COMMERCIAL SPACE

Cost varies by booth location and size. You must provide your own booth structure. All structures must meet current building, electrical, sanitation and health codes. Certain specifications must be met when building a structure, so please submit drawings or plans well in advance.

Tent stakes are required to be covered. If you are renting a tent, it will be your responsibility to make sure all stakes are covered. **No staking** on pavement or cement.

Licensee is responsible for all internal wiring required to operate and for sufficient, adequately sized cable to reach Fair electrical service panels. Extension cords may be needed to reach nearest power source, please plan accordingly.

Outside Licensee space will be open for setup:

Monday, July 3rd through Thursday, July 20. There will be no security on grounds until July 19th.

If the grass is wet, DO NOT move anything onto grass until it is dry

If you are unsure, please call us at 701-857-7620.

All Outdoor structures must be moved off grounds by August 14th.

MAILING SERVICES

For those needing to mail products via USPS, FedEx or UPS during Fair-time (ND State Fair staff will not sign for shipped packages prior to or during Fair-time. NO EXCEPTIONS). There is no direct mail delivery to the fair grounds. The fairgrounds do not have a shipping/receiving department on grounds. Mail, not including boxes, is picked at the post office by fair staff and brought to the state fair office. If mail is not addressed appropriately, it will be deemed undeliverable and returned to sender by the carrier. All mail must be addressed as follows:

Exhibitor Booth Name (business name MUST match contract)
c/o North Dakota State Fair
Exhibitor Location & Booth Number (Commercial building OR Outdoor booth number)
2005 Burdick Expressway East
PO Box 1796
Minot, ND 58701
Phone Number – cell phone preferably

Exhibitors who are receiving freight as part of their booth setup must be on grounds to meet, direct, and receive the shipment. No exceptions.

GATE ADMISSION

Licensee agrees to purchase Admission Tickets to grounds for himself and "ALL" employees or agents. The season pass may be purchased for \$25.00. These passes may be pre-purchased when paying additional fees using the order form on page 28, if you choose this option and the order is submitted prior to JULY, they will be in your vendor packet to be picked up the Monday prior to fair. They may also be purchased at the gate or online at ndstatefair.com if you prefer an electronic ticket, or it is purchased after the July 1st deadline.

VEHICLE PASSES

Each exhibitor will receive one vehicle pass that is to be hung on the rearview mirror of vehicle and authorizes admission onto grounds to restock their merchandise before 10:30 am. Note: *this is NOT a parking pass*. All vehicles must be off grounds by 10:30 am or it will be towed at owners expense.

PARKING

Parking is free at NDSF. Trailer parking is limited. Please see updated maps, located in this manual for directions to which lot may be closest to your location. There is no parking in your booth space and no vehicles to be driven on grounds after 10:30am.

INTERNET SERVICE

If you require Wi-Fi or an internet connection, please contact SRT for pricing and setup information. Contact information located on page 36.

TAX REQUIREMENTS

All vendors who are making sales or taking orders are required to pay 5.5% sales tax to the State of North Dakota. For any questions, see letter from the State Tax Commissioner's office on page 44, or visit <https://www.nd.gov/tax>.

SET UP AND TEAR DOWN

Vendors must have the following items on file prior to move in:

- ***Insurance (must meet requirements on page 3)***
- ***Payment in full***
- ***Signed Privilege License***

****No exceptions will be made for indoor setup times.****

Indoor setup times:

Wednesday, July 19 from 8 am- 8 pm
Thursday, July 20 from 8 am – 10 pm
Friday, July 21 8 am-building open.

Indoor teardown:

Saturday, July 29th after 10 pm (Comm II, 9pm) through 12 midnight.
Sunday, July 30st 8am-12pm.

We will open gates for trailers as soon as it is safe, please be patient.

Outdoor setup times:

Beginning Monday, July 4-July 20th.
(No security on grounds until July 20th)

****If the grass is wet, DO NOT move trailers onto grass until it is dry****
If you are unsure, please call us at 701-857-7620.

Outdoor teardown:

Saturday, July 29 after the grounds have cleared.

All Outdoor exhibits must be moved off grounds by August 14th.

Forklift service is available upon request for setup and tear down. Expect wait times. Tear down does not begin until your building is closed/outdoor hours complete on the final day of fair. Anyone who tears down early, will forfeit their renewal for future fairs. This rule will be monitored and enforced throughout the fairgrounds

****When the Fair is over it is expected that the leased space be vacated and left clean and free of debris. This goes for both indoor and outdoor spaces. ****

PEPSI & ND STATE FAIR CONTRACT

The North Dakota State Fair and Pepsi have a cooperative agreement. The State Fair has traded the exclusive beverage rights for all its facilities for a financial commitment that will provide the State Fair with revenue for operations, guaranteed fair pricing for our vendors and a major marketing program that will benefit us all. The agreement specifically states that only Pepsi beverages may be sold on the Fairgrounds. This includes soft drinks, sports drinks, juices, and water. We have excluded milk, alcoholic beverages, non-alcoholic beers, and coffee. Also excluded are other drinks made at the Concessions stands, including tea and lemonade. All signage must be Pepsi; this includes graphics, trailers, tents, menu boards, soda machines and any other signage.

LIVE MEDIA REMOTES

We would like to remind all our concessionaires that if you plan to have any live media remotes from your booths or lot locations, please let the station know they must have the times and location approved by the State Fair Office. Live remotes are great! We would just like to prevent any traffic problems that they may cause on the Fairgrounds by being prepared. Having the stations go through us will eliminate any hassles or problems that could occur.

PESTICIDE APPLICATION

The North Dakota State Fair in cooperation with the State Department of Health, hereby inform you that an application of insecticide is scheduled for the early morning hours of the State Fair. You are advised that the application may take place on any day from July 1st-August 15. You are required to properly protect your stand each evening. It will also be necessary for you to properly clean with hot water, detergent and sanitize all food contact and non-food contact surfaces following an application. Through your cooperation, we shall continue to make your stay at the Fair one that is conducive to good sales and a healthy environment for all.

SECURITY

All North Dakota State Fair security personnel have been given copies of our security rules and regulations and they are expected to enforce them. Please note that in addition to checking bags and vehicles, they will not admit anyone without proper admission credentials. Anyone entering the grounds must have either daily gate admission or a season gate pass. Your vendor name tags DO NOT grant you access to the fairgrounds. They have also been instructed to tow improperly parked vehicles. Security has the authority to stop vehicles from entering after 10:30 am and before 11 pm. Please notify your suppliers and workers. These people do not know your names or how important you are to us; they are just doing their job.



USE OF GOLF CARTS

Golf carts may **not** be operated by any concessionaire or exhibitor on grounds unless approved by the North Dakota State Fair management. Only those approved will be allowed to use golf carts during the Fair. There will be a permit fee of \$100 for such use. There is an EXTREMELY limited number of permits. Permit must be attached to the golf cart where it can be seen.

You must have a valid driver's license to purchase a permit and operate golf carts. Use of said vehicles by unlicensed drivers is strictly prohibited.

The North Dakota State Fair will require that such users agree to name the North Dakota State Fair and the State of North Dakota as additional insured and furnish proof (certificate of insurance) of comprehensive general liability insurance in the amount of \$1,000,000 per occurrence and \$1,000,000 annual aggregate combined single limit for bodily injury and property damage liability. Certificate of insurance naming the North Dakota State Fair and the State of North Dakota as additional insured must be furnished before permit will be issued.

PETS

Animals/pets are not permitted anywhere on the fairgrounds prior to or during fair, in the commercial buildings, or as part of an exhibit. (Excluding livestock exhibits).

Service animals are permitted.

Emotional support animals are **not** considered service animals.

If you have questions, please feel free to call the main office at (701) 857-7620.



Hotels

Dakota Inn

2401 Elk Drive, Minot, ND 58701
Phone: (701) 838-2700
www.dakotainnminot.com/

Quality Inn & Suites

3916 N Broadway, Minot, ND 58703
Phone: (701) 838-3916
www.choicehotels.com

Wingate by Wyndham

900 24th Ave SW, Minot, ND 58701
Phone: 701-838-2424
www.wingateminotnd.com

Staybridge Suites

3009 S Broadway, Minot, ND 58701
Phone: (701) 852-0852
www.ichotelsgroup.com/staybridge/hotels

Baymont Inn & Suites

1609 35th Ave SW, Minot, ND 58701
Phone: (701) 251-4325
<https://www.wyndhamhotels.com/baymont>

Microtel Inn & Suites

414 37th Ave SW, Minot, ND 58701
Phone: (701) 839-2200
www.wyndhamhotels.com

Sierra Inn

929 20th Ave SE, Minot, ND 58701
Phone: (701) 837-1800
www.sierrainnminot.com

Hotel Revel

1510 26th Ave SW
Minot, ND 58701
(701) 852-4300
www.revelnd.com

Economy Hotel

225 22nd Ave NW, Minot, ND 58703
Phone: (701) 852-3411
<https://economy-hotel-minot.business.site/>

Comfort Inn & Suites

3420 S Broadway, Minot, ND 58701
Phone: (701) 838-5200
<https://www.choicehotels.com/comfort-inn>

Hyatt House

2301 Landmark Dr. Minot, ND 58703
Phone: (701) 838-7300
minot.house.hyatt.com

Country Inn & Suites

1900 22nd Ave SW, Minot, ND 58701
Phone: (701) 837-1900
<http://www.countryinns.com/minot-hotel-nd-58701/ndminot>

Grand Hotel

1505 N Broadway, Minot, ND 58703
Phone: (701) 852-3161
www.grandhotelminot.com

MainStay Suites

1212 31st Ave SW, Minot, ND 58701
Phone: (701) 852-6246
www.choicehotels.com

Sleep Inn & Suites

2400 10th St SW, Minot, ND 58701
Phone: (701) 837-3100
www.choicehotels.com

Highland Suites

1605 35th Ave SW, Minot, ND 58701
Phone: (701) 837-7900
<https://highlandsuitesnd.com>

