

NORTH DAKOTA  
**STATE  
FAIR**

July 18-26, 2025

**VENDOR MANUAL**



**CELEBRATING 60 YEARS**



MINOT, ND  
[NDSTATEFAIR.COM](http://NDSTATEFAIR.COM)



Michelob  
**ULTRA**  
SUPERIOR LIGHT BEER







# VENDOR INFORMATION MANUAL

NORTH DAKOTA STATE FAIR

JULY 18-26, 2025

PO Box 1796  
2005 Burdick Expressway East  
Minot, ND 58702  
Phone: (701) 857-7620  
Fax: (701) 857-7622  
Email: [laci@ndstatefair.com](mailto:laci@ndstatefair.com)

## IMPORTANT INFORMATION

### CONTACTS

**NDSF Office:** 701-857-7620  
**KX Information Center/Lost & Found:** 701-838-2106  
**First Aid:** 701-838-2956  
**Trinity Ambulance:** 701-852-3000  
**Ward County Sheriff's Office (on site):** 701-852-1748  
**Camping Office:** 701-838-1193  
**First District Health Unit:** 701-852-1376

### STATE FAIR OFFICE

**Location:** Second floor of State Fair Center  
**Hours:** 8am - 8pm

### TREASURER'S OFFICE

**Location:** First floor of State Fair Center  
**Hours:** 8am - 8pm

### KX INFO CENTER

**Location:** East side of Commercial I  
**Hours:** 10am - 10pm

**IN AN EMERGENCY, PLEASE DIAL 911**

### ATM LOCATIONS

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

### GATE HOURS

Gate B	7am - 10pm
Gate C	12pm - 11pm
Gate D	24 hours
Gate E	9am - 10pm
Gate F	24 hours
Concessions Gate	24 Hours

### EXHIBIT HOURS

Commercial I	11am - 10pm
Commercial II	10am - 9pm
Commercial III	11am - 10pm
Outdoor	11am - 9pm
Food/Midway	11am - Close



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*To view maps, please visit our website: [ndstatefair.com](http://ndstatefair.com)*



*Congratulations!*

You have been selected and licensed to participate in the 2025 North Dakota State Fair! We look forward to having you as a partner with us for nine days, July 18 – July 26. 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!

The purpose of this manual, as stated in your Vendor Privilege License Agreement, is to provide you with the information you need to be a part of the 2025 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 the 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 [laci@ndstatefair.com](mailto:laci@ndstatefair.com) by May 30, 2025 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 wonderful 2025 North Dakota State Fair!*



# 2025 Vendor Deadlines

## JANUARY

**January 1** Renewal letters sent to qualifying vendors

**January 1** Vendor application go live on website

## MARCH

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

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

## MAY

**May 1** All contracts and payments due

**May 1** Certificate of general liability insurance due to NDSF office  
Must show coverage of 2025 NDSF dates, including setup & teardown  
(See insurance requirements on pages 9-11)

**May 1** All camping and gate admission orders due

## JUNE

**June 1** Clover POS registration forms due to Clover

**June 1** Food Frenzy applications due (see pages 42-43)

**June 1** Pepsi Deal Day forms due (see page 44)

## JULY

**July 7** Outdoor move in begins from 8am-5pm (see page 15)

**July 14** Vendor packets can be picked up at NDSF office

**Wed. July 16** Indoor move-ins begin from 8am-8pm (see page 15)

Clover Meeting & Demonstrations at 9am, 12pm, & 3pm in the Upper Atrium of the State Fair Center (see pages 17, 45)

**Thurs. July 17** FDHU Food Safety Class at 9am & 1pm in the Upper Atrium at the State Fair Center (see page 32)

Clover Meeting & Demonstrations at 9am, 12pm, & 3pm in the Upper Atrium of the State Fair Center (see page 17, 45)

Electrical Inspections begin for outdoor locations (see pages 13, 30)

**Fri. July 18th** First Day of Fair!

**Mon. July 21st** Vendor Picnic behind Commercial II from 4-6pm  
(Picnic tickets will be in vendor packet)

**Sat. July 26th** Gates will open for move outs as soon as it is safe, be patient!  
Indoor teardown will stop at 12:00am, no exceptions (see page 15)

**Sun. July 27th** Move outs continue from 8am - 12pm  
Percentage payments accepted at State Fair Office from 8am - 12pm

## AUGUST

**August 1st** All property must be removed from Fairgrounds

**August 8th** All percentage vendor sales reports and payments due.  
\$100 per day late fee will be applied after August 8

**Please submit surveys back to NDSF via mail or email. Thank you!**

2024

# North Dakota State Fair

## EXHIBITOR AWARD WINNERS



### Indoor

House of Kashmir



### Outdoor

Outdoor Comfort Solutions



Lee Unlimited



Roughrider Rv's



### Machinery Row

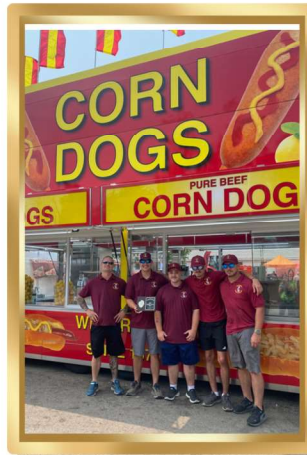


Gooseneck Implement



Westrum's Concessions

### Food



Dakota Truck & Farm



Sue Sue's Concessions





# **Rules & Regulations**

North Dakota State Fair management reserves the final and absolute right to interpret these rules and regulations, settle all matters, answer questions and differences incident to the North Dakota State 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 THESE RULES ARE NOT FOLLOWED, YOUR LICENSE WILL NOT BE RENEWED.***

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.

---

## 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 stay within the space assigned to them. 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 booths, displays, stands, dining areas, etc. must be substantial in structure and neat in appearance. Fair management will not tolerate unnecessary obstacles in or around stands that would otherwise deter consumers. Licensees must keep the areas around your contracted space clean, tidy, and free of trash/garbage and debris. 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. 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 1, 2025 otherwise, they will become the property of the North Dakota State Fair Association.
9. Beginning on 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.
10. Licensees 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, excluding livestock exhibits. Service animals specifically trained to aid a person with a disability are permitted. Emotional support animals are NOT considered service animals.

## **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.)*

## **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.

## **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 North Dakota 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.

## TAX REQUIREMENTS

All licensees 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 29*, or visit: <https://www.nd.gov/tax>.

## INSURANCE AGREEMENT

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
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 North Dakota State Fair requires all licensees and those operating on the Fairgrounds to furnish proof (certificate of insurance) of comprehensive general liability insurance. Certificate of insurance must name the North Dakota State Fair and the State of North Dakota as additionally insured and must be furnished before permit will be issued. **'Low risk' vendors** (commercial vendors with informational displays or vendors selling clothing, home decor, etc.) will need to be insured in the amount of **\$1,000,000 per occurrence and \$2,000,000 annual aggregate** combined single limit for bodily injury and property damage liability. **'High risk' vendors** (food vendors, carnival rides, stage acts, etc.) will need to be insured in the amount of **\$2,000,000 per occurrence and \$2,000,000 annual aggregate** combined single limit for bodily injury and property damage liability. North Dakota State Fair management will determine if licensees are low or high risk, depending on the business the licensee is conducting.

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 North Dakota 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.



# 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).

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

**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"/>	<b>COMMERCIAL GENERAL LIABILITY</b> <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	\$
								\$
	<b>AUTOMOBILE LIABILITY</b> <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	COMBINED SINGLE LIMIT (Ea accident)	\$
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE	\$
							AGGREGATE	\$
								\$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N	Policy #	Date	Date	PER STATUTE	\$ 1,000,000
			N/A	If Applicable			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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## INSURANCE REQUIREMENTS CONTINUED

Licensees must submit a certificate of general liability insurance to the State Fair office by May 1, 2025. 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:***  
(See example on page 10)

- Insured for \$2,000,000 per occurrence & \$2,000,000 annual aggregate combined
- The Certificate Holder **MUST** be listed as Additional Insured to include setup and teardown
- 20-day cancellation notice
- Certificate holder:  
North Dakota State Fair **AND** the State of North Dakota  
PO Box 1796  
Minot, ND 58702

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

Email: [laci@ndstatefair.com](mailto:laci@ndstatefair.com)

North Dakota State Fair  
PO Box 1796  
Minot, ND 58702

Fax: (701) 857-7622

Failure to obtain insurance shall immediately void the license, 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 exhibitor (liability) insurance from an agent working with the North Dakota State Fair (*some exclusions apply*). To purchase insurance, fill out the enclosed insurance application on *pages 27-28*.

## CONDUCT

Licensees shall refrain from communicating negative comments concerning the North Dakota State Fair, other exhibitors or their products, services, or information. Vendors persistently interfering with the operation of another vendor of the North Dakota State Fair after being notified, is subject to removal from the Fairgrounds. Negative attitudes, excessive unfounded complaining, impolite, foul, or abusive language or conduct, etc. are not welcome and will not be tolerated. Persons working for any licensee are considered the employee of that vendor. Licensees are responsible for the acts, errors, omissions, representations, appearance, conduct, and behavior of their employees.

