

North Dakota STATE FAIR

CELEBRATE THE BIG 250
The Fair Way!

JULY 17-25
2026



Vendor Manual





VENDOR INFORMATION MANUAL

**NORTH DAKOTA STATE FAIR
JULY 17-25, 2026**

**PO Box 1796
2005 Burdick Expressway East
Minot, ND 58702
Phone: (701) 857-7620
Fax: (701) 857-7622
Email: vendor@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
Minot Rural Fire 701-838-6363**

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 Food/ Midway	11am - 9pm 11am - Close

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- International Association of Fairs Registration**
Form

To view maps, please visit our website: ndstatefair.com



Congratulations!

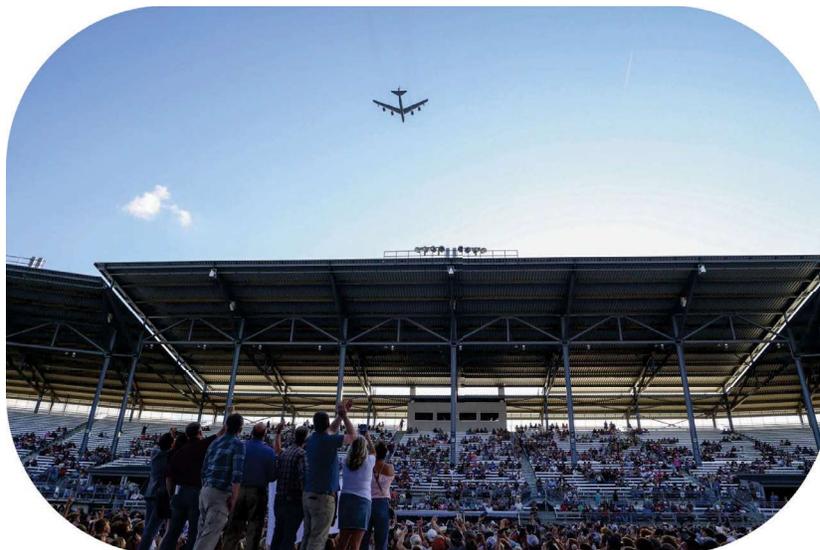
You have been selected and licensed to participate in the 2026 North Dakota State Fair! We look forward to having you as a partner with us for nine days, July 17 – July 25. The North Dakota State Fair has established a tradition of providing high quality family entertainment. We look forward to working 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 2026 North Dakota State Fair. We ask that you sign and return the 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 vendor@ndstatefair.com by May 29, 2026 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 2026 North Dakota State Fair!



2026 Vendor Deadlines

JANUARY

January 5 Vendor applications went live on NDSF website

FEBRUARY

Vendor Contracts will be sent out and must be returned with a signature and full payment **within 30 days of issue date**

MARCH

JUNE

June 1 Clover POS registration forms due to Clover for anyone required.

June 1 Food Frenzy applications due

June 1 Pepsi Deal Day forms due

JULY

July 6th Outdoor move in begins from 8am-5pm

July 13th Vendor packets can be picked up at NDSF office

Wed. July 15th Indoor move-ins begin from 8am-5pm

Thurs. July 16th FDHU Food Safety Class at 9am & 1pm in the Upper Atrium at The State Fair Center

Indoor move-ins continue from 8am-8pm

Electrical Inspections begin for outdoor locations

Fri. July 17th First Day of Fair!

Mon. July 20th Vendor Picnic behind Commercial II from 4-6pm

(Picnic tickets will be in vendor packet)

Sat. July 25th Gates will open for move outs as soon as it is safe, be patient!

Indoor teardown will stop at 12:00am, no exceptions

Sun. July 26th Move outs continue from 8am - 12pm

Percentage payments accepted at State Fair Office from 8am - 12pm

July 31st All property must be removed from Fairgrounds

AUGUST

August 7th All percentage vendor sales reports and payments due.

\$100 per day late fee will be applied after August 7th

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

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 vendor 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 payment in full at the time the license is signed. The payment 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 First District Health Unit and receive any licensing through First District Health Unit MUST be renewed annually.**

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 July 31, 2026 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.
21. 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.

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.

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.

INSURANCE REQUIREMENTS CONTINUED

Licensees must submit a certificate of general liability insurance to the State Fair office by May 1, 2026. 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 13)

- 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: vendor@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 *page 28*.

CONDUCT

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. We ask no excessive unfounded impolite, foul, or abusive language or conduct, etc. be welcome and it 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.

Indoor exhibit in-line spaces rent for \$450, corner spaces rent for \$500. 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.

