



Blue Earth County Fair Association

PO Box 62
Mankato MN 56002-0062



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Timothy Madsen
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email—
info@blueearthcountyfair.org

Website—
www.blueearthcountyfair.org

Dear Vendors,

- Vendor booths are limited. Only 1 booth per direct sales company allowed. The booth will go to the first vendor with completed checks and forms if more than 1 vendor per company is interested.
- **ALL VENDORS MUST SUBMIT A PICTURE OF ITEMS FOR SALE.** Pictures will be used in advertising and on social media. Pictures must be submitted via email.
- There will be no sub-letting of space, nor is it transferable.
- To reserve space, this application must be completed in full and **MUST** be accompanied by the emailed photos, **booth rental check, early exit fee/deposit check(\$150) (2 separate checks)**, proof of insurance or a completed insurance waiver form and a completed MN ST 19 tax form (no exceptions). **Outdoor vendors using their own power cords must also include a current Electrical Inspection Certificate.**
- All sales and political campaigning must be done from booth. Do not prevent a guest from passing by your booth. **No campaigning, advertising, and/or selling away from assigned booth.**
- It is expected that our vendors will self-advertise their attendance at the Fair on their own social media sites.
- Booths will not be piped or draped.
- Refunds for cancellations after 30 days before the event will be forfeited.

The Fair Board Reserves the Right to limit the sale of any items that they deem inappropriate to the family atmosphere of the event. Any items found to be inappropriate, shall be immediately withdrawn from premises at the request of the Fair Board. If it's not removed immediately, the Fair Board may close booth without a refund.

Vendor is responsible for tables and chairs. There are limited tables and chairs available for rent. Please check the application if table/chair rental and power cords are needed. Extension cords will be available for indoor vendors with a fee. No personal extension cords allowed.

Vendors will receive 2 parking passes, NO EXCEPTIONS. Additional family, employees or volunteers over the 2 car parking pass MUST pay to park, NO EXCEPTIONS.

Vendors will be contacted by email with conformation of booth rental. If pictures are not received, you will not be featured on our Social Media outlets.

COMMERCIAL BUILDING HOURS ARE AS FOLLOWS—

Thursday, July 20th -- 10 am to 9 pm **Friday, July 21st -- 10 am to 9 pm**
Saturday, July 22nd-- 10 am to 9 pm **Sunday, July 23rd -- 10 am to 4 pm**

YOU MAY NOT TAKE DOWN BOOTH BEFORE CLOSE OF THE FAIR.

Please send all required forms, and checks to— **PHOTOS MUST BE EMAILED**

Blue Earth County Fair

Attn: Jennifer Ware, Vendor Coordinator
PO Box 62 • Mankato, MN 56002-0062

Questions—

Email jennifer.blueearthcofair@gmail.com

Credit Card Payment is available.

The Blue Earth County Fair Association vision is

“To promote the diverse agricultural and cultural heritage of Blue Earth County through active participation of its citizens.”

OFFICE USE ONLY
 Copy of current Electrical Inspection Certificate _____
 Application Fee _____
 Early Withdrawal Fee _____
 Email Confirmation _____
 Federal ID # _____
 Insurance _____
 ST19 Form Rec'd _____

“To promote the diverse agricultural and cultural heritage of Blue Earth County through active participation of its citizens.”



BLUE EARTH COUNTY FAIR

July 20th – 23rd, 2023

Food Stand Vendor Rules and Regulations

Please print all information clearly—

Business Name: _____ MN ST19 _____
 Mailing Address _____ Fed ID # _____
 City _____ State _____ Zip _____
 Owner Name _____
 Phone/Cell _____
 Email Address _____

*This document constitutes a contract between: Blue Earth County Fair Association at PO Box 62 Mankato Minnesota 56002 as **BECFA** and the party listed above by name, address, state, zip as **2nd Party**. This will enter upon the following agreement with the herein-contained conditions for the purpose of operating food concessions during the Blue Earth County Fair, **during the dates of July 20th thru July 23rd, 2023**. The location will be on the Fairgrounds located at 340 Fairgrounds Street Garden City, MN, also known as Shady Oaks Campground.*

LIMITED OPENINGS ON A FIRST-IN BASIS.

BECFA—

1. Agrees to supply a limited amount of electrical hook-ups for 2nd Party use. Any outside energy source is to be paid for by the 2nd Party. AMP hook-ups will be available up to 50 AMP (limited locations). **PLEASE MARK ON APPLICATION AMPERAGE NEEDED. Failure to complete this section will delay vendor confirmation. Prime locations will be given to first in vendor forms.**
2. To provide clean grounds prior to start of Fair, provide adequate number of garbage containers.
3. To be as helpful as possible with any reasonable needs.
4. Two (2) gate passes. Additional ones will need to be purchased.
5. BECFA is not responsible for any accidents.