## SOLICITING

No person, parties or organization shall distribute any kind of literature, other than from a paid concession location. Advertising or promoting any product or service at any location on the Fairgrounds, other than your licensed site is prohibited.

## REPRESENTATION

Promotional items may be used in an exhibit space only upon approval by Fair Management, however, no food or beverages may be sold or given away without prior written approval. All exhibits must be properly staffed and fully operational during operating hours. Licensees with unstaffed exhibits (no person available/present at any time during operating hours) will be non-renewed. Licensees and their staff must be kind, friendly, helpful, as well as neat and clean in their hygiene and dress at all times.

## DISPLAY

Exhibits must be professional, well-designed, functional, well-lit, and easily accessible with the ability to navigate through and/or around the exhibit smoothly. All signs, including menu boards, must be professional and able to be read from a distance. Handwritten signs are prohibited. Tables, displays, and all items within the exhibit must be clean and tidy. Products/services should be presented in a professional and businesslike manner. All excess merchandise or other products must be neatly stored out of public view. Garbage, boxes, etc. must be broken down and placed in the dedicated vendor dumpsters provided.

Licensees must upkeep their exhibits to be professional, attractive, and eye-catching. Bright, colorful and artistic designs, signs, and displays are encouraged. Failure to meet appearance requirements may result in non-renewal.

## QUALITY OF PRODUCTS & SERVICES

The North Dakota State Fair continually evaluates returning and new vendors, including the quality of products/services they offer. We strive to provide our fairgoers with a diverse selection of popular, high-quality products. We receive many more applicants than we have the space to accommodate, so the selection process is highly competitive. Exhibits must offer reputable, family-friendly, exciting products/services. Non-compliance with these standards or the failure to introduce new and captivating products may lead to non-renewal.

## PROHIBITED ITEMS

The display, sale, distribution or use of weapons (including, but not limited to, firearms, knives, whips, martial arts items, chains, studded jewelry, water pistols, pea and rubber band shooters, gun look-alikes and other dangerous weapons), fireworks, fire starters, smoking devices, silly string, stickers, balloons, drug paraphernalia, laser pens/pointers, pornographic material, and any other items that may be deemed potentially insensitive or harmful to fairgoers, are prohibited unless such display, sale or distribution is specifically authorized under the terms of a license agreement executed by the State Fair. **All items displayed, given away, or sold must be approved by North Dakota State Fair management.**

## INDOOR EXHIBIT SPACE

All three commercial exhibit buildings are air-conditioned and contain restroom facilities. Licensees are responsible for providing any needed extension cords. Tables and chairs are available to rent if needed. Please use the order form on *page 23*.

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

At the end of each night, each commercial exhibit 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. No one will be allowed to enter the building after law enforcement locks the building for the day, no exceptions.

## OUTDOOR EXHIBIT SPACE

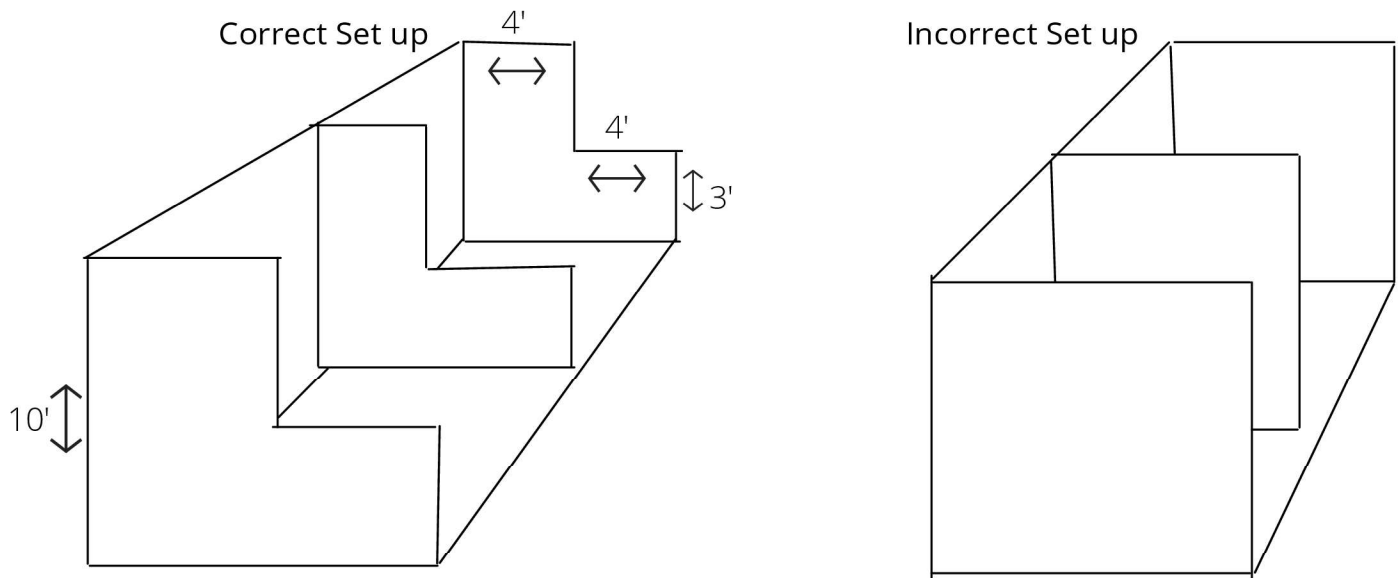
Outdoor exhibit space varies by location and size. Licensees must provide their own structure, which must meet current building, electrical, sanitation and health codes. Certain specifications must be met when building a structure, so please submit drawings or plans well in advance. If renting a tent, it will be vendor's responsibility to make sure all stakes are covered. We do not rent out event tents. Staking, drilling, or boring of any kind into pavement, cement, dirt, or grass is not permitted. Damage done to North Dakota State Fair property will result removal from the fairgrounds and non-renewal. Licensees are responsible for all internal wiring required to operate and for sufficient, adequately sized cable to reach Fair electrical service panels. Extension cords specifically made for outdoor use may be needed to reach nearest power source, so please plan accordingly.



## BOUNDARIES

**Outdoor:** Exhibit spaces will be outlined with paint on the ground. Exhibits and structures must remain within these boundaries. An overhang or overhead allowance of up to 3 feet is permitted. Tent stakes are prohibited, but concrete blocks can be provided for staking purposes. As availability is limited, please contact North Dakota State Fair management to request their use.

**Indoor:** Exhibit spaces 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 exhibit booths in the row (*see diagram below*). Booth set-up must be wholly contained within the contracted space. Tables/chairs are not included with space but licensee may rent from the State Fair (*See order form on page 23 for rental information*).



## ELECTRIC WIRING CONCESSIONS

1. Licensees 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. Licensees may not wire directly into electrical distribution panels but must use the outlets provided.
4. Licensees 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 exhibit 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.

## LICENSEE PACKETS

Licensee/Vendor packets may be picked up at the State Fair Office beginning July 14th. Packets include name badges, a vehicle loading/unloading pass, picnic tickets, percentage report, survey, important contacts and other helpful information. All contracts must be signed with full payment and valid insurance prior to receiving packet and setting up. Each vendor will receive one packet, regardless of how many locations are contracted. Packets must be picked up before exhibit set-up.

**NO REFUNDS FOR CANCELLATIONS AFTER JUNE 1, 2025 - NO EXCEPTIONS!**

## CREDENTIALS

Name badges will be provided to Licensees in the 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 can NOT be used for gate admission.**

## ADMISSION

Licensee agrees to purchase Admission Tickets to the Fairgrounds for ALL employees or agents. Each person entering the Fairgrounds, including State Fair employees, vendors, delivery personnel, etc. must have an admission ticket each day. **All vendors and personnel are responsible for purchasing their own gate admission.** No passes or complimentary tickets of any kind are provided by the North Dakota State Fair. A gate season pass (valid for all 9 days of Fair) may be purchased for \$25.00. These passes may be pre-purchased when paying additional fees using the order form on *page 23*. If you choose this option and the order is submitted prior to May, passes will be in your vendor packet to be picked up prior to Fair. If after May 1st, passes may be purchased at the gate or online at [www.ndstatefair.com](http://www.ndstatefair.com). Gate pass tickets can be exchanged for a wristband at the Treasurer's Office located inside the State Fair Center.

## PARKING

All parking is free at the Fair, however, specific vendor and trailer parking is very limited. **There is NO parking allowed in your leased exhibit area or on the Fairgrounds during Fair hours.** All vehicles must be off the Fairgrounds by 10:30am or it will be towed at owners expense. Additional parking and trailer parking is located across the street to the east of the Fairgrounds. Please see updated maps, located in this manual, for directions to which lot may be closest to your location.