Clarion Hotel & Convention Center

2200 E Burdick Expy, Minot, ND 58701
Phone: (701) 852-2504
www.choicehotels.com/north-dakota/minot

Hawthorne Suites by Wyndham

800 37th Ave SW, Minot, ND 58701
Phone: (701) 858-7300
www.wyndhamhotels.com

Comfort Suites

601 22nd Ave SW, Minot, ND 58701
Phone: (701) 852-9700
www.choicehotels.com/north-dakota/minot/comfort-suites-hotels

Days Inn

2100 4th St SW, Minot, ND 58701
Phone: (701) 852-3646
www.daysinn.com

Super 8 by Wyndham

1315 N Broadway, Minot, ND 58703
Phone: (701) 852-1817
www.wyndhamhotels.com

Hampton Inn & Suites

1400 N Broadway, Minot, ND 58703
Phone: (701) 838-1400
hamptoninn3.hilton.com

Holiday Inn Express & Suites

300 37th Ave SW, Minot, ND 58701
Phone: (701) 837-1200
www.ihg.com/holidayinnexpress

Motel 6

1515 22nd Ave SW, Minot, ND 58701
Phone: (701) 852-2201
<https://www.motel6.com>

Candlewood Suites

900 37th Ave SW Minot, ND 58701
701-858-7700
www.candlewoodsuites.com/minotnd

Campgrounds**Roughrider Campground**

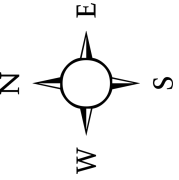
500 54th St NW, Minot, ND 58703
Phone: (701) 852-8442
www.minot.com/roughrid
Email: info@roughridercampground.com

Valley View RV Park

1945 20th Ave SE, Minot, ND 58701
Phone: (701) 818-5239
www.koa.com/campgrounds/minot
Email: minot@koa.com

Bed & Breakfast**Dakotah Rose**

510 4th Ave NW, Minot, ND 58703
Phone: (701) 838-3548
www.dakotahrose.com
Email: dakrose@gmail.com

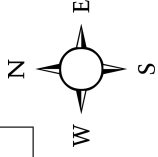


8'x10'

Commercial I

		803	804	805	806	807	
	4'	802					8'
800		815	814	813	812	811	810
901		816	817	818	819	820	821
		(816-821) 3'10"x56'					
900							822
899		875	874		849	848	823
		876	873		850	847	
898							824
		877	872		851	846	
897							825
		878	871		852	845	
896							826
		879	870		853	844	
895							827
		880	869		854	843	
894							828
		881	868		855	842	
893							829
		882	867		856	841	
892							830
		883	866		857	840	
891							831
		884	865		858	839	
890							832
		885	864		859	838	
889							833
		886	863		860	837	
888							834
		887	862		861	836	

1014	1015	1016	1017	1018	1019	1020	Restrooms								1022	1023	1024	1025	1026



1133	1132	1131	1130	1129	1128	1127
1104	1105	1106	1107	1108	1109	1110

1126	1125	1124	1123	1122	1121	1120	1119
1111	1112	1113	1114	1115	1116	1117	1118

1013

1012

1011

1010

1009

1008

1103	1102	1101	1100	1099	1098	1097
1074	1075	1076	1077	1078	1079	1080

1096	1095	1094	1093	1092	1091	1090	1090B
1081	1082	1083	1084	1085	1086	1087	1087B

1073	1072	1071	1070	1069	1068	1067
1044	1045	1046	1047	1048	1049	1050

1066	1065	1064	1063	1062	1061	1060	1059
1051	1052	1053	1054	1055	1056	1057	1058

1032

1033

1034

1035

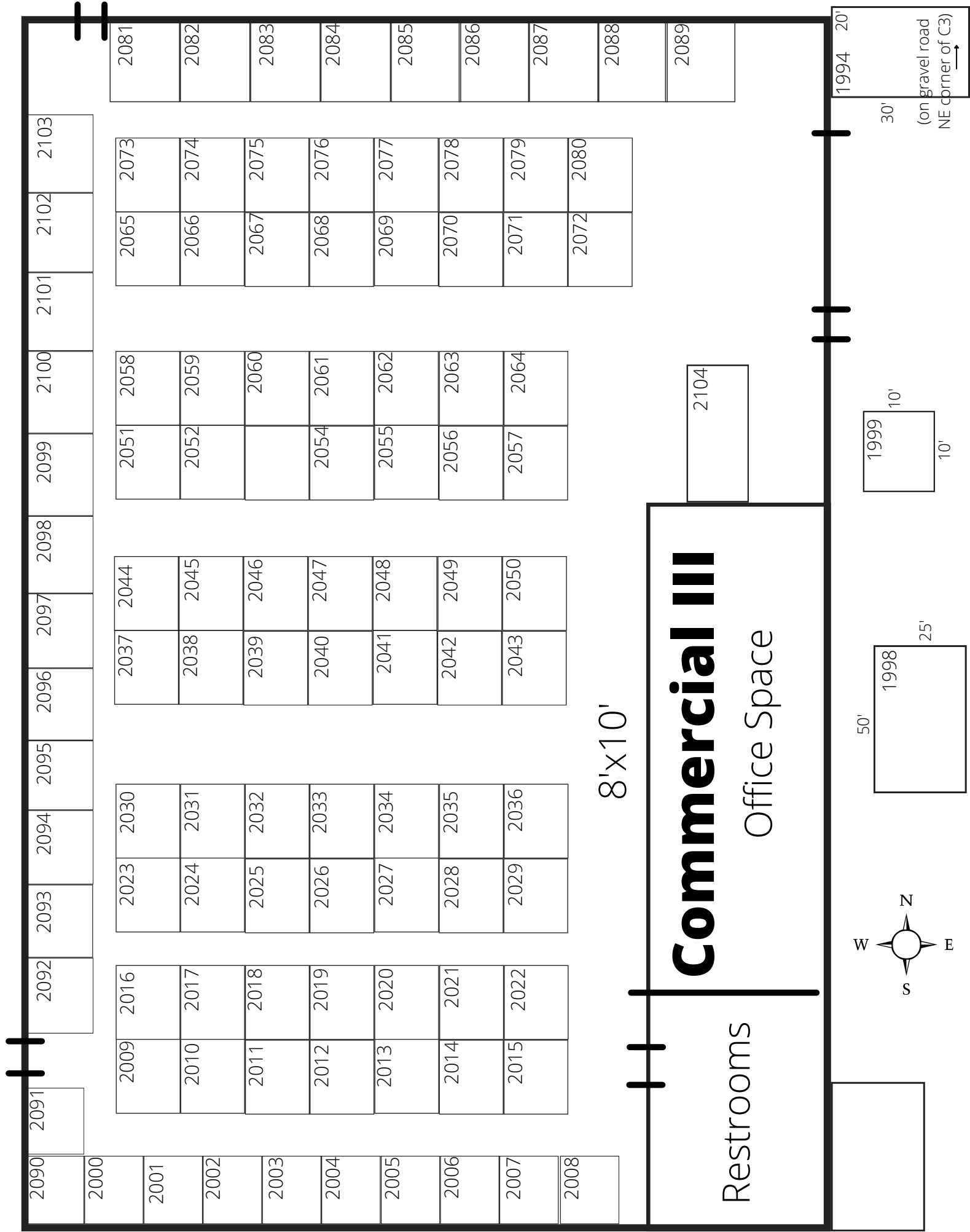
8'x10'

