

Goodhue County Fair

August 7 – 11, 2018

The Exhibitor's Handbook with rules of exhibition and general operations for the upcoming Goodhue County Fair is posted on the Goodhue County Fair website at www.goodhuecountyfair.com. Please take time to read it before you come to the fair. If you are unable to get the handbook on-line, please drop me a note at gcfair214@gmail.com or call me at 507-251-8903.

The set-up time at the fair will be Monday, August 6, from noon to 5:00 p.m., and Tuesday August 7, starting at 9:00 a.m. Exhibits must be ready for the public by 6:00 p.m. on Tuesday. Please check in at the Secretary's Office before setting up your display. **Exhibits may be taken down after 10:00 p.m. Saturday evening.**

Discount season gate passes for your working staff will be available in the Secretary's Office and only until 6:00 on Tuesday at the rate of \$5.00 each.

Reminder: inside draped spaces are 10' wide and 8' deep; outside spaces are to fit your request.

These items should be sent prior to the fair opening to:

**Chuck Schwartau
33343 County 6 Blvd
Goodhue, MN 55027-8028**

Thanks for your cooperation. We look forward to seeing you at the Goodhue County Fair.

Sincerely,



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2018
COMMERCIAL EXHIBITOR
AND
CONCESSIONAIRE
MANUAL

157th ANNUAL
GOODHUE COUNTY FAIR
AUGUST 7 - 11
44217 County 6 Blvd
Zumbrota, MN

GOODHUE COUNTY FAIR

August 7 – 11, 2018

Zumbrota, MN 55992

Please read this exhibitor's manual carefully. It outlines many important terms and conditions concerning the leasing of space for exhibiting at the Goodhue County Fair. The information contained in this manual and the space rental contract was established for the benefit of all exhibitors and the public.

The term "commercial exhibitor" refers to all participants making reservations with a Commercial Exhibit space application, whether inside one of the buildings or outside on the grounds. The term "Fair Board" refers to the Goodhue County Agricultural Society and/or its representatives. The term "event" or "Fair" refers to the Goodhue County Fair.

MAILING ADDRESS

Goodhue County Fair, Box 214, Zumbrota, MN 55992

FAIR LOCATION

44279 County 6 Blvd, Zumbrota
North of downtown Zumbrota on County Road 6

FAIR OFFICE AND PHONE NUMBER

The fair office is located in the Secretary's office adjacent to the flag pole at the east end of the fairgrounds. Office hours begin at 8 a.m. daily during the fair. Telephone 507 732 5001 during the fair only. Website—
www.goodhuecountyfair.com

FAIR SPACE RENTAL

Chuck Schwartau, 651/258-4490 (H) or 507-251-8903 (C) or at gcfair214@gmail.com

FAIR HOURS

Gates open at 8 a.m. daily and close at the end of each day's scheduled activities.

PAY PHONE ON GROUNDS

A pay phone is available for public use inside the door of the 4-H Building during the run of the fair.

EXHIBITS SHOULD BE OPEN TO THE PUBLIC BY 6 P.M. TUESDAY AND OPERATING UNTIL 10 P.M. SATURDAY.

INSIDE EXHIBIT BUILDINGS OPEN AT NOON EACH DAY.

SECURITY

Security is provided on the grounds Monday evening through Sunday noon. Even though the Fair Board takes all reasonable precautions, the Fair, its directors, and employees, are not responsible for any damage or loss to property at the fairgrounds during the course of the fair.

The Exhibitor accepts full responsibility for all liabilities for damages to persons and/or property arising out of his/her use and/or occupancy of fair property.

The Goodhue County Agricultural Society will not be responsible for any loss by theft, fire, accident or act of God.

There will be security people at various places and times throughout the run of the fair. However, they are unable to watch over individual exhibits. It is recommended that exhibits never be left unattended during the hours open to the public.

PARKING AND GATE ADMISSIONS

The Fair has plenty of free parking and a paid gate. **NO FREE PASSES ARE ISSUED, BUT EXHIBITORS MAY PURCHASE PASSES FOR THEIR STAFF AT A REDUCED PRICE OF \$5 UNTIL OPENING TUESDAY EVENING.** Please stop at the Secretary's office to purchase the necessary passes before 6 p.m. Tuesday. Front gate ticket sellers are not expected to remember all exhibitors, so your employees and workers should be prepared to show their passes.

"Exhibitor" placards are available for you to place in your windshield. Pick them up at the Secretary's office. These will help to alert parking attendants as you enter the gate.

For exhibitor's convenience and to deliver supplies for your displays, a limited number of parking spots are reserved just inside the front gate, and near the FFA barnyard. If you need to park in one of these spots, inform the parking attendants as you enter the main parking lot. They will try to accommodate.

Outside exhibitors MAY NOT park at their exhibits due to space and traffic.

CONTRACT

The contract does not allow for sub-letting of exhibit space nor is it transferable. Space will be reserved on a first come-first served basis by the concessions manager. Exhibitors from previous years will be given priority preference for their previous sites until May 1. After May 1, space will be assigned on an as received basis. Every effort will be made to accommodate requests. To keep records correct, exhibitors must notify the Fair Board of any changes in company name, address, telephone number, or management as currently indicated on their contract. When appropriate, exhibitors shall submit a list of all items to be sold, displayed, advertised, promoted, or demonstrated with their space rental contract. Any item in an exhibitor's space, not authorized per contract, is subject to removal at the Fair Board's discretion.