## RESTOCKING PASSES

Each licensee will receive one restocking pass in their vendor packet. Passes are to be hung on the rearview mirror of licensee's vehicle and will only be authorized to enter onto the Fairgrounds to restock their merchandise before 10:30am. **This is NOT a parking pass or gate admission.** Once a vehicle no longer has items that need to be unloaded, it needs to be immediately moved to a designated parking lot. ALL vehicles must be off Fairgrounds by 10:30am or they will be towed at owners expense. Each licensee will receive ONE pass, no exceptions.

## 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 onto the Fairgrounds. Security has also been instructed to tow improperly parked vehicles. They have the authority to stop vehicles from entering after 10:30am and before 11:00pm. Please notify your suppliers and workers. These people do not know vendors or how important you are to us; they are just doing their job, as instructed by the State Fair staff.

## SET-UP

Licenseses will not be allowed to pick up credentials or set-up on the Fairgrounds until all required paperwork and payment has been properly handled, including signed Privilege License (contract), payment in full, and valid insurance. The Fair reserves the right to require any vendor to move or change locations if found to be in the best interest of the Fair. There is no driving or moving onto wet grass - no exceptions! If you are needing forklift service, please call the office prior to your arrival to schedule. Security will not be on grounds until July 16th.

### INDOOR:

Date	Set-up Begins	Set-up Ends
Wednesday, July 16	8:00 am	8:00 pm
Thursday, July 17	8:00 am	8:00 pm
Friday, July 18	Buildings open at 8:00 am	Fair begins at 10:00 am

### OUTDOOR:

Date	Set-up Begins	Set-up Ends
Monday, July 7 - July 16th	8:00 am	5:00 pm

## TEAR-DOWN

### INDOOR:

**Commercial Building II:** On the last day of Fair, Saturday, July 26th, **building II closes at 9:00pm**, when dismantling and packing up can begin. Vendors may not do any visible packing or dismantling until after the building closes. The gate near Commercial II Building will open at 10:00pm, or as soon as security finds it safe to do so. Please be patient! All buildings will be locked at 12:00am Midnight and will reopen on Sunday, July 27th from 8:00am - 12:00pm for any further tear down and clean up.

**Commercial Building I & III:** On the last day of Fair, Saturday, July 26th, **buildings I & III close at 10:00pm**, when dismantling and packing up can begin. Vendors may not do any visible packing or dismantling until after the building closes. The gates will open at 11:00pm, or as soon as security finds it safe to do so. Please be patient! All buildings will be locked at 12:00am Midnight and will reopen on Sunday, July 27th from 8:00am-12:00pm for any further tear down and clean up.

### OUTDOOR:

**Outdoor:** On the last day of the Fair, outdoor vendors (not including Midway) can begin dismantling and packing up **no earlier than 9:00pm**. Gates will open at 11:00pm, or as soon as security finds it safe to do so. Security will determine how many vendors will be allowed in certain areas at a time, depending on fairgoer presence. Please be patient!

**Midway:** On the last day of the Fair, Midway vendors can begin dismantling and packing up **no earlier than 10:00pm**. Gates will open at 11:00pm, or as soon as security finds it safe to do so. Security will determine how many vendors will be allowed in certain areas at a time, depending on fairgoer presence. Please be patient!

**ALL OUTDOOR EXHIBITS MUST BE MOVED OFF GROUNDS BY FRIDAY, AUGUST 1ST**

## **NDSF PROPERTY**

Licensees may not move, damage, or destruct benches, picnic tables, trash receptacles, signage, or anything placed by the North Dakota State Fair for public use. No staking, drilling, or boring of any nature into pavement, cement, or grass is allowed. Movement or damaging of trees, shrubbery, flowers, grass, other vegetation or decor is prohibited. Licensees will be responsible for the maintenance, improvement, repair, restoration, and replacement to any damaged North Dakota State Fair property. Immediate removal from the Fairgrounds and non-renewal will be enforced.

## **SANITATION & CLEAN-UP**

Licensees are responsible for keeping their exhibit, all items within the exhibit, and the area immediately surrounding the exhibit clean, tidy, and in sanitary condition at all times. Sweeping, mopping, and trash pick-up may be necessary and will be expected in the immediate area around exhibit. Licensees must report any major spills or clean-up to their superintendent or Fair Management immediately. All excess products must be neatly stored out of public view. Boxes must be broken down, flattened, and placed in dumpsters located throughout the Fairgrounds. The moving and use of Fairgoer trash bin receptacles by vendors is strictly forbidden. It is expected that all spaces be left clean, free of debris, and without damage when vacated. This goes for both indoor and outdoor spaces.

## **FORKLIFT SERVICE**

Forklift service is available upon request for setup and tear down if needs are within reason and our equipment is capable. We will use our equipment at our discretion. If a structure is too big or may cause issues, we will not be able to move it and it will be up to the licensee to find a way to move the structure.

## **INTERNET SERVICE**

Free Wi-Fi is available at the State Fair Center and SRT Park. If licensees require a Wi-Fi or internet connection, please contact SRT for pricing and setup information. Contact information located on *page 41*.

## **MAILING SERVICE**

For licensees needing to use mailing services via USPS, FedEx or UPS prior to or during the Fair, State Fair staff will not sign for or accept deliveries - NO EXCEPTIONS. If the Licensee or a representative are not present to meet, sign, and receive the shipment, the delivery service must hold the shipment until Licensee is available to accept delivery. Storage of deliveries is not available. If mail is not addressed appropriately, it will be deemed undeliverable and returned to sender by the carrier. Failure to follow these addressing guidelines may result in refusal or failure of delivery.

### ***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 preferred*)

A designated delivery area will be set up at the Concession Gate on the the east side of the Fairgrounds for vendors to meet, sign, and receive shipments. The delivery service should contact vendors prior to delivery with a set timeframe. Failure to meet the carrier at the required timeframe may result in an undeliverable status and the shipment may be returned to sender. North Dakota State Fair is not responsible for returned shipments, lost, damaged, or stolen items.

## PERCENTAGES

Licensees with a percentage requirement must pay the specified amount on the Privilege License, based on gross revenue after sales tax. 'Gross sales' includes the total amount of all revenue received from the sales of goods. Gross sales reports are due daily by 12pm at the designated auditor's office. Final percentage payments are due within two weeks of the end of the North Dakota State Fair. Payments made after August 8, 2025 will be subject to a \$100 per day late fee. Non-compliance may affect future participation at the North Dakota State Fair, as management reserves the right to non-renew licenses.

## POINT OF SALES

All licensees with a percentage involved must use the required Point-of-Sales (POS) system for all sales. **The Clover point-of-sales system will be the only approved method for conducting sales at the North Dakota State Fair.** The use of conventional cash registers and alternative POS systems (like Square) will NOT be permitted. Licensees must acquire a Clover device for each ordering window/line through the designated representative, with forms submitted by June 1, 2025. Please see *pages 45-48* for more information.

Clover POS requirements include:

- Dual display (e.g., Clover mini or connected display pole)
- Connected Clover cash drawer that automatically opens with each transaction
- Automatic receipt printing with every transaction
- Positioning to allow customers to view totals, cash drawer opening/closing, and receipt printing

Wi-Fi will be provided for licensees using Clover devices. All cash and credit sales must be processed through Clover, with credit transactions separately identifiable. Additional credit card fees are not permitted. Cash must be stored exclusively in the connected Clover cash drawer - no exceptions. Cash drawer keys will not be allowed during any transaction and must not be left in the connected cash drawer. Tipping and tip jars are not allowed in any booth.

Licensees are required to program all items with price and description into the system, with no adjustments permitted once the Fair starts. The POS system's functionality should be regularly checked, and any issues promptly reported to the Clover representative. The Licensee is responsible for maintaining the terminal, including all necessary equipment and supplies.

Clover representatives will be on site throughout the entirety of the Fair. Clover meetings will occur On Wednesday, July 16 and Thursday, July 17 at 9am, 12pm, and 3pm in the Upper Atrium of the State Fair Center. All percentage vendors and their employees will learn the necessary procedures and Clover devices will be set up for demonstration and questions.

## REGISTER TAGGING

Licensees must allow the North Dakota State Fair to record the model and serial numbers for all POS terminals in each location, including any backup systems. Once approved for use, each terminal will receive its own register tag. POS devices must be operational by Thursday, July 17, 2025. North Dakota State Fair must be notified if a POS terminal is removed from service, exchanged, or recommissioned, and the tag collected by the auditors from the removed terminal.

## RECEIPTS

The Clover terminal must include a forward-facing customer display and be visible to customers with automatic receipt printing enabled. Receipts must be provided for each transaction. This procedure is NOT optional, and the Licensee should NOT ask the customer for the option of a receipt. Failure to issue receipts is a violation of this agreement and may result in immediate cessation of the right and privilege to do business with the North Dakota State Fair. Please keep 'No Sales' or 'Negative Tenders' to a minimum. Excessive use of this key will be construed as an unrecorded sale and a factored amount will be added to daily sales by the auditors.

## **AUDITING**

The Licensee agrees that the North Dakota State Fair may audit their operations at any time, including all cash and credit card receipts and transactions, to verify the accuracy of gross sales reports as specified in this agreement. An auditing team will be on-site to support in this process. Licensees must provide back-end access upon request from the North Dakota State Fair to review transactions and summaries. Failure to comply may result in the immediate suspension of business without refund and exclusion from future participation.