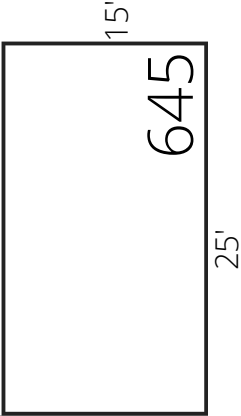
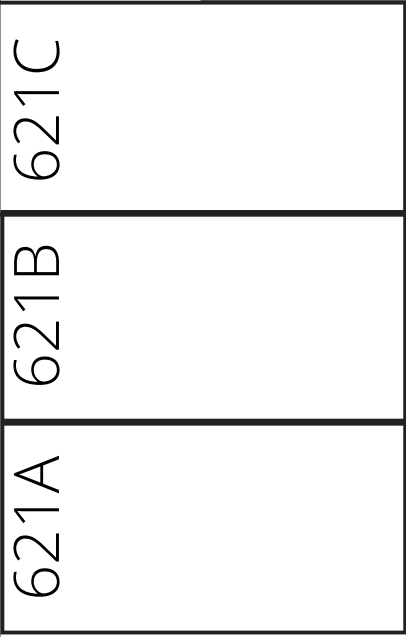
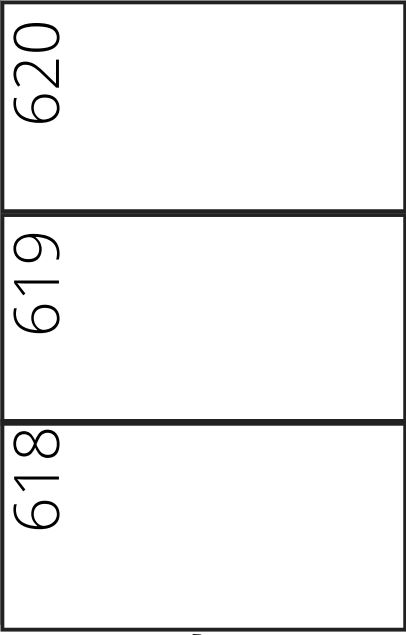
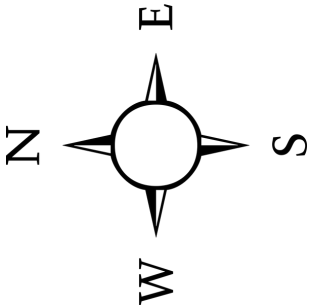
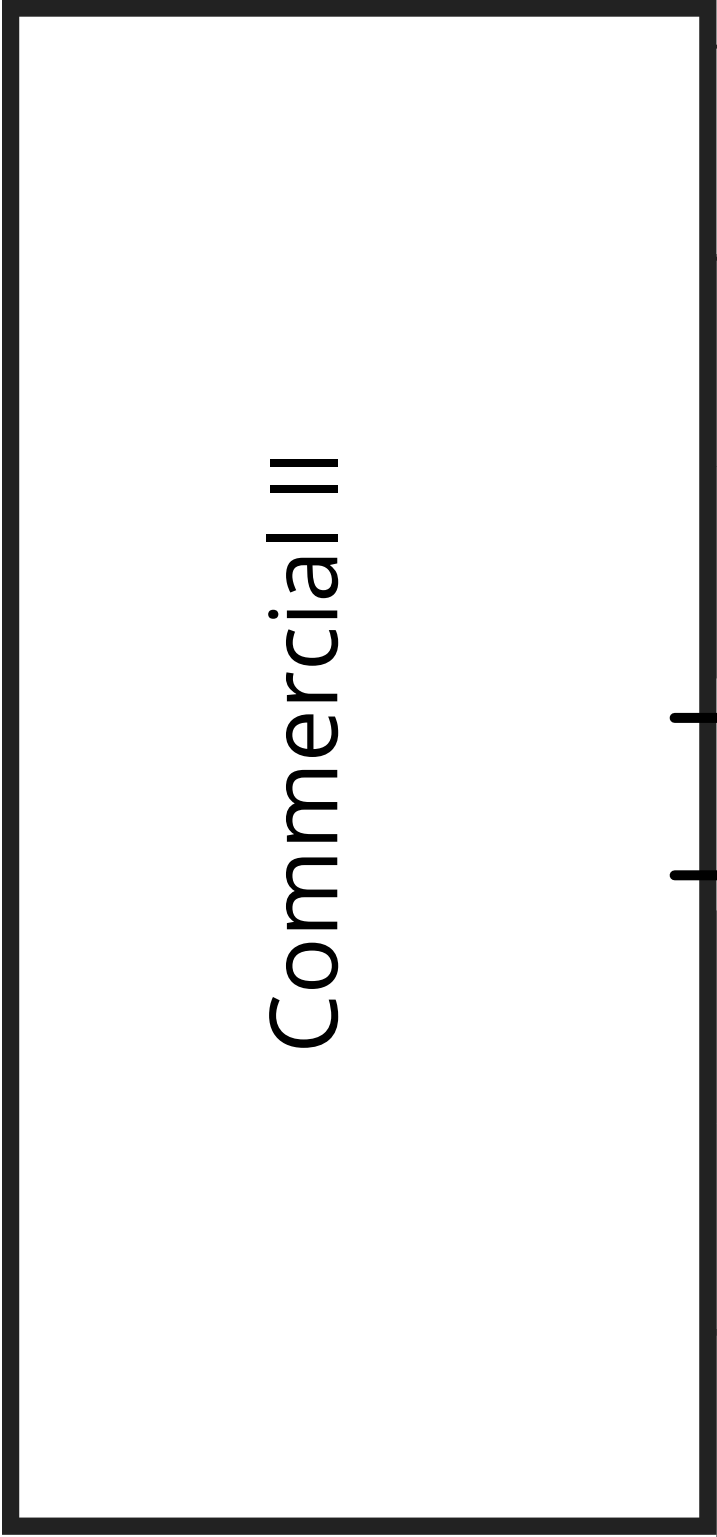
1007	1006	1005	1004	1003	1002	1001	8'x10'										1042	1041	1040	1039	1038	1037	1036

1000

1043

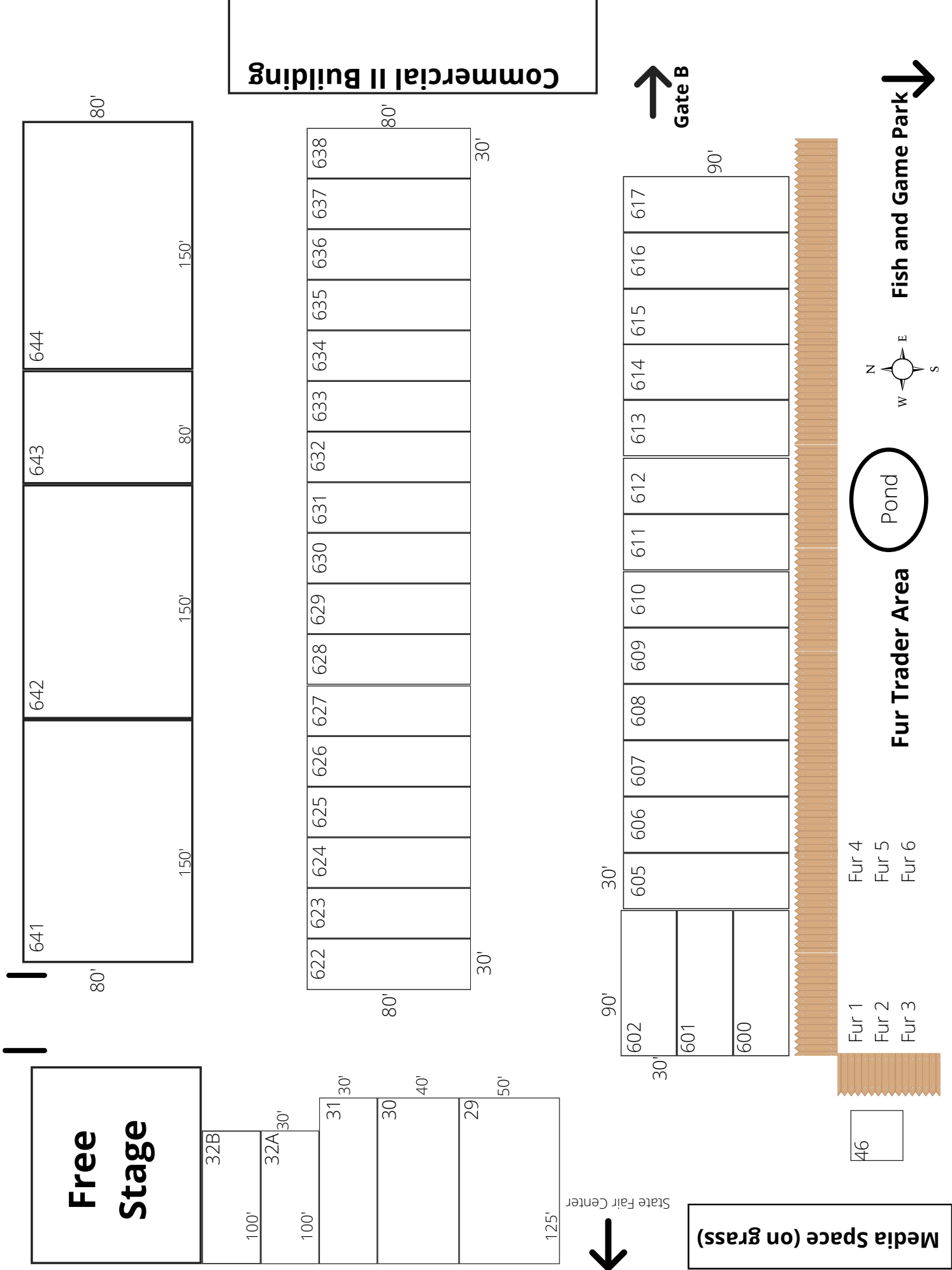
Commercial II



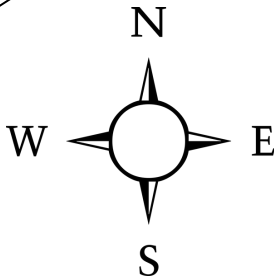
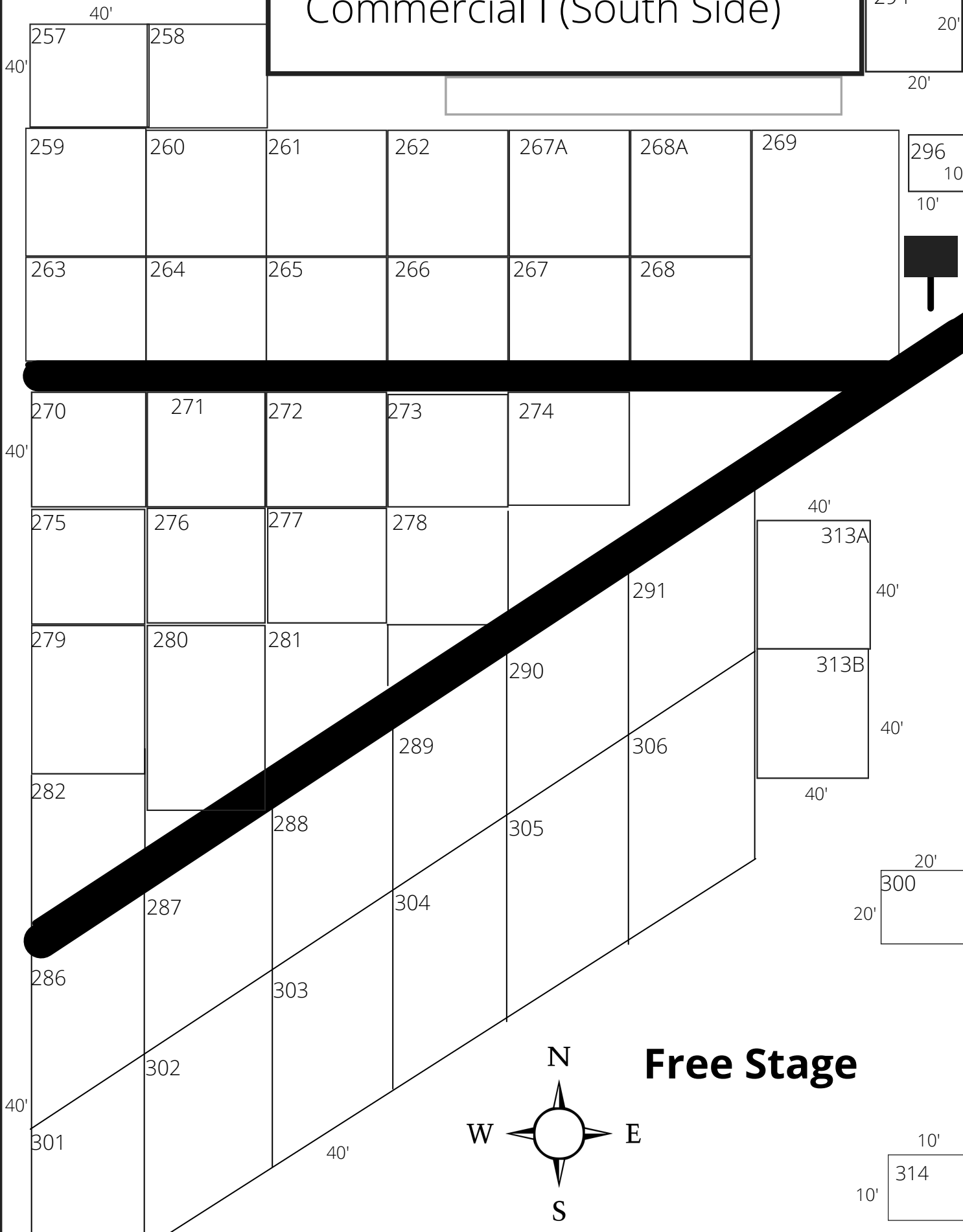


