

EAST OTTER TAIL COUNTY FAIR

FOOD EXHIBITOR AGREEMENT

July 21-24, 2022

Business Name: _____

Contact Person: _____

Address: _____

City: _____ **State** _____ **Zip** _____

Telephone: _____ **Email:** _____

The East Otter Tail Agricultural Society is charging 15% of sales after sales tax. The Fair Board will pay for the electricity and garbage pick-up. A \$100.00 deposit is required to hold a spot. The \$100.00 will be credited back off the 15% payback.

ALL BOOTH EXHIBITORS WILL RECEIVE 2 FREE PARKING PASSES

Products that you will be selling: _____

I understand that the carnival has the right to sell corndogs, cotton candy popcorn, shaved ice, caramel apples, and cheese curds. I also understand that I may not compete with the carnival exhibits of the midway and I agree to all the conditions included on this agreement and all included correspondences pertaining to booth rental.

FOOD INSPECTIONS- Food inspectors will be on the fair grounds on Thursday as planned and may re-inspect vendors at anytime during the duration of the Fair. Please make sure you are compliant with both the State of Minnesota and Otter Tail County regulations and licenses.

ELECTRICAL INSPECTIONS- the Minnesota Board of Electricity will be inspecting all electrical equipment. The EOT County Fair Board of directors and the East Otter Tail County Agricultural Society supports the policy of providing electrical service in a safe and efficient manner. Any repairs on exhibitor's equipment will be at your cost. JC Electric is our official Fair Electrical Contractor. Franchisees /Exhibitors must bear the cost of the State of Minnesota Electrical Inspection.

SIGNATURE OF EXHIBITOR: _____ **DATE:** _____

Please make checks payable to: **East Otter Tail County Agricultural Society**
P.O. Box 152
Perham, MN 56573

FOOD VENDOR REQUIREMENT FORM

1. All Food Vendors will be required to provide a full menu and price list. This may not be changed during the fair
2. The Fair Board has the right to limit the number of Food Vendors that will be allowed to operate during the fair.
3. Previous Food Vendors will be selected by the following:
 - Based on number of years they have operated at the fair.
 - The reputation of the goods and service that they have provided in past years.
 - The variety of the menu offered and the prices of each item.
4. Selected Food Vendors will be required to have all info submitted by May 15th. After May 15th the Fair board will select alternates from the Waiting List to attend the fair as a Food Vendor.
5. All food vendors must have their Food Trailer inspected by both the MN Department of Health and meet Otter Tail County requirements and have the MN Board of Electricity Inspection done prior to July 1st and have written proof that both have been completed. Copies need to be submitted before the fair start date. **DEADLINE- JULY 15TH**
6. The Fair Board will have the right to refuse any Food Vendor that does not follow the guidelines set forth and the Fair Board will not refund the deposit back to any food vendor that does not comply to the requirements.
7. The following items can not be sold by any food vendor as the carnival has exclusive rights: **corndogs, cotton candy, popcorn, shaved ice, caramel apples, and cheese curds.**
8. It will be the Food Vendor's responsibility to provide all equipment necessary to operate Their Food Trailer. The East Otter Tail Fair will not be providing any electrical cords or water hoses, etc that would be needed to operate A food Vendor Unit.

I fully understand all of the above when submitting my agreement for the changes that will be implemented for the 2022 East Otter Tail County Fair.

Vendor Signature _____ **Date:** _____



East Otter Tail County
Agricultural Society
P.O. Box 152
Perham, MN 56573
Office Phone- (218) 346-2750
eotcountyfair.org

Dear Booth Exhibitor,

Greetings and I would like to wish you a successful new 2022 year. The East Otter Tail County Fair is coming up soon July 21-24, 2022 and I would like to offer you the opportunity to rent a booth space. We will continue to offer the special on early registration and free advertising opportunity that is available until May 15, 2022.

PLEASE STAY SAFE AND CHECK OUT OUR WEBSITE FOR COVID-19 UPDATES.