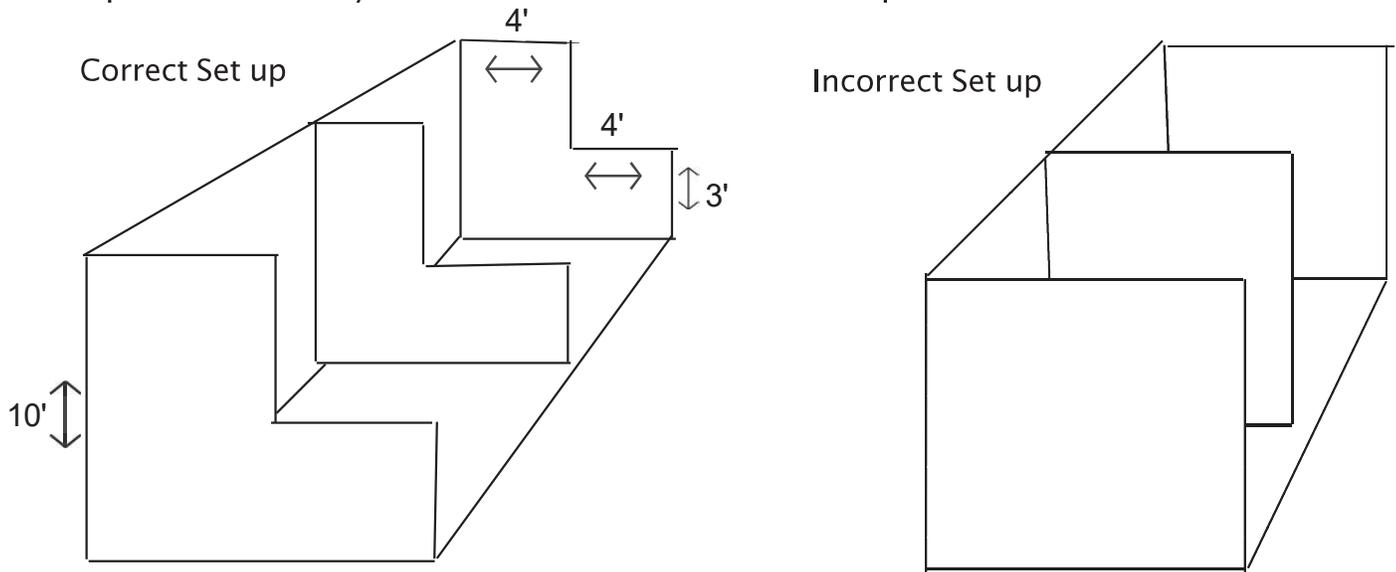
OUTDOOR EXHIBIT SPACE

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). If it does not meet NDSF standards, vendors will be asked to make changes. (see diagram below). Booth set-up must be wholly contained within the contracted space.



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 13th. 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, 2026 - 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. 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 15th.

INDOOR:

Date	Set-up Begins	Set-up Ends
Wednesday, July 15	8:00 am	5:00pm
Thursday, July 16	8:00 am	8:00 pm
Friday, July 17	Buildings open at 8:00 am	Fair begins at 10:00 am

OUTDOOR:

Date	Set-up Begins	Set-up Ends
Monday, July 6 - July 15th	8:00 am	5:00 pm

TEAR-DOWN

INDOOR:

Commercial Building II: On the last day of Fair, Saturday, July 25th, *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 26th 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 25th, *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 26th 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, JULY 31ST

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. Forklifts will not enter Commercial Buildings, and items can be dropped off at the nearest building door.

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 Gate C on 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 time frame. Failure to meet the carrier at the required time frame 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 7, 2026 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. All posted menu prices must include taxes and fees. NO Credit card surcharges/fees allowed. Licensees must acquire a Clover device for each ordering window/line through the designated representative, with forms submitted by June 1, 2026. Please see *pages 34-36* 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 will be onsite the first weekend, and if assistance is needed after, Licensees may contact Clover directly.

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 16, 2026. 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 give the auditors back-end access to transactions and reports by adding them as Employees with Admin access on their clover dashboard. 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.

UNAUTHORIZED TRANSPORTATION

For the safety and convenience of all guests, the use of personal transportation and recreational devices including but not limited to segways, mopeds, e-scooters, go-karts, bicycles, skateboards, roller blades, hover-boards and similar devices, are prohibited on the North Dakota State Fairgrounds. Failure to comply may result in removal from the Fairgrounds.