## **DAILY SALES REPORTS**

Licensees are required to maintain daily records of all gross receipts during operation, accessible to the North Dakota State Fair at any time, with records retained for three years. Clover daily reports must be separate cash and credit sales and be submitted to the auditors each day during posted hours. Daily sales report forms will be provided at check-in at the designated auditor office. All records must be complete, clear, and identified by the register tag number, name of exhibit, booth number, and date. Auditors will maintain a continuous running total of sales that the Licensee is welcome to review at any time. All reports and summaries will be property of the North Dakota State Fair.

## **PEPSI CONTRACT**

The North Dakota State Fair and Pepsi have a cooperative agreement. The North Dakota 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 North Dakota State Fairgrounds. This includes soft drinks, energy 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. Any other company logo or signage will need to be removed while on the North Dakota State Fairgrounds.

## **GOLF CARTS**

Golf carts may not be operated by anyone 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. Permits are very limited. 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 as well as the State of North Dakota as additional insured and furnish proof (certificate of insurance) of comprehensive general liability insurance in the amount of \$2,000,000 per occurrence and \$2,000,000 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.

## **UNAUTHORIZED TRANSPORTATION**

Personal transportation devices such as motorcycles, segways, mopeds, scooters, go-carts, ATV's, bicycles, skateboards, rollerblades, hover boards, and other recreational devices may not be used on the Fairgrounds during operational hours. Motorized personal transportation devices or other mobility devices for individuals with mobility impairments can be rented outside of Commercial Building II near Gate B or outside Commercial Building III near Gate D.

## **PETS**

Animals/pets are not permitted anywhere on the Fairgrounds prior to or during the North Dakota State Fair, in the commercial buildings, or as part of an exhibit (excluding livestock exhibits). Service animals specifically trained to aid a person with a disability are welcome. Emotional support animals are NOT considered service animals. Any non-certified service animal will need to be removed from the property immediately.

## **WEATHER**

In the event of rain or inclement weather, outside vendors may cover and protect their merchandise but must continue to staff their exhibit, unless severe weather requires moving indoors for protection. After weather passes, all protective coverings must be removed and business must resume for the remaining hours of operation, unless told otherwise by State Fair staff. Public safety is the number one concern for the North Dakota State Fair. State Fair management, weather officials, and law enforcement will make decisions regarding extreme weather conditions and inform all vendors and fairgoers of updates as they occur. Follow North Dakota State Fair on social media and [ndstatefair.com](http://ndstatefair.com) for up-to-date weather information throughout the Fair.

## **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.

## **LIVE MEDIA REMOTES**

If licensees plan to have any live media remotes from their exhibit, please let the media station know that they must have the times and location approved by the State Fair Office. Live media remotes are great and we highly recommend them, but we want to avoid traffic congestion. Having the stations verify with State Fair staff will eliminate any hassles or problems that could occur.

## **LODGING**

Camping spaces located on the Fairgrounds may be reserved by using the order form located on *pages 25-26*, however space is limited. All camping order forms must be submitted to the North Dakota State Fair camping office by May 1, 2025. Management will not allow any vehicle, camper, or RV parking in your exhibit location. If you prefer hotel stays, we highly recommend that you to make any hotel arrangements as soon as possible, as they reserve quickly. A listing of area hotels, campgrounds, and bed and breakfasts is included in the exhibitor manual on *pages 21-22*.

## 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.

By signing the Privilege License, licensee agrees to all rules, regulations, policies, and information set forth in this exhibitor manual.

**If you have questions or concerns, please feel free to call  
the North Dakota State Fair office at (701) 857-7620.**



# Hotels

## **AmericInn by Wyndham**

900 24th Ave SW, Minot, ND 58701  
Phone: 701-838-2424  
[www.bestwestern.com](http://www.bestwestern.com)

## **Baymont Inn & Suites**

1609 35th Ave SW, Minot, ND 58701  
Phone: (701) 251-4325  
[www.wyndhamhotels.com/baymont](http://www.wyndhamhotels.com/baymont)

## **Candlewood Suites**

900 37th Ave SW Minot, ND 58701  
Phone: 701-858-7700  
[www.candlewoodsuites.com/minotnd](http://www.candlewoodsuites.com/minotnd)

## **Clarion Hotel & Convention Center**

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

## **Comfort Suites**

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

## **Country Inn & Suites**

1900 22nd Ave SW, Minot, ND 58701  
Phone: (701) 837-1900  
[www.countryinns.com/ndminot](http://www.countryinns.com/ndminot)

## **Dakota Inn**

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

## **Days Inn**

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

## **Extended Stay America**

1009 20th Ave SE Minot, ND 58703  
Phone: (701) 837-1500  
[www.extendedstayamerica.com](http://www.extendedstayamerica.com)

## **Grand Hotel**

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

## **Hampton Inn & Suites**

1400 N Broadway, Minot, ND 58703  
Phone: (701) 838-1400  
[www.hamptoninn3.hilton.com](http://www.hamptoninn3.hilton.com)

## **Hawthorne Suites by Wyndham**

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

## **Highland Suites**

1605 35th Ave SW, Minot, ND 58701  
Phone: (701) 837-7900  
[www.highlandsuitesnd.com](http://www.highlandsuitesnd.com)

## **Holiday Inn Express & Suites**

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

## **Hotel Revel**

1510 26th Ave SW  
Minot, ND 58701  
(701) 852-4300  
[www.revelnd.com](http://www.revelnd.com)

## **Hyatt House**

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

## **MainStay Suites**

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

## **Microtel Inn & Suites**

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

## Hotels continued

### **Motel 6**

1515 22nd Ave SW, Minot, ND 58701  
Phone: (701) 852-2201  
[www.motel6.com](http://www.motel6.com)

### **Quality Inn & Suites**

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

### **Sleep Inn & Suites**

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

### **Sonesta Essentials**

3420 S Broadway, Minot, ND 58701  
Phone: (701) 838-5200  
[www.sonesta.com](http://www.sonesta.com)

### **Spark by Hilton**

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

### **Staybridge Suites**

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

### **Super 8 by Wyndham**

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

## Bed & Breakfasts

### **Dakotah Rose**

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

## Campgrounds

### **Mellow Moose Campground**

5800 54th Ave SE, Minot, ND 58701  
Phone: (701) 240-3248  
Email: [mellowmoosecampground@gmail.com](mailto:mellowmoosecampground@gmail.com)  
[www.mellowmoosecampground.com](http://www.mellowmoosecampground.com)

### **Roughrider RV Resort & Campground**

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

### **Valley View RV Park**

1945 20th Ave SE, Minot, ND 58701  
Phone: (701) 818-5239  
Email: [valleyviewrv22@gmail.com](mailto:valleyviewrv22@gmail.com)  
[www.swensonrv.com/rv-park](http://www.swensonrv.com/rv-park)

# **Order Forms**



# NORTH DAKOTA STATE FAIR VENDOR ORDER FORM

RECEIPT #:

Information	
Company Name	
Exhibit Space #	
Contact Person	
Phone Number	
Email Address	

<input checked="" type="checkbox"/>	Item	Price	Quantity	Total
<input type="checkbox"/>	Insurance Coverage (Haas & Wilkerson)	\$85		\$
<input type="checkbox"/>	Season Gate Pass (all 9 days)	\$25		\$
<input type="checkbox"/>	Adult Daily Gate Admission (1 day)	\$12		\$
<input type="checkbox"/>	Table Rental (8' table, 2 chairs, table cover)	\$35		\$
<b>TOTAL MUST BE PAID IN FULL AT TIME OF RESERVATION</b>			<b>Total Due</b>	<b>\$</b>

By signing this document, you agree to abide by all North Dakota State Fair rules and regulations, and agree to pay in full. Licenses cannot be canceled without providing written notice by June 1, 2025. refunds will be issued only if conditions are met.