- ★ This year the early deadline is May 15, 2022 for the best deal on the booth rent.
- ★ If you return your deposit by May 15, 2022 we will add your business name in our premium book for extra advertising exposure, this reaches over 14,000 papers.
- ★ Office hours will begin in July so you will need to contact me at 218-849-7520 or email at woolyacres@arvig.net for any questions you have prior to July.
- ★ Please call Monday thru Thursdays after 6:00 pm.
- ★ The website with office hour information will be updated at a later date.
- ★ **2021 vendors will have priority on booth preference until May 15, 2022. New vendors will fill in booths that have opened up after previous years vendors.**

Checklist for Booth Exhibitors

- _____ Exhibitor Agreement (**Everyone must provide one with signature**)
- _____ Operator Certificate of Compliance (ST19) (**Everyone must provide one**)
- _____ Exhibitor Maps
- _____ Food Exhibitor Agreement (Required if you are a Food Vender)
- _____ MN Department of Health Certificate & Other Permits (Required if you are a Food Vendor)
****Note- Otter Tail County requires license from the county (Clay, Wilkin, & Otter Tail)**
- _____ Food Vendor Requirements Form(Food Vendors Only- sign &return)
- _____ Proof of Insurance (**Must list the Fair on the certificate with the dates**)
- _____ Check or money order for Booth Rental
- _____ A check for the Deposit (This will be returned after 5:00 PM July 24, 2022).

**** In July you will receive you Exhibitor Handbook along with your 2 free parking passes and any current information you will need.**

Sincerely,

Diane Sazama

East Otter Tail Fair Board Secretary/Treasurer

East Otter Tail County Fair
July 21-24, 2022

Booth Set-Up Schedule

Wednesday July 20, 2022
Noon to 8:00 PM

Thursday July 21, 2022
8:00 to 11:00 AM

Your booth must be open by
11:00AM
Thursday July 21, 2022

**EAST OTTER TAIL COUNTY FAIR
EXHIBITOR AGREEMENT
July 21-24, 2022**

Business Name: _____
Contact Person: _____
Address: _____
City: _____ **State:** _____ **Zip Code:** _____
Phone: _____ **Email:** _____

I would like to rent a commercial booth (sizes are approximate). Please indicate your preference with an . **ALL BOOTH RENTALS INCLUDE 2 FREE PARKING PASSES.**

Inside Booth	Section Size	Before May 15th	After May 15th
	A (12 x 10)	\$125	\$150
	B (10 x 8)	\$125	\$150
	C (12 x 9)	\$125	\$150
	D (12 x 6)	\$100	\$125
	E (6 x 12)	\$100	\$125
	E (12 x 8)	\$75	\$100
Outside Booth	Section Size	Before May 15th	After May 15th
	F (25 x 25)	\$125	\$150


 **A \$50.00 DEPOSIT WILL BE REQUIRED TO BE AN EXHIBITOR.**

 Exhibitors will receive their deposit back on Sunday July 24, 2022 after 5:00pm tear down and inspection.

 **PLEASE MAKE A SEPARATE CHECK FOR THE DEPOSIT.**

BOOTH PREFERENCE:
 Same booth as last year.
 I would like a different booth.
 Booth: _____
 Early agreements returned will help

Product or Service you will be providing or selling:

 _____

- I understand that booths will not be reserved until payment has been made in full.
- I understand that exhibits may not compete with carnival exhibits on the midway.
- * Exhibitors must exhibit appropriate displays for all ages to view.
- I agree to all the conditions appearing on this agreement and all correspondences pertaining to booth exhibitor's requirements and handbook (You will receive a copy in July).

Signature of Exhibitor: _____ **Date:** _____

Please Make Checks payable to: **EAST OTTER TAIL COUNTY FAIR (EOT FAIR)
P.O. BOX 152
PERHAM, MN 56573**

OFFICE USE ONLY:	DATE PAID	AMOUNT PAID	CHECK #	DEPOSIT CHECK #	PACKET
Initial:					√

Operator Certificate of Compliance

Read the information on the back before completing this certificate. **Person selling at event:** Complete this certificate and give it to the operator/organizer of the event. **Operator/organizer of event:** Keep this certificate for your records.

Do not send this form to the Department of Revenue.

Print or type	Name of business selling or exhibiting at event		Minnesota tax ID number	
	Seller's complete address		City	State
	Name of person or group organizing event			
	Name and location of event			
	Date(s) of event			

Merchandise sold	Describe the type of merchandise you plan to sell.	