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 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, 2026. Management will not allow any vehicle, camper, or RV parking in your exhibit location. If you prefer hotel stays, we highly recommend that you 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 22-23*.

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

Baymont Inn & Suites

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

Candlewood Suites

900 37th Ave SW Minot, ND 58701
Phone: 701-858-7700
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

Comfort Suites

601 22nd Ave SW, Minot, ND 58701
Phone: (701) 852-9700
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

Dakota Inn

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

Days Inn

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

Extended Stay America

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

Grand Hotel

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

Hampton Inn & Suites

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

Hawthorne Suites by Wyndham

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

Highland Suites

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

Holiday Inn Express & Suites

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

Hotel Revel

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

Hyatt House

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

MainStay Suites

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

Microtel Inn & Suites

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

Hotels continued

Motel 6

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

Quality Inn & Suites

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

Sleep Inn & Suites

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

Sonesta Essentials

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

Spark by Hilton

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

Staybridge Suites

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

Super 8 by Wyndham

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

Bed & Breakfasts

Dakotah Rose

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

Campgrounds

Mellow Moose Campground

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

Roughrider RV Resort & Campground

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

Valley View RV Park

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

CAMPING RULES & REGULATIONS

- North Dakota State Fair's on-grounds camping spaces will be sold starting **January 2026** 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.
- 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, the West Lot campground, and a new East Lot Facility equipped with restrooms, showers and a 24/7 Laundromat.
- 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 gray or black water dumping is allowed on site except by a contracted pumper. To request a pump or fill, please scan the QR Code provided on page 26.
- 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.
- For the safety and convenience of all guests, the use of personal transportation and recreational devices including but not limited to Segways, mopeds, e-scooters, go-karts, bicycles, skateboards, roller blades, hover-boards and similar devices, are prohibited on the North Dakota State Fairgrounds. Failure to comply may result in removal from the Fairgrounds.

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.

North Dakota Vendor
Camping Application
July 17-25 2026

Office Use Only

Receipt #: _____

Camping Space #: _____

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

Arrival Date: _____ Departure Date: _____

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

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

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

Total Due: _____

Gate admission must be purchased or camping form will NOT be processed

____ Daily Adult Admission \$12/day x ____ = \$ _____

____ Adult Season Pass \$25/9 day pass = \$ _____

Total Due: \$ _____

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

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

Name: _____

Phone Number: _____

Booth/Company Name: _____

Booth Number/Location: _____

Please check one:

Food Vendor _____ Commercial Vendor _____

Signature: _____

Date: _____

Credit Card

____ Mastercard

____ Visa

____ AmEx

____ Discover

Card Number:

Exp. Date: _____

Security Code: _____

Billing Zip: _____

Please read the back for camping policies!

State Fair Camping Office 701-838-1193

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

North Dakota State Fair's on-grounds camping spaces will be sold in advance for the 2026 fair. Camping spaces are not sold for general parking of non-RV vehicles.

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

For the safety and convenience of all guests, the use of personal transportation and recreational devices including but not limited to segways, mopeds, e-scooters, go-karts-, bicycles, skateboards, rollerblades, hoverboards and similar devices, are prohibited on the North Dakota State Fairgrounds. Failure to comply may result in removal of the Fairgrounds.

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

All campers and vehicles must have a valid permit clearly always displayed.

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

Showers are available in the Expo Barn, the Bunny Barn, the block bathrooms by Midway, the State Fair Center, West Lot campground and a new East Lot facility equipped with restrooms, showers, and 24/7 Laundromat.

Quiet Time is 11 PM to 7 AM.

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

It is the sole responsibility of all persons staying on the Fairgrounds to be informed on weather conditions and to react, so they are safe. The State fair Center is open for inclement weather shelter. Please be aware that North Dakota State Fair is not responsible for

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.

To request a pump or fill, please scan the QR Code by 4:00 PM the day prior for the next day service. Please remember that because the camping office will not be taking your request, you will not have a paper to put in your window. Make sure you know YOUR campsite number



Pump & Fill

Pump - \$40 Fill - \$35

Have a safe and fun time at the NDSF!

Map interface controls including a search bar with the text "Find address or place", a magnifying glass icon, and several small square buttons for navigation and zooming.



NDSF Disposal Site Map

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	\$ _____
Total Due to North Dakota State Fair for Haas & Wilkerson Insurance:	\$ _____

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

SIGNATURE: _____

PLEASE RETURN THIS FORM ALONG WITH PAYMENT BY MAY 1, 2026

**TO: NORTH DAKOTA STATE FAIR
PO BOX 1796, MINOT ND 58702
EMAIL: VENDOR@NDSTATEFAIR.COM
FAX: 701-857-7622**



Welcome to the 2026 North Dakota State Fair!