## PAYMENT METHOD:

\_\_\_ MASTERCARD \_\_\_ VISA \_\_\_ DISCOVER \_\_\_ AMERICAN EXPRESS

CREDIT CARD NUMBER: \_\_\_\_\_

EXPIRATION DATE: \_\_\_\_\_

SECURITY CODE: \_\_\_\_\_

BILLING ZIP CODE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

**PLEASE RETURN THIS FORM ALONG WITH PAYMENT BY MAY 1, 2025 TO THE NORTH DAKOTA STATE FAIR OFFICE, BY FAX: 701-857-7622, OR EMAIL: LACI@NDSTATEFAIR.COM**

**CREDIT CARDS ARE NOT KEPT ON FILE FOR FUTURE PAYMENTS**



# NORTH DAKOTA STATE FAIR CAMPING FORM

CAMPING SPACE #:

RECEIPT #:

Information	
First Name	
Last Name	
Phone Number	
Email Address	
Arrival Date	
Departure Date	
Length of RV/Camper (from front hitch to rear bumper)	

Public
  Food Vendor
  Commercial Vendor

<input checked="" type="checkbox"/>	Type of Camping	Price	Number of Nights	Total
<input type="checkbox"/>	Tent without electric	\$15/night		\$
<input type="checkbox"/>	Tent with electric	\$20/night		\$
<input type="checkbox"/>	RV/Camper with electric	\$25/night		\$
<input type="checkbox"/>	RV/Camper with electric and water (limited availability)	\$35/night		\$
<b>TOTAL MUST BE PAID IN FULL AT TIME OF RESERVATION</b>			<b>Total Due:</b>	\$

NORTH DAKOTA STATE FAIR CAMPING OFFICE: 701-838-1193

[www.ndstatefair.com](http://www.ndstatefair.com)

## CAMPING RULES & REGULATIONS

- North Dakota State Fair's on-grounds camping spaces will be sold starting **January 2025** until sold out.
- Camping spaces are not sold for general parking of non-camping vehicles.
- Payment must be made in full prior to the reservation being held.
- Camping does not include gate admission. Every individual entering the Fairgrounds must purchase gate admission online, in office prior to Fair, or at gates upon arrival.
- 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 southeast end, lower level of the State Fair Center, for your pumping and filling needs. Requests must be made by 4:00pm the day prior for the next day's service.
- Electrical and water 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 11:00pm - 7:00am.
- All campers are responsible for picking up their own garbage. Please help us keep our fairgrounds looking beautiful!
- 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.
- **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.**

By signing this document, you agree to abide by all North Dakota State Fair camping rules and regulations, and agree to pay in full.

### PAYMENT METHOD:

MASTERCARD  VISA  DISCOVER  AMERICAN EXPRESS

CREDIT CARD NUMBER: \_\_\_\_\_

EXPIRATION DATE: \_\_\_\_\_

SECURITY CODE: \_\_\_\_\_

BILLING ZIP CODE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

**PLEASE RETURN THIS FORM ALONG WITH PAYMENT BY MAY 1, 2025 TO THE NORTH DAKOTA STATE FAIR  
CAMPING OFFICE, BY FAX: 701-857-7622, OR EMAIL: LACI@NDSTATEFAIR.COM**

**CREDIT CARDS ARE NOT KEPT ON FILE FOR FUTURE PAYMENTS**



# NORTH DAKOTA STATE FAIR INSURANCE ORDER FORM

RECEIPT #: \_\_\_\_\_

Information	
Company Name	
Exhibit Space #	
First Name	
Last Name	
Phone Number	
Email Address	
List of products, food, services, etc. offered	

I will be providing a copy of the Certificate of Liability Insurance from my insurance company

\$2,000,000 per occurrence with \$2,000,000 aggregate

North Dakota State Fair *and* State of North Dakota are listed as additionally insured

I would like to purchase insurance through Haas & Wilkerson Insurance, as offered by the North Dakota State Fair at the price of \$85 for the first booth, and \$50 for each additional (non-adjointing) booth. (*Face/Body Painters and other non-traditional vendors may cost more, please see policy pricing.*)

I have filled out the back of this order form in full

I have attached payment in full

# HAAS & WILKERSON INSURANCE COVERAGE

Dear Vendor,

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 and products liability limit. LIQUOR LIABILITY IS SPECIFICALLY EXCLUDED. General Liability coverage provided conforms to the requirements of the contractual agreements with the North Dakota State Fair.

Should you choose to participate in this voluntary insurance program, please complete this form and return it promptly with the appropriate premium in full payable to North Dakota State Fair.

General Liability coverage will be provided for the period of the North Dakota State Fair - only the dates of July 16 - 27, to include set-up and teardown.

## NOT ACCEPTABLE FOR ENDORSEMENT OF THIS POLICY (this list is 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, Gun Shows/Sales, Haunted Houses, Henna Tattoos, Inflatable Amusements, Mazes, Medical and Dental Testing/Screening/Devices, Motorsport Events, Permanent Tattoos, Petting Zoos, Playground Equipment, Pseudo-Fighting/Wrestling Activities, Rodeo Events, Roller/Ice Skating, Sales of Automobiles or Auto Parts, Herbal Supplements or CBD/THC Products, Tobacco, Vaping Products, Weight Loss or Stop-Smoking Aids/Pills/Patches/Supplements, Virtual Reality Rides or Simulators, Wheelchair/Stroller Rentals.

## ITEMS REQUIRING ADDITIONAL PREMIUM & APPROVAL BEFORE ENDORSEMENT:

Concerts - Local & Regional Talent Only, Exotic Animals, Entertainers (including mimes, clowns, balloon artists, magicians, walking characters, face painters, sketch artists, choirs, etc.), Mobilized Devices (scooters, golf carts), Liquor Liability, Pony Rides, Pet Sales.

## PREMIUM COMPUTATION:

\$85 for first booth (multiple adjoined booths are considered one booth)	\$ _____
\$50 for each additional booth (same vendor, but located in a different area)	\$ _____
\$165 for face/body painting booth	\$ _____
<b>Total Due to North Dakota State Fair for Haas &amp; Wilkerson Insurance:</b>	<b>\$ _____</b>

By signing this document, you agree to abide by all North Dakota State Fair insurance guidelines and requirements, and agree to pay in full.

## PAYMENT METHOD:

MASTERCARD  VISA  DISCOVER  AMERICAN EXPRESS

CREDIT CARD NUMBER: \_\_\_\_\_

EXPIRATION DATE: \_\_\_\_\_

SECURITY CODE: \_\_\_\_\_

BILLING ZIP CODE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

PLEASE RETURN THIS FORM ALONG WITH PAYMENT BY MAY 1, 2025 TO THE NORTH DAKOTA STATE FAIR OFFICE, BY FAX: 701-857-7622, OR EMAIL: LACI@NDSTATEFAIR.COM

**CREDIT CARDS ARE NOT KEPT ON FILE FOR FUTURE PAYMENTS**



## Welcome to the 2025 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](http://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](http://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**

Customer Support  
Phone: 701-328-1241  
Email: [taxregistration@nd.gov](mailto:taxregistration@nd.gov)

# ND State Electrical Inspector MEMORANDUM

TO: OPERATORS OF TEMPORARY OUTDOOR INSTALLATIONS

FROM: Doug Grinde  
N.D. STATE ELECTRICAL INSPECTOR  
PHONE: (701) 328-9522

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 17, 2025. 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 2025 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!**



January 01, 2025

Laci Hanson c/o NDSF  
PO Box 1796  
Minot, ND 58702-1796

Laci:

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

1. All propane tank installations 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.

Sincerely,



**Gage DeGroot**  
City of Minot, Senior Inspector  
Office 701-857-4102



BOTTINEAU COUNTY | 701.228.3101    MCLEAN COUNTY (GARRISON) | 701.463.2641    SHERIDAN COUNTY | 701.363.2506  
BURKE COUNTY | 701.377.2316    MCLEAN COUNTY (WASHBURN) | 701.462.3330    WARD COUNTY (KENMARE) | 701.385.4328  
MCHENRY COUNTY | 701.537.5732    RENVILLE COUNTY | 701.756.6383    WARD COUNTY (MINOT) | 701.852.1376

## North Dakota State Fair Food Vendors 2025 Food Licensing and Food Safety Certification

Food Licensing for NDSF must be renewed annually – Due July 3rd, 2025

- Licenses are required 2 weeks prior to the event.
- License payment may be mailed or paid by phone at 701-837-5121.
- The license shall be POSTED IN EACH booth on the opening day of food service operation.
- All local codes must be adhered to including fire, electrical, and plumbing.

**Sampling:** A food establishment operation in which food is distributed to individuals by offering small portions of a food item that include as a main ingredient a product sold by the vendor. A sampling license is required if food is TCS and/or removed from package and offered to the public on premises.

**Temporary Food Establishment:** A food establishment operation that operates at a fixed location for a period of not more than 14 consecutive days in conjunction with a single event or function.

**Mobile Food Unit:** A food establishment operation that prepares food for sale to the public that is sold in a form where it is ready for and intended for immediate consumption or for consumption within a short period of time, is not permanently established at one location and that does not operate at a single, specific event, and can move under its own power or by being towed by another vehicle to different locations.

**Mobile Food Unit Reciprocity:** Licenses from other jurisdictions within North Dakota are recognized by this office.

- *Copy of license and previous inspection are required to be submitted annually in lieu of payment.*
- *The operation of the facility must remain consistent with license.*

*A valid license issued PRIOR to operating for business is required by all regulated facilities within First District Health Unit jurisdiction, per NDCC 23-35 and FDHU Board of Health.*

\*\*\*\*\*

### Food Safety Training

July 17th, 2025 at 9 am and 1 pm – Upper Atrium State Fair Center

- The in-person/on-site training will be approximately 1.5 hours and includes a presentation and a test. Either class can be attended, no need to pre-register. The tests are corrected onsite, a card will be given to each person with a passing score.
- All Food Employees who work in a food establishment within the First District Health Unit region must take an approved food safety course every 3 years. The certification card must be on premises while individual is working.
- Individuals that choose to watch the FDHU course online may take the test at the on-site training or at the FDHU offices.
- Only preapproved courses will be accepted. See [fdhu.org/environmental-health-division/food-safety-certification/](http://fdhu.org/environmental-health-division/food-safety-certification/) for links to approved courses.