Sales tax exemption information	Complete this section if you are not required to have a Minnesota tax ID number.	
	<input type="checkbox"/> I am selling only nontaxable items.	
	<input type="checkbox"/> I am not making any sales at the event.	
	<input type="checkbox"/> I participate in a direct selling plan, selling for _____ (name of company), and the home office or top distributor has a Minnesota tax ID number and remits the sales tax on my behalf.	
	<input type="checkbox"/> This is a nonprofit organization that meets the exemption requirements described below: _____ Candy sold for fundraising purposes by a nonprofit organization that provides educational and social activities for young people primarily aged 18 and under (MS 297A.70, subd. 13[a][4]). _____ Youth or senior citizen group with fundraising receipts up to \$20,000 per year (\$10,000 or less before January 1, 2015)(MS 297A.70, subd. 13[b][1]). _____ A nonprofit organization that meets all the criteria set forth in MS 297A.70, subd. 14.	

Sign here	<i>I declare that the information on this certificate is true and correct to the best of my knowledge and belief and that I am authorized to sign this form.</i>	
	Signature of seller	Print name here
	Date	Daytime phone ()

PENALTY — Operators who do not have Form ST19 or a similar written document from sellers can be fined a penalty of \$100 for each seller that is not in compliance for each day of the selling event.

Information for sellers and event operators

Operators/organizers of craft, antique, coin, stamp or comic book shows; flea markets; convention exhibit areas; or similar events are required by Minnesota law to get written evidence that persons who do business at the show or event have a valid Minnesota tax ID number.

If a seller is not required to have a Minnesota tax ID number, the seller must give the operator a written statement that items offered for sale are not subject to sales tax.

All operators (including operators of community sponsored events and nonprofit organizations) must obtain written evidence from sellers.

Certain individual sellers are not required to register to collect sales tax if they qualify for the isolated and occasional sales exemption. To qualify, all the following conditions must be met:

- The seller participates in only one event per calendar year that lasts no more than three days;
- The seller makes sales of \$500 or less during the calendar year; and
- The seller provides a written statement to that effect, and includes the seller's name, address and telephone number.

This isolated and occasional sales provision applies to individuals only. It does not apply to businesses.

Sales tax registration

To register for a Minnesota tax ID number, call 651-282-5225.

A registration application (Form ABR) is also available on our website at www.revenue.state.mn.us.

Information and assistance

If you have questions or want fact sheets on specific sales tax topics, call 651-296-6181.

Most sales tax forms and fact sheets are also available on our website at www.revenue.state.mn.us.

For information related to sellers and event operators, see Fact Sheet #148, *Selling Event Exhibitors and Operators*.

We'll provide information in other formats upon request to persons with disabilities.

MAIN EXHIBIT BUILDING

STAIRS

EAST	E1 6 X 12 \$100	E2 6 X 12 \$100	E3 6 X 12 \$75
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OPEN CLASS & FFA EXHIBITS

A1 12 X 10 \$125
A2 12 X 10 \$125
A3 12 X 10 \$125
A4 12 X 10 \$125
A5 12 X 10 \$125
A6 12 X 10 \$125
PERHAM FFA

B1 10 X 8 \$125
B2 10 X 8 \$125
B3 10 X 8 \$125
B4 10 X 8 \$125
B5 10 X 8 \$125
B6 10 X 8 \$125

C1 12 X 9 \$125	D1 12 X 6 \$100
C2 12 X 9 \$125	D2 12 X 6 \$100
C3 12 X 9 \$125	D3 12 X 6 \$100
C4 12 X 9 \$125	D4 12 X 6 \$100
C5 12 X 9 \$125	D5 12 X 6 \$100
C6 12 X 9 \$125	D6 12 X 6 \$100
E4 12 X 4 \$75	

E6 12 x 8 \$100	E9 12 x 8 \$75
E7 12 x 8 \$100	E10 12 x 8 \$75
E8 12 x 8 \$100	E11 12 x 8 \$75

WEST

E5 12 X 4 \$75

OFFICE

OUTSIDE BOOTH EXHIBITS

OUTSIDE BOOTHS
\$125 approx. 25 x 25

CHILDREN'S
BARN

MIDWAY



F15
F14
F13

4-H
FOOD STAND



LIONS
BINGO

F17 F16

F9 F8

FIRE LANE

F10 F11 F12

BATHROOMS

MAIN EXHIBIT BUILDING

KRUEGER
BASEBALL
FIELD

F7
BEER
GARDEN

ENTERTAINMENT

F1
F2
F3
F4
F5
F6

PARK