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

Do I need a sales tax permit?

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

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

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

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

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

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

Nothing. Report your sales as normal.

What is the tax rate at the fair?

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

How do I submit my taxes?

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

Contact Information

Customer Support
Phone: 701-328-1235
Email: taxregcompliance@nd.gov

MEMORANDUM

TO: OPERATORS OF TEMPORARY OUTDOOR INSTALLATIONS
FROM: Kevin Huber
N.D. STATE ELECTRICAL INSPECTOR
PHONE: (701) 319-7221

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 16, 2026). 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 2026 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, 2026

Lana Lacy
c/o NDSF
PO Box 1796
Minot, ND 58702-1796

Subject: Propane and Natural Gas Installation Requirements

Please note the following guidelines for propane and natural gas installations:

1. Propane tanks must be installed and filled by certified propane service professionals. All tanks must be located outside of the building.
2. Any new interior piping for propane and/or natural gas—whether permanent or temporary—must be installed and pressure-tested by a City of Minot licensed installer.
3. All propane, natural gas, and electrical equipment must be properly listed and labeled for their intended use.
4. Portable cooking appliances such as grills, fryers, hot plates, ranges, and ovens must be placed on non-combustible surfaces with adequate clearance from combustible materials.

For questions or further clarification, please contact the City of Minot Inspection Department at (701) 857-4102.

Sincerely,



Gage DeGroot
Senior Inspector
City of Minot Inspection Department



North Dakota State Fair Food Vendors

2026 Food Licensing and Food Safety Certification

Food Licensing for NDSF must be renewed annually – Due July 1st, 2026

- Licenses are required 2 weeks prior to the event.
- License payment may be mailed or paid by phone at 701-837-5121.
- New applications can be completed at fdhu.org or by contacting the Environmental Health office at 701-852-1376.
- 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 16th, 2026 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/

Environmental Health Office – First District Health Unit – (701) 852-1376 – www.fdu.org



NDSF Food Vendor Checklist

- ✓ **Licensing & Documentation**
 - Current food vendor license/permit displayed.
 - Food Safety Training for all Food Employees
- ✓ **Food Handling & Storage**
 - All food from approved/licensed sources – NO home-prepared foods.
 - Raw and ready-to-eat foods stored separately.
 - Cold foods held at 41°F or below – Hot foods held at 135°F or above.
 - Food protected from contamination – covered, off the ground.
- ✓ **Food Preparation & Service**
 - Gloves, tongs, or utensils used for ready-to-eat foods - NO bare hand contact.
 - Separate raw and cooked foods.
 - Cooking temperatures meet requirements.
 - Thermometers used appropriately and available.
- ✓ **Handwashing & Hygiene**
 - Handwashing station with warm running water, soap, paper towels.
 - No eating, drinking, or tobacco use in food prep areas.
 - Hair restraints worn.
- ✓ **Equipment & Utensils**
 - Utensils and food-contact surfaces cleaned and sanitized regularly.
 - Wiping cloths stored in sanitizer solution between uses.
 - Three-compartment sink (or approved method) available for washing, rinsing, sanitizing.
- ✓ **Wastewater & Waste Disposal**
 - All wastewater disposed in designated sanitary sewer – NOT storm drains or ground.
 - Grease disposed of in approved receptacles - NOT down drains.
 - Trash stored in covered containers and disposed of properly.
- ✓ **Facility & Safety**
 - Potable water with approved connections.
 - Overhead protection provided.
 - Adequate lighting for safe food preparation.
 - Electrical cords and equipment properly maintained.
 - Fire Safety Requirements followed.

List should be used as guidance for vendors although not inclusive of all requirements.
Vendors with specific concerns or questions should contact our office.

Environmental Health Office – First District Health Unit – (701) 852-1376
www.fdhu.org

North Dakota State Fair

2026 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

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

North Dakota State Fair

2026 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

2026 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**

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
- 25,000-99,999-\$210
- 100,000-199,999 - \$425
- 200,000-499,999- \$900
- 500,000-999,999-\$1,420
- 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. 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: _____ BillingZipCode: __ _

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

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. horseshows, livestock shows, community celebrations, tradeshow, 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 the 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**.

PAYMENTMETHOD: Check Money Order Visa MasterCard Discover AmericanExpress

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

Credit Card Number: _____ Expiration Date: _____ CW2/CVCCode: ____

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



Thank You
for Attending



Save the Date
July 24 - 31, 2027