Go Carts ↓

Gate B →

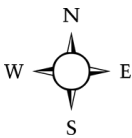


Commercial I (South Side)



Free Stage

West Park



Backstage area

Free
Stage

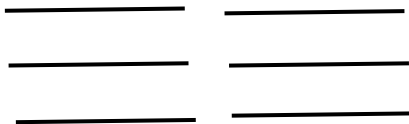


Backstage area

Free
Stage

70x40

150'



Restricted Access Road

Main Road

Commercial 1 ↓

Stock trailer parking

227



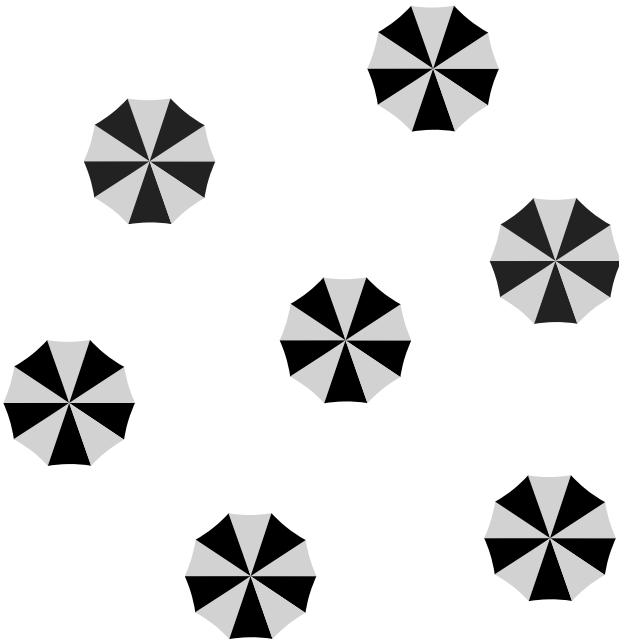
(Each vendor 26 ft across)