CERTIFICATE OF INSURANCE

All exhibitors must provide a certificate of liability insurance coverage, which names the Goodhue County Fair as a co-insured. This certificate must accompany the space reservation contract. This is a requirement of our own insurer. For most businesses, this is accomplished by asking your regular insurer for a certificate of insurance. For home-based small businesses, this may be accomplished by asking your agent to attach a rider for the duration of the fair at little or no additional cost. Most organizations have this coverage available through parent organizations.

ALL SELLERS AT THE GOODHUE COUNTY FAIR MUST COMPLETE A CERTIFICATE OF COMPLIANCE WITH THEIR SALES TAX NUMBER.

Roads and passageways may not be obstructed in any way.

All political campaigning must be done from a booth or in the space directly in front of the rented space. No campaigning while walking on the grounds is allowed.

Nails, tacks, and staples must be removed from your display area and the area nearby at the close of the fair.

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 item found to be inappropriate, whether advertised or offered for sale by an exhibitor, shall be immediately withdrawn and removed from the premises at the request of the Fair Board. If it is not removed immediately, the Fair Board may close that leased space and remove the Exhibitor without liability in doing so.

It is the exhibitor's responsibility to read and comply with the provisions and rules of the space rental contract and the exhibitor's manual, and to inform all their personnel of fair rules and regulations. A copy of this manual should be kept in the rented space at all times.

EXHIBIT HOURS

Exhibit buildings are open to the public for the following hours: Tuesday- 6-10 p.m.; Wednesday –Saturday-noon to 10 p.m. On Sunday, displays may be taken down from 11:00 a.m. to 1:30 p.m. or after 10:00 p.m. Saturday evening. These times are for normal conditions. Heavy crowds or bad weather may alter these times to suit specific situations. As a courtesy to fair visitors and to fellow exhibitors, please do not start closing or removing exhibits before closing time. Early departures may remove your name from future exhibitor lists. Exhibitors set up outside the buildings may set their own hours. However, we do encourage that open hours would be at least as long as those inside the buildings.

PETS

No dogs or pets, other than service animals, shall be permitted on the fair site or in any buildings or tents during the fair unless they are part of an authorized act, exhibit, or competition.

PAYMENT

Full payment of rental fee must accompany your space request. No space will be reserved and no preference given to choice of location until the application is received and payment is made in full.

FOOD INSPECTIONS

Food inspectors will be on the grounds early in the fair to inspect food vendors. They may re-inspect at any time during the fair.

ELECTRICAL INSPECTIONS

The Minnesota Board of Electricity inspects all electrical equipment. The Fair Board supports the policy of providing electrical service in a safe and efficient manner. Any repairs to exhibitor's equipment will be at their cost. Shane Electric is the official fair electrician. The cost of extra electrical connections or other special services are to be paid by the exhibitor. Exhibitors will supply their own extension cords and other equipment and it must have electrical inspection tickets.

GARBAGE PICKUP

There is no additional cost to exhibitors for trash pickup. Garbage removal is included in the contract price. Exhibitors are requested to keep areas neat and have garbage bagged for easy removal.

ADVERTISING

The Fair Board will immediately remove signs or advertising matter of any kind deemed objectionable by the Fair Board without liability or damage as a result. The Fair Board shall be the sole decider as to what is objectionable, and all such decisions shall be final. The Fair Board reserves the right to regulate the type and location of signs that exhibitors post for the benefit of patrons. Posting of stickers or literature to any Fair Grounds property whether permanent or temporary, or to vehicles in fair parking lots WILL NOT BE ALLOWED. The activities of the exhibitor shall not interfere with other exhibitors, vendors, or fairgoers by activity beyond the space rented, or by nuisances such as excessive volume on a public address system, musical instrument, or other. All solicitation must be from within a paid exhibit space.

PRIZE DRAWINGS

The Fair Board reserves the right to approve or deny approval of any drawing to be conducted during the fair. When approved, it shall be the exhibitor's responsibility to notify the winners and arrange for delivery of the prizes. The public address system in the fair office is available for exhibitors to announce drawing winners.

CHECK-IN

All exhibitors and concessionaires must check in with the fair secretary before setting up or occupying their space.

ABSOLUTELY NO SMOKING WILL BE ALLOWED IN FAIR BUILDINGS

EMERGENCY, LOST AND FOUND

Emergencies, emergency messages, information on lost, found, and stolen articles, lost children, etc. should be reported promptly to the Fair Office.

DISPUTES

The Fair Board shall be the final arbiter of any disputes involving exhibitors. The Fair Secretary and two Fair Board Directors may represent the Fair Board.

The Board requests that person will report any questionable or demoralizing activity. Please do not wait until the fair is over to make complaints, but report immediately to the Fair Office.

The Fair Board aims to have a moral, clean fair which will command the support of the entire community.

THE FAIR BOARD RESERVES THE RIGHT TO AMEND OR ADD TO THESE RULES IF JUDGMENT DEEMS IT ADVISABLE.