

**EAST OTTER TAIL COUNTY FAIR**

**JULY 25-28, 2024**

*Celebrating 113 Years!*

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

**Dear Booth Exhibitor,**

Greetings, and I would like to wish you a successful new 2024 year. The East Otter Tail County Fair is coming up soon July 25-28, 2024, 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 your name in the premium book until May 15, 2024.

- ★ This year the early deadline is May 15, 2024, for the best deal on the booth rent.
- ★ If you return your deposit by May 15, 2024, 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](mailto:woolyacres@arvig.net) for more information prior to July. Please call or text after 6pm Monday through Thursday.
- ★ The website with office hours will be updated at a later date.
- ★ **2023 vendors will have priority on booth preference until May 15, 2024. 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 a signature)
- \_\_\_\_\_ Operator Certificate of Compliance (ST19) (Everyone must provide one)
- \_\_\_\_\_ Food Exhibitor Agreement Form (Food Vendors Only)
- \_\_\_\_\_ MN Department of Health Certificate & Other Permits (Food Vendors Only)  
\*\* Note- Otter Tail County requires license from the county (Clay, Wilkin, & Otter Tail)
- \_\_\_\_\_ Food Vendor Requirement Form (Food Vendors Only)
- \_\_\_\_\_ Proof of Insurance (Certificate of Liability Insurance) – must have fair listed.
- \_\_\_\_\_ Check or Money Order for Booth Rental
- \_\_\_\_\_ A check for the deposit (This will be returned after 5pm July 28, 2024)
- \_\_\_\_\_ Map of the Fair is for you to keep for your reference.

**\*\*\* In July you will receive your Exhibitor Handbook along with 2 free parking passes and any current information you will need to exhibit at the 2024 fair.**

Sincerely,

Diane Sazama

East Otter Tail County Fair Board Secretary/Treasurer

**EAST OTTER TAIL COUNTY FAIR  
EXHIBITOR AGREEMENT FORM  
July 25-28, 2024**

**Business Name:** \_\_\_\_\_  
**Contact Person:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_  
**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	Approximate Size	Before May 15 <sup>th</sup>	After May 15 <sup>th</sup>
	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 X12)	\$100	\$125
	E (12 X 8)	\$75	\$100
OUTSIDE BOOTH	SECTION SIZE	Before May 15 <sup>th</sup>	After May 15 <sup>th</sup>
	F (25 X 25)		
	F (25 X 25)		

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

➤ Exhibitors will receive their deposit back on Sunday July 28, 2024, after 5:00pm tear down and inspection.

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

➤ **BOOTH PREFERENCE:**  
 Same as last year.  
 I would prefer a different booth.  
 Booth: \_\_\_\_\_

**Early agreements returned will increase your chance of receiving your preferred booth. Returning vendors have priority under the May 15<sup>th</sup> deadline.**

**Product or Service you will be providing:**

\_\_\_\_\_  
 \_\_\_\_\_

- ❖ 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 including the hours of operation of my booth (Handbook will be mailed out in July).

**Signature of Exhibitor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Please make checks payable to: EAST OTTER TAIL COUNTY FAIR (EOT FAIR)**

OFFICE USE ONLY	DATE PAID	AMOUNT PAID	CHECK #	DEPOSIT CHECK #	PACKET MAILED
INITIAL:					

**EAST OTTER TAIL COUNTY FAIR  
FOOD EXHIBITOR AGREEMENT FORM  
JULY 25-28, 2024**

**Business Name:** \_\_\_\_\_  
**Contact Person:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_  
**Telephone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

The East Otter Tail County 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 deposit will be credited back off the 15% payback.

**ALL FINAL PAYMENTS MUST BE MADE BY SEPTEMBER 1, 2024.**

**ALL BOOTH EXHIBITORS WILL RECEIVE 2 FREE PARKING PASSES.**

**Products that you will be selling:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I understand that the carnival has the exclusive rights to sell corndogs, cotton candy, popcorn, shaved ice, caramel apples, french fries & potato-based items, 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 in this agreement and all correspondences pertaining to booth rentals.

**FOOD INSPECTIONS-** Food inspectors will be on the fair grounds on Thursday as planned and may reinspect vendors at any time during the duration of the fair. Please be sure you are compliant with both the State of Minnesota and Otter Tail County regulations and licensing requirements.

**ELECTRICAL INSPECTIONS-** The Minnesota Board of Electricity will be inspecting all electrical equipment and units. The East Otter Tail County Fair Board Directors and the East Otter Tail County Agricultural Society support the policy of providing electrical service in a safe and efficient manner. Any repairs to the 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:** \_\_\_\_\_

**Formula:**

1. Total Gross Sales x Sales Tax (State, City, & County) = Sales Tax
2. Total Gross Sales – Sales Tax = \_\_\_\_\_ x 15% = Total after Tax
3. Total after Tax - \$100 deposit = Amount Payable to Fair.

# EAST OTTER TAIL COUNTY FAIR 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. No pricing wars among vendors will be permitted.
2. The Fair Board Manager or 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 criteria:
  - a. Based on the number of years they have operated at the fair.
  - b. The reputation of the goods and services that they have provided in past years.
  - c. The variety of menu items offered and the pricing of each item.
4. Selected Food Vendors will be required to have all information submitted by May 15<sup>th</sup>. After May 15<sup>th</sup>, the Fair Board Manager or Fair Board will select alternates from the waiting list to attend the fair and participate as a Food Vendor.
5. All Food Vendors must have their Food Trailer or Concession Stand inspected by both the MN Department of Health and meet both State of Minnesota and Otter Tail County regulations and requirements and have the MN Board of Electricity Inspection prior to July 1<sup>st</sup>. You will need to submit written proof that both are completed. Copies need to be submitted no later than **JULY 15<sup>th</sup>**.
6. The Fair Board Manager or Fair Board will have the right to refuse any Food Vendor that does not comply with the guidelines set forth and your \$100 deposit will be considered forfeited on any requirements not met.
7. The following items can not be sold by any food vendors as the carnival has exclusive rights: **corndogs, cotton candy, popcorn, shaved ice, caramel apples, French fries & potato-based items, and cheese curds. Other items may be added to this list at any time as deemed a conflict with the carnival contract.**
8. It will be the Food Vendor's responsibility to provide all equipment necessary to operate their food trailer or concession stand. The East Otter Tail Fair will not be providing any electrical cords, water hoses, etc. that would be needed to operate a Food Vendor Unit.
9. Food Vendor operating hours are Thursday-Saturday 11am to 10pm. Sunday noon to closing or dismissal by Fair Vendor Manager. You may operate beyond those hours if you feel it will provide a beneficial opportunity for your business.

**I FULLY UNDERSTAND ALL OF THE ABOVE REQUIREMENTS WHEN SUBMITTING MY AGREEMENT FOR TO BE A VENDOR AND THAT THE FAIR BOARD MANAGER OR FAIR BOARD WILL BE ENFORCING THE REQUIREMENTS SET FORTH FOR THE 2024 EAST OTTER TAIL COUNTY FAIR.**

**VENDOR SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

# 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.
	<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. This is
	<input type="checkbox"/> a nonprofit organization that meets the exemption requirements described below:
	<p>_____ 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]).</p> <p>_____ 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]).</p> <p>_____ A nonprofit organization that meets all the criteria set forth in MS 297A.70, subd. 14.</p>

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

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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](http://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](http://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.