**Environmental Health Office – First District Health Unit – (701) 852-1376 – [www.fdu.org](http://www.fdu.org)**



## TEMPORARY EVENT AND SAMPLING LICENSE APPLICATION

Establishment Information		
Establishment Name		
Owner Name	Owner Mailing Address	
Email Address	Owner Telephone Number	
Type of license needed: <input type="checkbox"/> Temporary event <input type="checkbox"/> Sampling  <b>“Sampling”</b> means a food establishment operation in which food is distributed to individuals by offering small portions of a food item that include as a main ingredient a product sold by the vendor. A sampling license is required if food is TCS and/or removed from package and offered to the public on premises. <b>Note: only foods with minimal on-site preparation are allowed to be offered under a sampling license (ex. cut fruits and vegetables, beverages, non-TCS foods, and TCS foods that do not require cooking, cooling or reheating).</b>  <b>“Temporary Food Establishment”</b> means a food establishment operation that operates at a fixed location for a period of time of not more than 14 consecutive days in conjunction with a single event or function.		
Event Information		
Number of days the food establishment plans to operate within the FDHU 7 county jurisdiction: <input type="checkbox"/> Check box if establishment will be operating 14 days or more.		
Event Name	Location	Dates
Food Information		
List all foods being offered and describe preparation steps. Attach additional pages as needed.		
All foods must be obtained from approved sources. Identify food sources (i.e. name of grocery store).		







## MOBILE FOOD UNIT LICENSE APPLICATION AND PLAN REVIEW

**Mobile Food Unit:** a food establishment operation that prepares food for sale to the public that is sold in a form where it is ready for and intended for immediate consumption or for consumption within a short period of time, is not permanently established at one location and that does not operate at a single, specific event, and can move under its own power or by being towed by another vehicle to different locations.

**Note:** If licensed with another jurisdiction within North Dakota, please contact the office to register for license reciprocity.

<b>New Business/Change in Ownership</b>		
Intended date of opening or when changes will go into effect:		
<input type="checkbox"/> New business/newly built establishment or new construction		
<input type="checkbox"/> Change in ownership of an existing, previously licensed establishment and no remodel		
<input type="checkbox"/> Change in ownership or existing owner with extensive remodel, renovation, or converted use		
<b>Mobile Food Unit Information</b>		
Business Name	Business Mailing Address	
Email Address	Business Telephone Number	
<input type="checkbox"/> Year-Round <input type="checkbox"/> Seasonal	Months of Operation (if seasonal)	Hours of Operation
List events and/or locations of operation.		
<b>Commissary/Service Area Information</b>		
<b>(Location to which a mobile food unit returns for services such as cleaning, waste discharge, storage of food or supplies)</b>		
<input type="checkbox"/> No Commissary/Service Area		
<input type="checkbox"/> Use of a Commissary/Service Area owned by the same company or individual as the mobile food unit	Facility Name	
	Commissary Physical Address	
<input type="checkbox"/> Use of a shared commercial kitchen Commissary/Service Area which is under different ownership. *	Facility Name	
	Commissary Physical Address	
*Submit a copy of the written commissary agreement and a copy of the commissary license.		
<b>Owner Information</b>		
Owner Name	Owner Mailing Address	
Email Address:	Owner Telephone Number	
Ownership Type: <input type="checkbox"/> Association <input type="checkbox"/> Corporation <input type="checkbox"/> Individual <input type="checkbox"/> Partnership <input type="checkbox"/> Other:		
If the owner is anything other than an individual, provide names, titles, and addresses of all owners, officers, and the local resident agent (if required by law).		

## PLAN REVIEW ATTACHMENTS

Applicants must submit the following attachments. Incomplete plans will not be accepted until all information is received.

A proposed menu or detailed list of food and beverages to be offered.

A floor plan drawing (8.5 X 11 to scale minimum) showing the following:

- Identify the location of all entrances, food service window, window screens, exposed outer openings, food preparation areas, customer self-service and seating areas, storage areas, employee personal storage areas, and chemical supply storage.
- Label the location and dimensions of handwashing sinks and dishwashing sinks.
- Label the location of all food storage, heating, cooling, and service equipment with the common name.
- Provide exhaust ventilation layout, including location of hood, and fire suppression equipment, if applicable.

Include equipment list (manufacturers, model, etc.).

Complete Plan Review Checklist on pages 3 through 6.

## POLICY FOR COMPLETING APPLICATION AND PLAN REVIEW DOCUMENTS

1. No license will be issued until a pre-opening inspection of the food establishment is conducted and the food establishment is determined to be in compliance with First District Health Unit Requirements for Food and Beverage Establishments. All fees must be paid prior to issuing a license.
2. Application must be filled out completely. Incomplete applications will be rejected and returned to sender which may delay the review and result in the denial of licensure.
3. Within 3-5 business days, the Department will contact the submitter to confirm receipt of a complete application and plans submittal and will determine the license fee payment based on the set fee schedule. Allow up to 30 calendar days for review. Written notice confirming approval of plans or detailing revisions will be communicated within this timeframe.
4. Changes to any plans may require an additional plan submittal and review as changes without prior approval
5. A fire inspection report, plumbing certification, and electrical certificate must be submitted to FDHU prior to final license approval.
6. It is recommended that local planning and zoning approval is acquired before submitting plans for review by FDHU. In addition, the following agencies can be contacted for any necessary approvals/certifications:
  - **Local Building Code Authority** Contact your city or county for a building permit, building inspection, or certificate of occupancy.
  - **ND Secretary of State** Register your business at [sos.nd.gov/business/business-services](http://sos.nd.gov/business/business-services) or call 701-328-2900.
  - **ND State Tax Commissioner** Apply for state ID tax number at [nd.gov/tax/user/businesses](http://nd.gov/tax/user/businesses) or call 701-328-1241.
  - **ND Attorney General** Apply for a liquor license at [attorneygeneral.nd.gov](http://attorneygeneral.nd.gov) or call 701-328-2210.
  - **ND State Fire Marshal** Request a fire inspection from the state or local fire authority at [attorneygeneral.nd.gov](http://attorneygeneral.nd.gov) or call 701-328-5555.
  - **ND State Plumbing Board** Request a plumbing certification or proof of licensed installation at [ndplumbingboard.com](http://ndplumbingboard.com) or call 701-328-9977.
  - **ND State Electrical Board** Request an electrical certificate or proof of licensed installation at [ndseb.com](http://ndseb.com) or call 701-328-9522.

**For questions or assistance, contact the Environmental Health Division at 701-852-1376 or email [firstdistrict@nd.gov](mailto:firstdistrict@nd.gov).**

Requirements provided in this document are consistent with First District Health Unit Requirements for Food and Beverage Establishments. FDHU Requirements for Food and Beverage Establishments is based on the 2022 FDA Model Food Code and contains requirements for protecting public health and ensuring food is safe and honestly presented.

**PLAN REVIEW CHECKLIST**

Complete all information as thoroughly as possible. Missing or incomplete information may delay the plan review and approval process.

**EMPLOYEE HEALTH AND PERSONAL HYGIENE**

**EMPLOYEE TRAINING**

All food employees are required to take and pass an approved food safety education course within 30 days of hire. All management and supervisory employees shall take and pass an approved food safety course prior to performing any duties in any food establishment.

Provide documentation showing that all managers and supervisors have taken an approved food safety education course or will have this completed prior to the pre-opening inspection.

A Certified Food Protection Manager is required for a food establishment with 10 or more food employees. If applicable, provide documentation.

**EMPLOYEE HEALTH POLICY**

Attach copy of employee health policy that includes symptoms that require exclusion or restriction from working with food and reportable diagnoses that require the Person in Charge to report to the Regulatory Authority and receive approval before employee returns to work.

**Check box if establishment requests copy to be provided by the Department.**

**FOOD SOURCE, STORAGE/DISPLAY, AND PROCESSES**

**FOOD SOURCE** *(Cottage foods and foods made in unlicensed establishments are prohibited.)*

All food supplies must be from inspected and approved sources. Provide names of food supplier(s), delivery company, etc.:

**FOOD STORAGE/DISPLAY**

Identify any locations and equipment where food will be stored on the floor plan. Food contact equipment, single-service items including packaging, and foods must be protected from contamination by storing in a clean, dry container, where it is not exposed to splash, dust, or other contamination and at least 6 inches off the floor.

Description of off-site (remote) storage locations (if applicable):

**DAILY VOLUME**

How many meals do you anticipate on serving per day?

Breakfast:

Lunch:

Dinner:

**FOOD SOURCE, STORAGE/DISPLAY, AND PROCESSES (CONTINUED)**

**SERVICE METHODS**

Check all that apply.

