



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 2023 year. The East Otter Tail County Fair is coming up soon July 20-23, 2023 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, 2023.

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

- ★ This year the early deadline is May 15, 2023 for the best deal on the booth rent.
- ★ If you return your deposit by May 15, 2023 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.
- ★ **2022 vendors will have priority on booth preference until May 15, 2023. 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 23, 2023).

**** 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
EXHIBITOR AGREEMENT
July 22-23, 2023**

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 23, 2023 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 Zip code
	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.

I am selling only nontaxable items.

I am not making any sales at the event.

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.

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 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.

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.

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 guild lines 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 2023 East Otter Tail County Fair.

Vendor Signature _____ **Date:** _____

**EAST OTTER TAIL COUNTY FAIR
FOOD EXHIBITOR AGREEMENT
July 20-23, 2023**

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 final payments must be made by September 1, 2023.**

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. Concessionaires /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**

MAIN EXHIBIT BUILDING

STAIRS

EAST

E1
6 X 12
\$100

E2
6 X 12
\$100

E3
6 X 12
\$75

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

C2
12 X 9
\$125

C3
12 X 9
\$125

C4
12 X 9
\$125

C5
12 X 9
\$125

C6
12 X 9
\$125

E4
12 X 4
\$75

D1
12 X 6
\$100

D2
12 X 6
\$100

D3
12 X 6
\$100

D4
12 X 6
\$100

D5
12 X 6
\$100

D6
12 X 6
\$100

E6
12 x 8
\$100

E7
12 x 8
\$100

E8
12 x 8
\$100

E9
12 x 8
\$75

E10
12 x 8
\$75

E11
12 x 8
\$75

WEST

E5
12 X 4
\$75

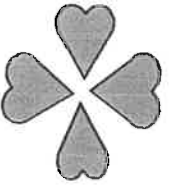
OFFICE

OUTSIDE BOOTH EXHIBITS

OUTSIDE BOOTHS
\$125 approx. 25 x 25

CHILDREN'S
BARN

MIDWAY



F17 F16

MONS
BINGO

4-H
FOOD STAND



F9 F8

F15
F14
F13

FIRE LANE

F10 F11 F12

BATHROOMS

MAIN EXHIBIT BUILDING

F7
F6
F5
F4
F3
F2
F1

BEER
GARDEN

ENTERTAINMENT

KRUEGER
BASEBALL
FIELD

PARK