228

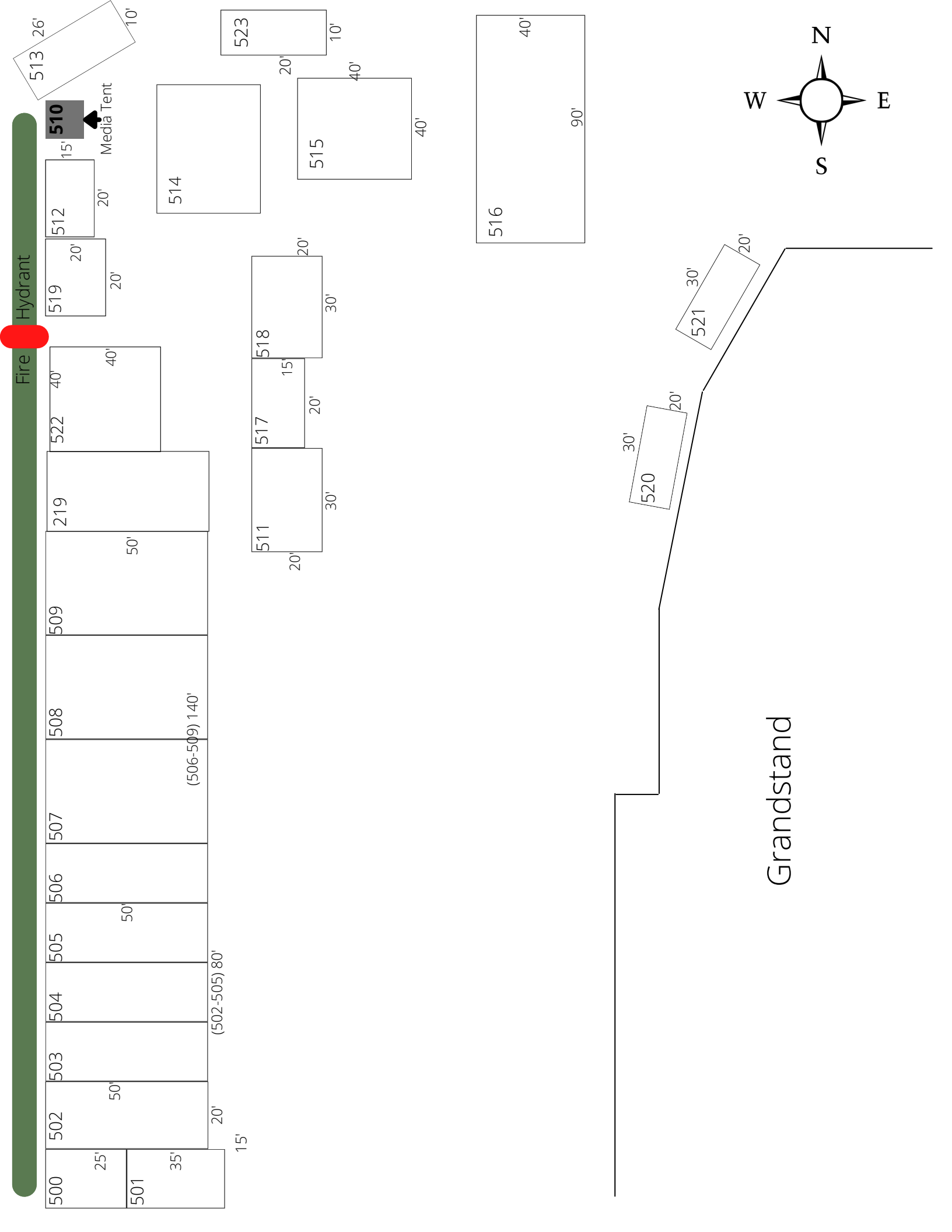
229

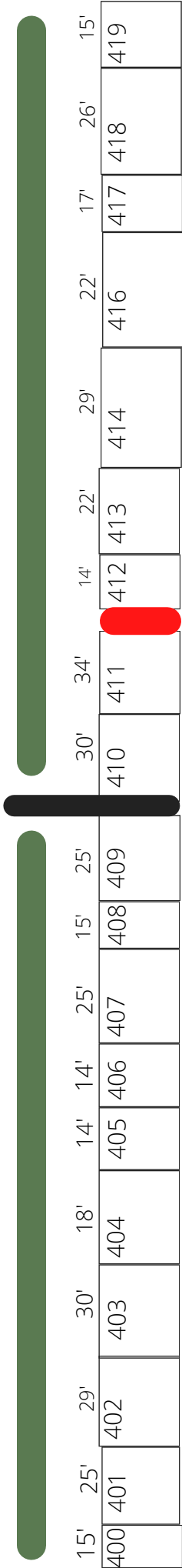
Stock trailer parking

230



30x80

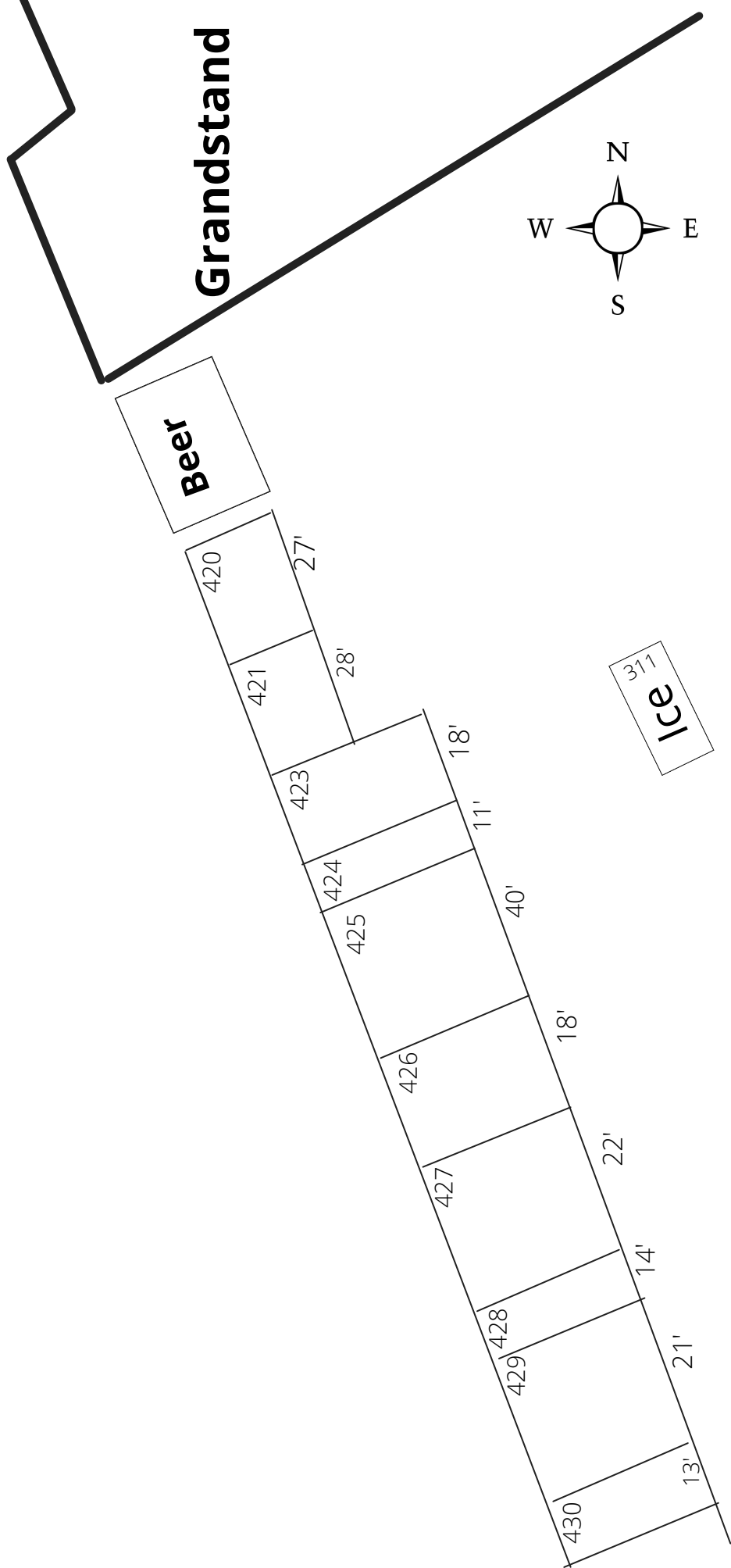




 Sidewalk

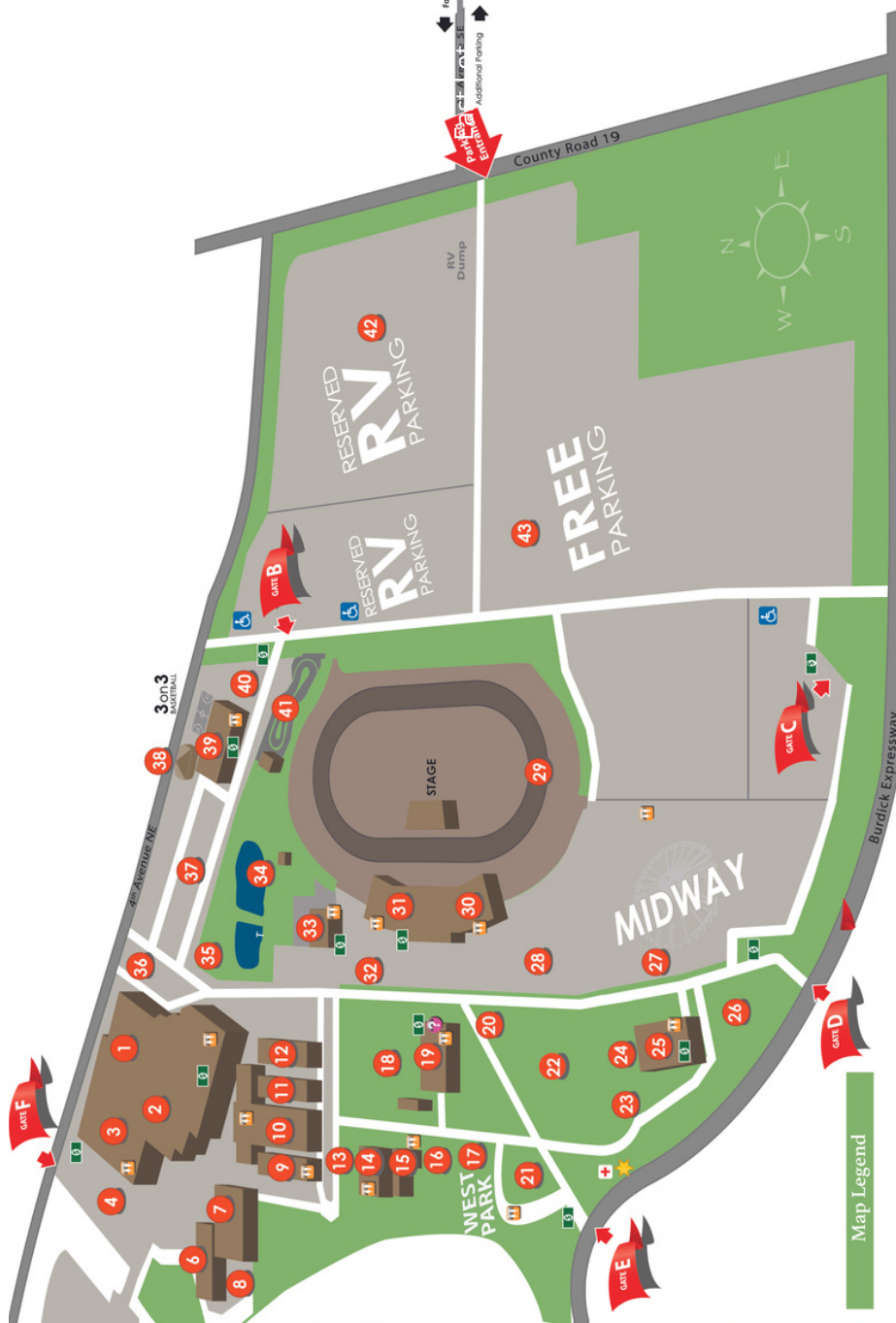
 Fire Hydrant

Independent Midway



North Dakota State Fair List of Attractions		
1.	State Fair Center	24. Kiddie Carnival Rides
2.	Arena I / All Seasons Arena	25. Commercial III
3.	Arena II / Heritage Hall	26. Stage I
4.	Horse Trailer Parking	27. Carnival Trailer
5.	Exhibitor RV Parking (Blue Lot)	28. Food Court
6.	Horse Barn I	29. Race Track
7.	Horse Barn II	30. Carousel pub
8.	Warmup Arena	31. Grandstand
9.	Draft Horse/Goat Barn	32. Thrill Zone
10.	Expo Barn	33. Flickertail Gardens
11.	Beef Barn	34. ND Game & Fish Outdoor Skills Park
12.	Dairy/Poultry Barn	35. Fur Traders
13.	Stage 4	36. Stage 5
14.	Kid's Space	37. Machinery Row
15.	Bunny Barn	38. Picnic Tent
16.	Stage 9	39. Commercial II
17.	Stage 8	40. Stage 7
18.	Stage 3	41. Go Kart Track
19.	Commercial I	42. RV Parking (Red Lot)
20.	Festival Tent	43. Car parking
21.	Stage 2	44. Free Public Car & Stock Trailer Parking
22.	Crop Plot	45. RV Parking (White Lot)
23.	Giant Sandbox	

17.	Stage 8	41.	Go Kart Track
18.	Stage 3	42.	RV Parking (Red Lot)
19.	Commercial I	43.	Car parking
20.	Festival Tent	44.	Free Public Car & Stock Trailer Parking
21.	Stage 2	45.	RV Parking (White Lot)
22.	Crop Plot		
23.	Giant Sandbox		



2023 North Dakota State Fair Order Form

PO Box 1796, Minot, ND 58702

Phone: 701-857-7620/Fax: 701-857-7622

Company Name

Exhibit Space #

Contact Person

Telephone #

_____ Exhibit Space – as per enclosed Contract \$_____

___**1**___ Unloading Vehicle Passes – No parking vehicles on the grounds. FREE
These passes are for unloading before 10:30 am.
1 per vendor. Park in free parking.

_____ Insurance - \$85.00 for the first booth and \$50.00 for each additional booth \$_____

_____ Face and body painters, \$165 \$_____

(Please refer to and fill out insurance form provided)

_____ Season Gate Pass @ \$25.00 each (Adult) \$_____

**All vendors must pay for gate admission; If you are camping, please
purchase on the camping form. **

_____ Daily Gate Admission Ticket @ \$12.00 /day (Adult) \$_____

_____ 8' Table Rental @ \$35.00 each – Table rental includes: \$_____

1-8' table, 2 chairs and a reusable vinyl table cover

TOTAL \$_____

_____ MasterCard _____ Visa

_____ Discover _____ American Express

Credit Card Number _____ Exp. Date _____ Security Code _____

Signature _____ Billing Zip Code _____

Please return this form to the State Fair Office along with your payment.

Fax: 701-857-7622 or email sarah@ndstatefair.com

Credit Cards are NOT kept on file for future payments

***Pre-purchased gate admission will be in your vendor packet if purchased by June 30th. ***
Admission purchased after this date may be done on ndstatefair.com, or at the grandstand/gate upon arrival. Thank you!

(Office Use Only) Receipt # _____

INSURANCE

Please complete front and back of this form.

Booth Name _____

Booth Number _____

Please check one of the following:

☐ Yes, I will be providing a \$1,000,000.00 Certificate of Liability Insurance with the following as the certificate holder:

North Dakota State Fair *AND*

State of North Dakota

PO BOX 1796

Minot, ND 58702

*****Certificate Holder MUST be named additional insured*****

Name of Insurance Company: _____

☐ Yes, I would like to purchase insurance through the North Dakota State Fair at a price of \$85.00 (Face/Body Painters \$165) for the first booth and \$50.00 for each additional booth. I have completed the back of this form.

____ Visa

____ American Express

____ Mastercard

____ Discover

Credit Card Number _____ Exp. Date _____

Security Code _____

Billing Zip Code _____

Signature _____

Please return this form to the State Fair Office along with your payment.