- Counter service       Self service       Delivery       Catering

If delivering or catering, list equipment and methods used to protect food from contamination and maintain product temperature during:

Hot and cold holding:

Transportation:

Will this establishment prepare and provide food for a facility that serves a highly susceptible population (ie. childcare centers, preschools, assisted living)?       Yes       No

**FOOD PROCESSES**

Select all applicable types of Temperature Control for Safety foods (TCS) that will be stored, prepared, served, and sold:

- |  |  |
|--|--|
| <input type="checkbox"/> Meat, poultry, or fish                      | <input type="checkbox"/> Hot foods (soups, stews, casseroles)  |
| <input type="checkbox"/> Cold foods (salads, sandwiches, vegetables) | <input type="checkbox"/> Bakery goods (pies, custards, creams) |
| <input type="checkbox"/> Shellfish or seafood                        | <input type="checkbox"/> Other TCS Foods:                      |

**Cooking**

All food must be cooked per Food Code Requirements.

- If processes require alternate methods, a consumer advisory is required. Attach menu notation, placard, or label of the consumer advisories if you serve any of the following:
- Wild mushrooms
  - Unpasteurized juices
  - Raw/undercooked animal foods such as beef, pork, lamb, shell eggs, poultry, seafood, and shellfish.

Equipment (check all that apply):

- |                                   |                                   |                                  |                                  |
|-----------------------------------|-----------------------------------|----------------------------------|----------------------------------|
| <input type="checkbox"/> Stovetop | <input type="checkbox"/> Oven     | <input type="checkbox"/> Fryer   | <input type="checkbox"/> Broiler |
| <input type="checkbox"/> Grill    | <input type="checkbox"/> Cook Top | <input type="checkbox"/> Griddle | <input type="checkbox"/> Other:  |

**Hot holding**

List foods that will be cooked and held hot unΘl service at >135°F:

Type and number of hot holding units:

**Cold holding**

List foods that will be prepared and then held unΘl service at 41°F or less:

Type and number of cold holding units:

**Temperature Measuring Devices**

- Thermometers in all cold-hold units.
- Thermometers on site for measuring final cook temperatures, monitoring cooling and reheating, etc.
- Type:
- Method of sanitization between use:

**FOOD SOURCE, STORAGE/DISPLAY, AND PROCESSES (CONTINUED)**

**FOOD PROCESSES (CONTINUED)**

**Cooling**

List TCS foods that will be cooled following preparation at room temperature, cooking, heating or reheating:

Select from the following methods used to cool food to 41°F within 6 hours (from 135°F to 70°F in 2 hours and 70°F to 41°F within 4 hours):

- |  |   |                                      |
|--|---|--------------------------------------|
| <input type="checkbox"/> Shallow Pans  | <input type="checkbox"/> Pre-chilled prior to preparation (cold salads) | <input type="checkbox"/> Rapid chill |
| <input type="checkbox"/> Reduce Volume | <input type="checkbox"/> Rapid chill (ice wand, blast chiller)          | <input type="checkbox"/> Other:      |

**Reheating**

List foods to be reheated for immediate service (leftovers, prepackaged precooked food items):

List foods to be reheated for hot holding:

**FACILITY INFORMATION**

*If the facility is a shared commercial kitchen that is currently approved, this section is not required.*

**FINISH SCHEDULE**

**Describe floor, wall, and ceiling coverings (quarry tile, stainless steel, fiberglass reinforced panels (RFP), ceramic tile, plastic coved molding, etc. Label each area on the floor plan. Indicate areas not applicable as N/A.**

ROOM/AREA	FLOOR	FLOOR/WALL JUNCTURE	WALLS	CEILING
Food Preparation/Kitchen				
Dry Food Storage				
Warewashing/Dishwashing Area				
Mop/Service Sink				
Garbage/Refuse Area				
Other Area:				

Provide the finish of the following:

Cabinets:

Countertops:

Shelving:

## FACILITY INFORMATION (CONTINUED)

### VENTILATION AND FIRE SUPPRESSION

Ventilation hood systems and devices shall be sufficient in number and capacity to prevent grease or condensation from collecting on walls and ceilings. Label locations of exhaust hoods on floor plan drawing.

Grilling or frying activities which produce grease laden vapors require a hood AND fire suppression system, and a Class K fire extinguisher; ND Fire Code Chapter 3, Section 319 and ND Administrative Rule 10-07-01-04.

**Submit a copy of the fire inspection report.**

### WATER SUPPLY

Municipal       Rural       Private

**Water supply tank volume:**

Water tanks and connections must be food-grade.

### SEWER SYSTEM

Municipal       Private

**Wastewater tank volume:**

A wastewater holding tank is required to be 15% larger in capacity than the water supply tank.

Wastewater must be discharged into a sanitary sewage system. Dumping wastewater onto the ground or storm sewer is not allowed.

### SOLID WASTE MANAGEMENT

Establishment will use own dumpster or other adequate waste receptacle.       Establishment will use a shared dumpster.

Service provider:

Frequency of pickup:

Method of grease disposal (if applicable):

## STATEMENT OF UNDERSTANDING

I ATTEST THAT ALL INFORMATION PROVIDED ON THIS APPLICATION AND PLAN REVIEW IS ACCURATE. I AFFIRM THAT BY SUBMITTING THIS APPLICATION I AGREE TO OPERATE THE NAMED FOOD ESTABLISHMENT IN COMPLIANCE WITH THE MOST CURRENT VERSION OF THE FDHU REQUIREMENTS FOR FOOD ESTABLISHMENTS AND THAT FDHU SHALL HAVE UNRESTRICTED ACCESS TO THE ENTIRE PREMISES OF THE NAMED ESTABLISHMENT, INCLUDING ANY PERTINENT RECORDS, DURING ANY AND ALL TIMES THAT FOOD IS PRESENT IN OR BEING HANDLED IN THE NAMED ESTABLISHMENT.

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
DATE

**SUBMIT COMPLETED APPLICATION AND PLAN REVIEW TO: FIRST DISTRICT HEALTH UNIT**

**801 11TH AVE SW**

**MINOT ND 58701**

*Notify this office immediately if any changes are made to the any of the above items. First District Health Licenses are issued for the calendar year, are non-refundable, and are non-transferable.*

### FOR OFFICE USE ONLY

EHP Assigned	Establishment Type	Risk	Fee Amount	Permit No.
Application and Plan Review Approved By:				
_____ EHP Signature		_____ Date		
<b>PAYMENT INFORMATION</b>				
Fee Paid	Date Paid	Payment Method	Receipt No.	Received By

# CONNECT YOUR BOOTH. HAVE A GREAT FAIR.

Internet and Phone for 2025 North Dakota State Fair Vendors

SRT offers private, secure Internet that sets your fair booth up for business. You can reserve your service online or by phone with our Business team.

**Internet** | **\$199<sup>95\*</sup>**

**Phone Line** | **\$110<sup>00\*</sup>**

**CALL TODAY  
ABOUT OUR  
INTERNET  
PACKAGES**

**701.852.8888**

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



\* Prices do not include taxes and fees.



The North Dakota State Fair is holding our 14th Annual Food Frenzy Competition and we want YOUR participation! Show off your culinary creativity and fair food expertise by entering your most delightful food creation! The competition will take place on Friday, July 18th, 2025.

Participating vendors will enjoy benefits including social media exposure, website recognition, and booth signage. Winners will receive a beautiful, over-sized ribbon winner signage to be displayed during the Fair, and perhaps most importantly, the satisfaction of bragging rights! The competition is entirely free for vendors!

### **2025 Food Frenzy Categories:**

- Tasty Temptation (Savory)
- Sugary Sensation (Sweet)
- Lavish Libation (Beverage)
- 2025 Overall Food Frenzy Grand Champion

### **Food Frenzy Guidelines:**

- Applications must be submitted by June 1st, 2025.
- Applications must be completed upon submission.
- All entries will be reviewed by NDSF staff.
- NDSF staff has the right to move entries into a different category if it is a better fit.
- NDSF staff will notify each vendor of their acceptance and category status via email.
- Each vendor will be given a specific time for judging. if the time does not work for you, please immediately contact NDSF staff to move judging to a better time.
- Judging will begin on **Friday, July 18th** at 1:00pm and conclude around 5:00pm, depending on amount of entries. Judges will be wearing an identifying badge. Do not give them anything if they are not wearing their badge.
- Judges will score each entry according to: visual appeal, taste, creativity, originality, and overall impression.
- Vendors are to present their entry to the judges, then portion entry into sample sizes for each judge. **Sample sizes are preferred if possible.**
- A first-place winner and runner-up will be chosen specific to each category by a panel of judges and awarded signage and ribbon.
- Judges will then select an overall 2025 Food Frenzy Grand Champion from the three category winners!