2nd Party—

1. **Cost of food stand this year will be \$200.00. MUST BE RECEIVED WITH APPLICATION.**
2. A **Deposit/Early Exit Fee of \$150.00** must accompany your application. This fee will not be returned upon—failure to show up for the Fair, NOT OPENING WHEN SUPPOSE TO OPEN, CLOSING STAND EARLY or LEAVING EARLY. Early Exit Fee will be held at the Fair Office. This fee will **NOT BE RETURNED** if you cancel after 30 days prior to the Fair. The Deposit/Early Exit Fee will be returned after an inspection of your area by a BECFA Staff Member. Vendor may pick up their check at the Office after 3pm on Sunday.
3. Any paid food stand workers need to have Social Security Numbers on file with your business, and be polite and clean.
4. 2nd Party agrees to clean up grounds around stand regularly, by placing all trash in the provided containers or in dumpster (not beside or an extra charge will be assessed.)

5. There is NO disposal of hazardous materials or waste products on or near BECFA property or inside dumpster, this includes frying oil. **Any violations will result in a fine of \$400.00 and any cost required for the removal.** All fines are the responsibility of the 2nd Party.
6. All equipment and merchandise, food, or anything belonging to the 2nd Party will be removed from the Fairgrounds by the evening of the day following the Fair, unless otherwise worked out.
7. **Any food prep done outside your food stand must meet all safety regulations and must be fenced off.**
8. To provide and pay for all products brought on the property that is sold. Any product left will become the property of BECFA, if not removed by the evening of the day following the Fair, unless otherwise worked out.
9. All advertising equipment must remain with stand to avoid liability and/or any extra charges unless discussed with BECFA.
10. Food Vendors must send in a copy of **adequate state licenses, state tax numbers (ST19 form), proof of insurance with BECFA listed as additional named insured party, a list of all menu items and copy of current electrical inspection with the application.** This information MUST BE mailed to the Vendor Coordinator. Contact information is at the bottom of this form.
11. ALL Personal Vehicles will be parked in designated parking area. ****ABSOLUTELY NO Vehicles in active Fairground Area.****
12. **MUST BE SET UP ON OR BY THE FIRST DAY OF THE FAIR.**
13. **Minimal hours of operation for the fair: Wednesday–Set up Day, Thursday thru Saturday Hours 10 a.m. to 9 p.m. Sunday Hours 10 a.m. to 4 p.m. (NO EARLY TAKE DOWN ALLOWED.)**
14. On Thursday, someone needs to be on site by 10 am as the State Electrical and Health Inspectors may be on site this day visiting each location.
15. There are NO EXCLUSIONS as to what foods cannot be served this year. BECFA cannot guarantee a menu item will not be duplicated at another booth, example chips and water.
16. ADDITIONAL FAMILY/EMPLOYEES over the 2 car parking pass limit MUST PAY FOR PARKING. NO EXCEPTIONS.
17. **INCLUDE A COMPLETE LIST OF ALL MENU ITEMS ON A SEPARATE SHEET ON PAPER.**
18. **You MUST include the exact dimensions of food stand and outdoor prep area needed, including fencing, signage & amperage.**
19. Camping on grounds **YOU MUST also pay for camping.** Contact Fairgrounds Office and fill out the reservation form.

For **Camping Requirements** contact Fairgrounds Office — Info@BlueEarthCountyFair.org

****REQUIRED****

Please Indicate Needs Below—

AMP Service Required _____ Own Generator _____ (preferred)

Exact area needed, including outdoor food prep area and fencing _____

NOTE—PLEASE INCLUDE A DIAGRAM OF FOOD STAND LAYOUT INCLUDING SERVING WINDOW SIDE.

Make checks payable to the Blue Earth County Fair

Signature _____ Date _____

Government Requirements—

1. MN Dept of Revenue requires each food stand to display its Sales and Use Tax Permit and Food license. You will be fined \$100.00 per day for not complying on each count by the State.
2. All Laws regarding food vendors is the Food Vendor's Responsibility.

Please attach a list of what the 2nd Party is serving.

Mail completed application and deposits to:
Blue Earth County Fair
Attn: Jennifer Ware, Vendor Coordinator
PO Box 62
Mankato, MN 56002-0062

Please direct questions to:
Jennifer.blueearthcofair@gmail.com (preferred).