Fax: 701-857-7622 or email sarah@ndstatefair.com

Credit Cards are NOT kept on file for future payments

*****TO BE FILLED OUT ONLY IF PURCHASING INSURANCE FROM Haas & Wilkerson Insurance*****

Name of Exhibit/Concession:

List of products, food, or services provided:

Contact Name:

Telephone Number:

Dear Exhibitor:

Haas & Wilkerson Insurance will provide General Liability coverage for licensees in the North Dakota State Fair under a master insurance policy. Coverage for concessionaires and exhibitors includes public liability and property damage liability with a \$1,000,000 each occurrence limit and \$3,000,000 aggregate & products liability limit. LIQUOR LIABILITY IS SPECIFICALLY EXCLUDED. General Liability coverage provided conforms to the requirements of the contractual agreement with North Dakota State Fair Association.

Should you choose to participate in this voluntary insurance program please complete this form and mail it promptly with your CONTRACT PAYMENT AND APPROPRIATE PREMIUM PAYABLE TO ND STATE FAIR.

North Dakota State Fair
PO Box 1796
Minot, ND 58702
(701) 857-7620 Fax (701) 857-7622

LICENSEES INSURANCE PROGRAM:

General Liability coverage will be provided for the period of the North Dakota State Fair only July 21-29th, 2023; to include set-up and teardown.

PREMIUM COMPUTATION:

\$85 first booth (a double booth is considered 1 booth)

\$ _____

\$50 each additional booth (same exhibitor)

\$ _____

\$165 Each Face / Body Paint Booth

\$ _____

Total Due North Dakota State Fair

\$ _____

NOT ACCEPTABLE FOR ENDORSEMENT ON THIS POLICY (List NOT all inclusive):

Amusement Rides/Devices (including Gyroscopes & Space balls), Body Piercing, Massages & Wraps, Bungee Attractions, Child Care, Climbing Walls, Concert Performers/Promoters, Dart Games, Dunking Booths, Essential Oils, Fireworks Operator, Gun Shows/Sales, Haunted Houses, Henna Tattoos, Inflatable Amusements, Mazes, Medical/Dental Testing & Screenings/Devices, Motorsports Events, Permanent Tattoos, Petting Zoos, Playground Equipment, Pseudo-Fighting/Wrestling Activities, Rodeo Events, Roller/Ice Skating, Sales of Autos or Auto Parts, Sales of Herbal Supplements or CBD Products, Sales of Tobacco, Vaping Products, Marijuana, Sales of Weight Loss/Stop Smoking Aids, Pills, Patches, Simulators, Virtual Reality Rides, Wheelchair/Stroller Rentals.

ITEMS REQUIRING ADDITIONAL PREMIUM & APPROVAL BEFORE ENDORSEMENT:

Concerts-Local and Regional Talent Only, Exotic Animals, Entertainers (Includes mimes, clowns, balloon artists, magicians, walking characters, face painters, sketch artists, choirs, etc.), Golf Carts/Scooters, Liquor Liability, Pony Rides, Sales of Pets/Rodents.

Signature _____

Date _____

**North Dakota State Fair
Vendor Camping Form
July 21-29, 2023**

Required Information

Length of RV Unit _____ ft.
(from rear bumper to front hitch)

Office Use Only

Receipt #: _____

Camping Space #: _____

Arrival Date: _____ Departure Date: _____

_____ Tent \$15/night x _____ nights= _____

_____ Tent \$20/night with electric x _____ nights= _____

_____ RV \$25/night (electric only) x _____ nights= _____

Total Due: _____

****Gate admission must be purchased on vendor order form (pg.28) through main office,
online (ndstatefair.com) or at the gate upon arrival****

****Camping does NOT include gate admission****

****Total must be paid at time of reservation to
reserve your camping space****

****Credit Cards are NOT kept on file for future
payments****

Name: _____

Phone Number: _____

Booth/Company Name: _____

Booth Number/Location: _____

Please check one:

Food Vendor _____ Commercial Vendor _____

Signature: _____

Date: _____

Credit Card

_____ Mastercard

_____ Visa

_____ AmEx

_____ Discover

Card Number:

Exp. Date: _____

Security Code: _____

Billing Zip: _____

Please read the back for camping policies!

State Fair Camping Office 701-838-1193

(Please be sure to leave a voicemail for a callback if necessary)

North Dakota State Fair's on-grounds camping spaces will be sold in advance for the 2023 fair.

Camping spaces are not sold for general parking of non-RV vehicles.

Payment must be made in full prior to the reservation being held.

No RV space will be reserved unless gate admission is purchased for the same number of days as camping is requested.

All campers and vehicles must have a valid permit clearly displayed at all times.

No gray or black water dumping is allowed on site except by a contracted pumper. Please contact the camping office, located on the SE end lower level of the All Seasons Arena, for your pumping and filling needs. Requests must be made by 4pm the day prior for the next day service.

Electrical services are very limited, available on a first come first serve basis only. Anyone requesting electricity will need a 100' extension cord and will be limited to 30 amps. Those drawing more than 30 amps will be disconnected.

Showers are available in the Expo Barn, the Bunny Barn, the block bathrooms by the Midway, the State Fair Center and in the West Lot campground.

Quiet Time is 11 PM to 7 AM.

All campers are responsible for picking up their own garbage, please help us keep our fairgrounds looking beautiful!

It is the sole responsibility of all persons staying on the Fairgrounds to be informed on weather conditions and to react so they are safe. The State fair Center is open for inclement weather shelter.

No exceptions will be made for the length of stay. If you fail to remove your RV by 6:00pm on the agreed upon date, the North Dakota State Fair may remove/tow your RV off the grounds and we will not be liable for damages.

Have a safe and fun time at the NDSF!



2 FOR 1 DAY

FREE ADVERTISING OPPORTUNITY

We would like to invite you to take part in our 2 for 1 Day at the Fair, by offering one or more of your products for half-off or BOGO on Tuesday, July 25. The Fair will offer half price gate admission with a Pepsi product for Fair-goers.

Just by participating in 2 for 1 Day, you will get exposure on the following media outlets reaching thousands of Fair-goers:

- ndstatefair.com: promotions page
- Social media:
- 2 for 1 Day post on Facebook
- 2 for 1 Day post on Instagram
- 2 for 1 Day post on Twitter
- Two 8.5 x 11" laminated signs for display at your booth

Please fill out accordingly.

PRODUCT(S) OR SERVICE(S) AND DISCOUNT YOU WILL BE OFFERING:

BOOTH NAME AND BOOTH NUMBER:

LOCATION: PHONE NUMBER:

☐ CHECK BOX IF YOU NEED MORE THAN TWO LAMINATED SIGNS

Respond by July 1, 2023 via Fax: 701-857-7622

Email: jacee@ndstatefair.com

Mail: North Dakota State Fair

ATTN: Pepsi 2 for 1 Day

PO Box 1796

Minot, ND 58702





NEW AND IMPROVED IN 2023

The North Dakota State Fair is holding it's 12th Annual Food Frenzy Competition and we want YOUR participation! Show off your creativity and mad fair food skills by entering a food concoction at the Fair on Friday, July 21, 2023.

However, the categories have changed to allow for more drinks and more competition!

As in previous years, each vendor will still receive a sign on their booth listing their food/drink entry for the Food Frenzy, social media posts and will be showcased on the North Dakota State Fair website encouraging fair goers to try the new items!

NEW CATEGORIES FOR THE FOOD FRENZY

- Enter ANY food item in one of Four categories:
 - Savory
 - Sweet
 - Caffeinated Beverage (Coffee, Boba, etc.)
 - Creative - (to qualify for this category the food item must never have been entered at a food Frenzy Competition at the NDSF and must be new to the NDSF.)
- Please feel free to enter more than one item.
- If you are submitting more than one item, please fill out a separate application for each.
- **We revamped the drink category, if you are looking for what category to put your lemonade, tea or slushies they can be placed in the Sweet or Most Creative category.**
- Applications must be complete upon submission.
- Applications must be submitted by **July 1**. All entries are to be reviewed by NDSF staff.
- We will notify each vendor of their acceptance and category status. The NDSF has the right to move the food items into a different category if they fit better in that category.
- A first place winner and runner-up will be chosen per category by a panel of judges specific to each category.
- Judges will score each dish according to: taste, visual appeal, overall impression, and uniqueness/originality (if it falls within the creative category).
- Judging will start July 21, 2023 at 1:30PM and conclude around 3:00PM depending on the amount of entries.
- The judges will walk around to each vendor at their scheduled time for judging. Once the NDSF received the vendors application, they will be notified by email & a letter in their vendor packets of their scheduled time for judging. If this time does not work for you, please contact the NDSF upon receiving the email/letter and schedule a better time. All judging will be concluded by 3:00PM on Friday. This is so more vendors can participate in the event without having to leave their vendor booths.
- **JUDGES WILL BE WEARING AN IDENTIFYING BADGE. DO NOT GIVE THEM THE ITEM IF THEY ARE NOT WEARING THEIR BADGE.**



APPLICATION

Vendor Name:

Email:

Booth #:

Name of Entry:

Description of Entry:

Select up to two categories:

Sweet ☐

Savory ☐

Caffinated
Beverage ☐

Creative ☐

Please e-mail completed application to regan@ndstatefair.com or by mail PO BOX 1796 Minot, ND 58702. (Mail in entries must be post marked by July 1.)

PHONE AND INTERNET SERVICE for 2023 North Dakota State Fair Exhibitors

SRT Communications provides Phone and Internet service for North Dakota State Fair vendors. Call or order online to reserve private and secure service at your fair booth!

Internet
50x10 Mbps | **\$111⁹⁵***

Phone Line | **\$110⁰⁰***

**Additional
Phone Line** | **\$85⁰⁰***

Free Public WiFi not available.

**FASTER
SPEEDS
AVAILABLE!**

**CALL US TODAY!
701.852.8888**

SRT Business Services
701.852.8888 | [SRT.COM/NDFAIR](https://srt.com/ndfair)



* Prices do not include taxes and fees.