# Application

**Vendor Name:**

**Booth:**

**Email:**

**Name of Entry:**

**Description of Entry:**

**Select Category:**

**Tasty Temptation**

**Sugary Sensation**

**Lavish Libation**

Please send completed application via e-mail to [marketing@ndstatefair.com](mailto:marketing@ndstatefair.com), by mail to North Dakota State Fair, Attn: Food Frenzy, or by fax to 701-857-7622.  
(Mail in entries must be postmarked by June 1st, 2025)



## **FREE ADVERTISING OPPORTUNITY!**

**JOIN US FOR PEPSI DEAL DAY ON TUESDAY, JULY 22, 2025!**

Kick off the promotion with North Dakota State Fair's half-priced gate admission for fairgoers with a Pepsi product. Be a featured participant in Pepsi Deal Day and elevate your brand with North Dakota State Fair's extensive social media promotion on this special day! Secure your spot now and seize the opportunity to showcase your booth and promotion to a wider audience.

**DON'T MISS OUT ON THE EXCITEMENT – SIGN UP TODAY!**

**PLEASE FILL OUT ACCORDINGLY:**

**BOOTH NAME, LOCATION, AND BOOTH NUMBER:**

**CONTACT PHONE NUMBER:**

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

**DO YOU NEED MORE THAN 2 LAMINATED SIGNS? IF SO, HOW MANY MORE?**

**PLEASE RESPOND BY JUNE 1ST, 2025 VIA:**

EMAIL: [MARKETING@NDSTATEFAIR.COM](mailto:MARKETING@NDSTATEFAIR.COM)

FAX: 701-857-7622

MAIL: NORTH DAKOTA STATE FAIR

ATTN: MARKETING - PEPSI DEAL DAY

PO BOX 1796

MINOT, ND 58702

# North Dakota State Fair

## 2025 North Dakota State Fair Clover Point of Sale Registration

Though we know you can choose to use many types of digital point-of-sale registers, Clover under the Fair and Festival partnership would love the opportunity to earn your business at this year's North Dakota State Fair. The benefits of working with Clover with this team include:

- Priority customer service support line, throughout the duration of the fair
- Onsite support leading up to fair
- Reduced monthly rental and or purchasing hardware rates
- Reduced card processing rates
- No long-term contract
- Seasonal flexibility with no monthly nor annual fees during off-season months

Vendors may rent or purchase a device(s) as makes sense for their business; however, any vendors purchasing or owning these devices should be sure they are complying with the North Dakota State Fair rules and regulations.

Should we have the privilege to earn your business, we ask that orders are placed as soon as possible.

**All digital point-of-sales, at the North Dakota State Fair are asked to have customer-facing display, connected cash drawer, receipt printer and each location must report independently**

<b>Device Hardware - Rental</b>	\$121.90/month (includes 2 Clover Minis, tether cord for forward facing display, <b>does not</b> include cash drawer) -OR- \$138.00 Clover Station Pro (includes all items to be compliant)
<b>Cash Drawer-Purchase</b>	\$75.00/unit (is considered a purchase, not a rental)
<b>Kitchen Display Screen</b>	Rent for \$62.58 each/month or purchase for \$559.95 each
<b>Software</b>	\$14.95 basic/device per month. Optional upgrade available for kitchen printing, online ordering, quick cash features, and modifiers.
<b>AT&amp;T Sim card</b>	\$35/month when in use, no charge for WIFI, but Contractor responsible for connections
<b>Regular Shipping</b>	Cost based on shipping address and speed of shipment
<b>Device Hardware - Purchase</b>	Clover Mini may be purchased at \$795 each, Clover Duo Station at \$1,999 each
<b>Receipt Paper Size</b>	Clover Mini takes thermal paper 2 ¼"X 85' Clover Station Duo takes thermal 3 1/8"x 230' (may be purchased at Amazon or any office supply store)

**To register and order your Clover devices, please contact the Clover representative, Angie Ray at 423-480-7727 or [angela.ray@fiserv.com](mailto:angela.ray@fiserv.com)**



# North Dakota State Fair

## 2025 North Dakota State Fair Clover Point of Sale Registration

### Credit Card Processing Rates & Policies:

- 2.35% and \$0.09 cents per swipe card transaction (+1% for keyed transactions)
- All credit card transactions will post to your bank account within 48 business hours of the batch time. The batch time will be automatically set and may be different than your report time.

### Billing and Returning Hardware:

- Hardware and software billing will be drafted from your account on the first of the following month of first month rental.
- The rental fee will continue, monthly until devices returned.  
When you receive your devices, please keep all boxes in order to return equipment. Reach out to your sales representative when ready to return your devices so that a FedEx label can be shipped to you.

### Information needed to complete final application: *Please complete one form per location*

Contract Name: \_\_\_\_\_ Contract Number: \_\_\_\_\_

If current Clover client under fair and festival partnerships, please list merchant IDs being used at this event and the location they are tied to. Please let us know if you need to rent additional hardware for this event.

MID/Location Name(s):

Sales Rep: [Angie Ray](#) \_\_\_\_\_

### RENTAL DEVICE AND FEES AT EACH LOCATION:

**CLOVER GO DEVICES AND VIRTUAL TERMINALS ARE NOT PERMITTED**



Clover Mini tethered to Clover Mini



Clover Due Station

I want to **RENT** \_\_\_\_\_ (quantity) **Clover Mini LTE for \$121.90 per check-out window**  
(includes two Mini Clover devices with forward facing display, tether cable, no cash drawer)

I want to **RENT** \_\_\_\_\_ (quantity) **Clover Station Duo for \$138 each**  
(includes Clover mini and large screen for employee to use)

I want to **PURCHASE** \_\_\_\_\_ (quantity) **Clover Cash Drawer for \$75 each**

I want to **PURCHASE** \_\_\_\_\_ (quantity) **Clover Mini LTE (with forward facing display) for \$795 each**

I want to **PURCHASE** \_\_\_\_\_ (quantity) **Clover Due Station for \$1999 each**

I would like to add a **three-year warranty** to each unit for **\$115** per unit Y \_\_\_\_\_ N \_\_\_\_\_

Contact [Michelle Orantes](#) for purchase of other Clover Devices

Initials: \_\_\_\_\_

# North Dakota State Fair

## 2025 North Dakota State Fair Clover Point of Sale Registration

To be approved to rent Clover equipment, an account must be established and arrangements for payment for the equipment directly with Fiserv by the deadline stated. To be approved to accept credit or debit cards, Contractor must be pre-qualified thru Fiserv. Contractors who are unable to be qualified for using a merchant account thru Fiserv will be limited to accepting cash only at its contracted locations. Contractors may not accept credit or debit tender unless using an approved Clover device. Fill out the information below to qualify for obtaining equipment and/or establishing a merchant relationship.

Legal Business name: \_\_\_\_\_

Business Type: \_\_\_\_\_ LLC \_\_\_\_\_ INC \_\_\_\_\_ Sole Prop \_\_\_\_\_ Non-Profit \_\_\_\_\_

Year Business started: \_\_\_\_\_ Federal Tax ID: \_\_\_\_\_

DBA Name (will appear on receipts): \_\_\_\_\_

Product/Services Sold: \_\_\_\_\_

Business Street Address (No PO Box): \_\_\_\_\_

Business phone number (number at which Clover support will call you): \_\_\_\_\_

Email address (for final agreement and clover credentials): \_\_\_\_\_

Annual Credit Card volume: \_\_\_\_\_ Average Ticket: \_\_\_\_\_

Exhibitor's full legal name (print): \_\_\_\_\_

Exhibitor's home address (No PO Box): \_\_\_\_\_

Exhibitor's date of birth: \_\_\_\_\_

Exhibitor's social security number (*mandatory for background and identity verification*): \_\_\_\_\_

Bank Routing Number: \_\_\_\_\_ Bank Account Number: \_\_\_\_\_

**ADDRESS FOR DEVICE DELIVERY:** \_\_\_\_\_

**(CONTRACTOR IS RESPONSIBLE FOR ENSURING PROPER DEVICES ARE WITH THEM WHEN ARRIVING AT THE NORTH DAKOTA STATE FAIRGROUNDS AND ACTIVATED.)**

I understand additional monthly charges for apps and reporting features required by North Dakota State Fair may be applied to my account by Fiserv for the period during which I am an Exhibitor at this event.

**Contractor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Final agreements will be emailed to the email provided for final signature. Please look for reminders and emails from "First Data Marketplace" in your inbox around June 26, 2025. Failure to complete the final registration steps may result in fines or prevent your location from opening. **Send a completed form for EACH booth location no later than June 1, 2025, to Angie Ray at [angela.ray@fiserv.com](mailto:angela.ray@fiserv.com)**

For questions on this registration form, please contact:

**Angie Ray**  
**Ph: 423-480-7727**



# 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 – \$120	• 100,000-199,999 – \$425	• 500,000-999,999 – \$1,420
• 25,000-99,999 – \$210	• 200,000-499,999 – \$900	• 1,000,000 and more – \$1,900

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:

**Craig Rudland,  
North Dakota State Fair**

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: \_\_\_\_\_ CW2/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?

\_\_\_\_\_

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):

\_\_\_\_\_

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

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

6. Prefix of Manager or Primary Contact Person:

\_\_\_\_\_

7. Name of President:

\_\_\_\_\_

**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:

**Craig Rudland,  
North Dakota State Fair**

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: \_\_\_\_\_ CV2/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**





It's your fair,  
so be there!