BOTTINEAU COUNTY | 701.228.3101
BURKE COUNTY | 701.377.2316
MCHEMRY COUNTY | 701.537.5732

MCLEAN COUNTY (GARRISON) | 701.463.2641
MCLEAN COUNTY (WASHBURN) | 701.462.3330
RENNVILLE COUNTY | 701.756.6383

SHERIDAN COUNTY | 701.363.2506
WARD COUNTY (KENMARE) | 701.385.4328
WARD COUNTY (MINOT) | 701.852.1376

DATE: December 13, 2023

TO: North Dakota State Fair Food Vendors

FROM: Lisa Otto-Westman, Director of Environmental Health

SUBJECT: **PLEASE NOTE CHANGES** for 2023 Food Licensing and Food Safety Certification

Licenses: July 7th, 2023 is the deadline for all NDSF food service license applications, renewals, and license fees to be submitted to First District Health Unit. Late submissions will accrue additional charges.

- For any and all questions call Environmental Health at FDHU, 701-852-1376.
- Concessionaires selling food for immediate or off-premises consumption are required to have a Food Service License. The license is required to be posted in EACH booth on the opening day of food service operation.
- New food establishments or any changes to the current establishment requires an application for each booth/unit. Applications and appropriate fees shall be submitted no later than July 7th, 2023.
- If the Mobile Food Unit is licensed in another jurisdiction within North Dakota, contact our office.

Food Safety Training: • July 20, 2023 at 10 am and 1 pm – Upper Atrium State Fair Center

First District Health Unit mandates food safety education for food employees.

o Food employees are required to take and pass an approved food education course every 3 years.

o The certification card must be on premises while individual is working in the establishment.

o Only preapproved courses will be accepted. See <https://fdhu.org/environmental-health-division/food-safety-certification/> for links to approved courses.

- The in-person/on-site training will be offered 2 separate times on July 20th and will be approximately 1.5 hours which includes a presentation and a test. Either class can be attended and there is no need to pre-register. The tests are corrected onsite and a card will be given to each person with a passing score.
- Individuals that choose to watch the FDHU course online may take the test at the on-site training or a pre-scheduled time at the FDHU offices.

Environmental Health Office, First District Health Unit
(701) 852-1376

Additional information can be found at <https://fdhu.org/>

First District Health Unit

801 11th Ave SW - PO Box 1268
Minot ND 58702-1268

Phone: (701) 852-1376
Fax: (701) 852-5043



Temporary Event / Mobile Unit Food Establishment License Application

Procedure:

- 1) Incomplete applications will NOT be processed.
- 2) License fee is determined after review of application and licenseholder will be notified of assigned fee.
- 3) Notify FDHU immediately of changes made to any portion of this application.

*Food establishments must pay license fee and receive FDHU approval prior to operation.

This application is submitted for: _____ New Establishment _____ New Establishment Name _____ New Owner			
Name of Establishment		Name of License Holder	
Owner Mailing Address	City	State	Zip Code
Phone Number(s)	Owner Email Address		

1. Opening Date: ____/____/____ *Details provided below may be updated after license issuance.

2. Circle the number of days the food establishment plans to operate in the First District Health Unit:

1 2 3 4 5 6 7 8 9 10 11 12 13 14+

3. Attach proposed menu with all food items listed. Home prepared foods are NOT permitted.

Foods must be prepared on site or in an approved and licensed location off-site.

4. Identify food source (i.e. name of grocery store). All foods must be obtained from approved sources.

Source(s):

5. Provide details for each event the food establishment plans to operate.

Event Name/Date	Location	Event Contact Name	Phone Number/Email Address

*Attach additional page as needed.

Requirements for Temporary Events / Mobile Food Units

1. Food Safety Education - All food employees required to take and pass approved food safety course. <input type="checkbox"/> Verification attached (i.e. copy of food safety card).			
2. Water Systems Utilized - Indicate applicable water source / waste water (sewage) disposal.			
	Municipal	Source	Holding Tank
Water Supply	<input type="checkbox"/>	<input type="checkbox"/>	Size of Tank
Waste Water (Sewage)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Handwashing Facility - Required. Food handlers are required to wash hands for 20 seconds. Supplies available: <input type="checkbox"/> Running, Potable Water <input type="checkbox"/> Soap <input type="checkbox"/> Paper Towels			
4. Warewashing / Sanitizer - Wash utensils in warm, soapy water, rinse, sanitize, air dry. No towel drying. Circle sanitizer: Chlorine (Bleach) Quaternary Ammonia Iodine Other: _____ Indicate warewashing method used. <input type="checkbox"/> 3-Bucket System <input type="checkbox"/> 3-Compartment Sink			
5. Cold Holding - TCS foods must be held at 41°F or below. List cold holding equipment: _____ <input type="checkbox"/> Thermometers are placed in all cold hold units. <input type="checkbox"/> Cold hold units are set to 41°F or below.			
6. Cooking / Reheating - List all food items that will be cooked / reheated to the proper temperatures.			
135°F	Ex: Cook plant foods / Reheat commercially processed / packaged products.		
145°F	Ex: Cook eggs (serve immediately), fish, meat (not ground / comminuted / injected), game animals, ratites, etc.		
15 sec			
155°F	Ex: Cook eggs (not served immediately), ground / comminuted / injected fish, meats, game animals, etc.		
17 sec			
165°F	Ex: Cook stuffed foods (including fish, meat, ratites, game animals, pasta) poultry, reheat prepared foods.		
15 sec			
7. Hot Holding - Hot TCS foods must be cooked to the proper temperature then held at 135°F or above. List hot holding equipment: _____			
8. Thermometers - <input type="checkbox"/> Thermometers provided and accessible to check cooking / reheating temperatures.			
9. Food Handling - <input type="checkbox"/> Gloves, utensils, tissue paper, etc. will be used to prohibit contact with RTE food.			
10. FDHU's Requirements for Food and Beverage Establishments - Download 2019 Food Code			

I hereby: (1) affirm that all requested information has been provided and is correct to the best of my knowledge, (2) request that a license be issued to the Applicant to operate this Establishment, and (3) understand the license is **not transferable to another person or location** and may be revoked for failure to maintain compliance with the 2019 FDHU's Requirements for Food and Beverage Establishments.

Return Complete Application to:
First District Health Unit
Attn: Environmental Health Dept.
P O Box 1268
Minot, ND 58702

 Signature of Licenseholder

 Date

 EHP Approval

 Date

First District Health Unit

801 11th Ave SW - PO Box 1268
Minot ND 58702-1268

Phone: (701) 852-1376
Fax: (701) 852-5043



Sampling License Application

The following types of foods may **NOT** be prepared or served while operating with a sampling license.

- Foods that involve cooking raw meats.
- Foods requiring hot holding.
- Foods that are cooked, cooled, and held in cold holding.

*Talk to an FDHU inspector regarding questions about specific foods.

Procedure:

- \$40.00 annual sampling license fee due with complete application. License fee must be paid and FDHU approval is required prior to operation.
- Incomplete applications will NOT be processed.
- Notify FDHU immediately of changes made to any portion of application.

This application is submitted for: _____ New Establishment _____ New Establishment Name _____ New Owner			
Name of Establishment		Name of License Holder	
Owner Mailing Address	City	State	Zip Code
Phone Number(s)	Owner Email Address		

Opening Date: ____/____/____ *Details provided below may be updated after license issuance.

Provide details for each event the food establishment plans to operate.

Event Name / Date	Location	Event Contact Name	Phone Number / Email Address

*Attach additional page as needed.

List all foods being offered as samples. Detail preparation steps (i.e. mixing dry / wet ingredients, cutting, packaging, etc.):

All foods must be obtained from approved sources. Identify food source (i.e. name of grocery store).

Requirements for Sampling - Check all boxes that apply and complete requested information.

1. Food Safety Education - All food employees required to take and pass approved food safety course.

☐ Not applicable ☐ Verification attached. *If needed, call FDHU inspector for clarification.

2. Water Systems Utilized - Indicate water source / waste water (sewage) disposal (if applicable).

	Municipal	Source	Holding Tank	Size of Tank
Water Supply	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____
Waste Water (Sewage)	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____

3. Handwashing Facility - May be required and food handlers must wash hands for 20 seconds.

☐ Not applicable If applicable, supplies include: ☐ Running, Potable Water ☐ Soap ☐ Paper Towels

4. Warewashing / Sanitizer - Wash utensils in warm, soapy water, rinse, sanitize, air dry. No towel drying.

☐ Not applicable ☐ 3-Bucket System ☐ 3-Compartment Sink ☐ Other: _____

Circle sanitizer: Chlorine (Bleach) Quaternary Ammonia Iodine Other _____

5. Cold Holding - TCS foods must be held at 41°F or below. List cold holding equipment: _____

☐ Not applicable ☐ Thermometers in all cold hold units. ☐ Cold hold units set to 41°F or below.

6. Thermometers - ☐ Not applicable ☐ Thermometers accessible to check food temperatures.

7. Food Handling - ☐ Gloves, utensils, tissue paper, etc. will be used to prohibit contact with RTE food.

8. FDHU's Requirements for Food and Beverage Establishments - Download [2019 Food Code](#)

I hereby: (1) affirm that all requested information has been provided and is correct to the best of my knowledge, (2) request that a license be issued to the Applicant to operate this Establishment, and (3) understand the license is **not transferable to another person or location** and may be revoked for failure to maintain compliance with the 2019 FDHU's Requirements for Food and Beverage Establishments.

Return Complete Application to:
First District Health Unit
Attn: Environmental Health Dept.
P O Box 1268
Minot, ND 58702

Signature of Licenseholder

Date

EHP Approval

Date

Revised January 2021

City of Minot

Inspections Department

January 01, 2023

Sarah Brosseau
PO Box 1796
Minot, ND 58702-1796

Sarah:

The following is a list of requirements for propane and natural gas installations:

1. All propane tank installation and filling are to be completed by qualified propane service personnel, with the tanks located outside of the building.
2. All new propane and/or natural gas interior building piping, permanent and/or temporary, must be installed and pressure tested by a qualified installer licensed by the City of Minot.
3. All propane, natural gas and electrical equipment is to be listed and labeled for their intended use.
4. Portable grills, fryers, hot plates, ranges and ovens are to be installed on non-combustible tables, bases or stands with proper clearance from all combustible materials.

If you should have any questions, please contact our office at (701)857-4102.



Gage DeGroot
City of Minot, Senior Inspector
Office 701-857-4102
PO Box 5006, Minot, ND 58702-5006

MEMORANDUM

TO: OPERATORS OF TEMPORARY OUTDOOR INSTALLATIONS
FROM: JOSH DAHL
N.D. STATE ELECTRICAL INSPECTOR
PHONE: (701) 426-3024

These are a few of the requirements for temporary installation of electrical wiring at fair stands.

(Outdoor concession stands only.) Electrical inspections of concession stands and booths will begin on Thursday morning (July 20, 2023). Concession stands and booths should be ready by that time. **ALL VENDORS MUST BE PRESENT AT THEIR BOOTHS THURSDAY DURING THE INSPECTION.**

THIS IS VERY IMPORTANT AS YOU MUST BE INSPECTED AND HAVE A YEAR 2023 CERTIFICATE OF INSPECTION FROM NORTH DAKOTA PRIOR TO OPENING. ANY VENDOR NOT MEETING MINIMUM ELECTRICAL CODE WILL NOT BE ABLE TO OPERATE.

1. GFCI protection is required for all 50 ampere or less, 125-250 volt single phase receptacles and 100 ampere and less three phase receptacles. This can be through a GFCI receptacle or with GFCI protection as an integral part of power supply cord.
2. Provide one adequately-sized and properly-fused flexible cord to each stand.
3. A fusible disconnect is required within the stand. (NOTE: plug strips must contain a fusible trip.)
4. Electrical equipment installed outdoors must be weather proof.
5. All cables must be in good condition – in continuous length with approved outdoor cord connectors.
6. All electrical equipment must be effectively grounded.
7. An inspection is required at the first engagement each year which will serve the entire year subject to subsequent inspections.
8. **A \$15.00 fee must be paid to the inspector at the first engagement or inspection or a \$50.00 fee for a generator or transformer inspection.**
9. Each stand having minor code violations will be issued a correction order with instruction to correct the same.
10. The electrical inspector is empowered to write a correction order for immediate compliance should the inspector find a condition dangerous to life and property.
11. Protection flexible cords or cables run on the ground, where accessible to the public, shall be covered with approved nonconductive mats. Cables and mats shall be arranged so as not to present a tripping hazard. All non conductive matting to be secured to the walkway.
12. Bottom of all electrical boxes must be 6" above the ground.

ANY QUESTIONS CAN BE DIRECTED TO ME AT THE ABOVE ADDRESS OR PHONE NUMBER. THANK YOU.



Welcome to the 2023 North Dakota State Fair!

Please work with the Office of State Tax Commissioner to obtain a North Dakota sales tax permit if you do not already have one. A sales tax permit is required prior to collecting and remitting taxes.

Do I need a sales tax permit?

Any business or institution making taxable retail sales of tangible personal property or services is required to hold a North Dakota sales, use, and gross receipts tax permit. For more information on the state's sales and use tax laws, go to www.tax.nd.gov/guidelines for guidelines specific to your business.

Do I need to obtain the permit before the State Fair?

Yes. You are required to obtain a sales tax permit prior to making the sales in North Dakota.

How do I register if I do not have a sales tax permit?

Our application is available at www.tax.nd.gov/tap/application.

I already have a sales tax permit. What do I need to do?

Nothing. Report your sales as normal.

What is the tax rate at the fair?

The sales tax rate for sales at the North Dakota State Fair is 5.5% which includes the State (5%) and Ward County (0.5%) taxes.

How do I submit my taxes?

After you obtain your permit, we will mail you a new account letter which will state your return filing expectations.

Contact Information

Registration Section
Phone: 701-328-1241
Email: taxregistration@nd.gov

Fair Member Application

To qualify as an IAFE Fair Member, applicants must be annual events that incorporate agricultural exhibits, shows, or competition and at least two of the following: youth programs, commercial or education exhibits, competition in the fine or creative arts, a midway, or entertainment area.

ANNUAL DUES (based upon fair attendance):

- 24,999 and less – \$110
- 25,000-99,999 – \$190
- 100,000-199,999 – \$385
- 200,000-499,999 – \$825
- 500,000-999,999 – \$1,320
- 1,000,000 and more – \$1,760

Thank you for your interest in becoming a member of the International Association of Fairs and Expositions! We are excited to have you as a part of our fair family and look forward to working with you. Please complete the following application and someone from our Membership Department will contact you shortly after it is received.

1. Today's Date:

2. Fair Name:

3. How many employees does your organization have?

4. First and Last Name (and Suffix) of Manager or Primary Contact Person
(please include name and title):

5. Prefix of Manager or Primary Contact Person:

6. Name of President:

7. Mailing Address:

8. Telephone Number (please include number and type – business, cell phone, etc.):

9. Fax Number:

10. Web Site:

11. Organization E-Mail Address (the general e-mail address for your company, not an individual's e-mail; example: iafe@fairsandexpos.com):

12. Primary Contact's E-Mail Address (this e-mail address cannot be the same as the Organization E-Mail Address; this will be used for your online log-in):

13. What are you hoping to gain from your IAFE Membership:

14. How is your Fair structured (or what is your Fair structure)?
Mark only one.

- ☐ Governmental Agency
- ☐ Private Non-Profit
- ☐ Quasi-Governmental Agency
- ☐ Other: _____

15. Is your Fair Manager a:
Mark only one.

- ☐ Part-Time Employee
- ☐ Full-Time Employee
- ☐ Volunteer/Other

16. Completion Dates of Fair:

17. Total Attendance (paid and free) of Most Recent Fair:

18. Location of Fairgrounds (if different from Mailing Address; please include city, state/province, and zip code):

19. Size of Fairgrounds (acres):

20. Grandstand Capacity (seats):

21. Arena or Coliseum Seating:

22. Indoor Commercial Exhibit Space (square footage):

23. Outdoor Commercial Exhibit Space (square footage):

24. Total Parking on Grounds and Nearby (cars):

25. Are Facilities Available for Year-Round Rental?

Mark only one.

☐ Yes

☐ No

Optional: Social Media

In order to promote better industry networking and communication, members have the option to enter in the URLs to their organization's social network pages.

26. Organization Facebook URL:

27. Organization Twitter URL:

28. Organization LinkedIn URL:

29. Organization Google+ URL:

30. Organization Flickr URL:

31. Organization YouTube URL:

32. Organization SlideShare URL:

33. If someone encouraged you to join the IAFE, please list his/her name and fair/company name here:

34. Name Person Completing Application (please include name and title):

Payment Information

All fees are payable in U.S. funds. Make check or money order payable to IAFE.

PAYMENT METHOD: ☐ Check ☐ Money Order ☐ Visa ☐ MasterCard ☐ Discover ☐ American Express

Name on Card: _____ Signature: _____ Billing Zip Code: _____

Credit Card Number: _____ Expiration Date: _____ CVV2/CVC Code: _____

It is our policy not to retain credit card information; therefore, once payment has been processed, this information will be destroyed.

Submit Application Form and Payment to: IAFE, 3043 E Cairo, Springfield, MO 65802



Associate Member Application



To qualify as an IAFE Associate Member, applicants must be one of the following:

- Corporations or individuals that provide services, entertainment, exhibits, concessions, equipment, or supplies to a fair
- Allied Associations, such as agricultural, horticultural, livestock, and other associations with an interest in fairs
- Any annually scheduled event that doesn't qualify as a fair (i.e. horse shows, livestock shows, community celebrations, trade shows, festivals, etc.

ANNUAL DUES: \$215

Thank you for your interest in becoming a member of the International Association of Fairs and Expositions! We are excited to have you as a part of our fair family and look forward to working with you. Please complete the following application and someone from our Membership Department will contact you shortly after it is received.

1. Today's Date:

2. Company Name:

3. Please give a complete description of your business, including
(a) how long this company/individual has been in the business of serving the fair industry, and
(b) a list of the products and/or services that you would potentially provide IAFE members on a compensated basis.

8. Mailing Address:

9. Telephone Number (please include number and type – business, cell phone, etc.):

10. Fax Number:

11. Web Site:

12. Organization E-Mail Address (the general e-mail address for your company, not an individual's e-mail; example: iafe@fairsandexpos.com):

4. How many employees does your organization have?

5. First and Last Name (and Suffix) of Manager or Primary Contact Person (please include name and title):

13. Primary Contact's E-Mail Address (this e-mail address cannot be the same as the Organization E-Mail Address; this will be used for your online log-in):

6. Prefix of Manager or Primary Contact Person:

7. Name of President:

14. What are you hoping to gain from your IAFE Membership:

Optional: Social Media

In order to promote better industry networking and communication, members have the option to enter in the URLs to their organization's social network pages.

15. Organization Facebook URL:

16. Organization Twitter URL:

17. Organization LinkedIn URL:

18. Organization Google+ URL:

19. Organization Flickr URL:

20. Organization YouTube URL:

21. Organization SlideShare URL:

22. If someone encouraged you to join the IAFE, please list his/her name and fair/company name here:

23. Name Person Completing Application *(please include name and title):*

Payment Information

All fees are payable in U.S. funds. Make check or money order payable to IAFE.

PAYMENT METHOD: ☐ Check ☐ Money Order ☐ Visa ☐ MasterCard ☐ Discover ☐ American Express

Name on Card: _____ Signature: _____ Billing Zip Code: _____

Credit Card Number: _____ Expiration Date: _____ CVW2/CVC Code: _____

It is our policy not to retain credit card information; therefore, once payment has been processed, this information will be destroyed.

Submit Application Form and Payment to: IAFE, 3043 E Cairo, Springfield, MO 65802