

NICOLLET COUNTY FAIR
August 9-13, 2017
Commercial Exhibit Space Rules

1. All exhibitors must provide a certificate of insurance giving evidence of \$1 million liability insurance. **The certificate must name Nicollet County Agricultural Society as additional names insured and with valid dates of coverage.**
2. **Please complete the attached Sale Tax Form, ST 19 and return with contract.** This is required even if you are not selling anything. (State Mandate).
3. Indoor set-up days are **Tuesday 2:00 to 8:30 pm and Wednesday 8:00 to noon. All booths need to be set-up by noon on Wednesday.** Displays may not be removed until after 3:00 pm on Sunday. No early take downs will be allowed.
4. Building Hours for the Fair are: Wednesday 3:00 to 9:00 pm, Thursday and Friday 12:00 pm to 10:00 pm, Saturday 10:00 am to 10:00 pm and Sunday 11:00 am to 3:00 pm. The fair opens at 3:00 pm on Wednesday with Harness Racing beginning at 1:00 pm on Wednesday. Doors will open for exhibitors ten minutes prior to the building opening.
5. You will be allowed to park near the building during set-up hours to unload. Once you have finished unloading please park on the South Side of Johnson Hall. You will receive two parking passes for the duration of the fair. If you need additional passes, you will need to purchase them for \$5.00 each.
6. Booth space is 8 x 8 unless you request and pay for additional space. You will need to furnish your own table, chairs, fans, etc. If you need electricity you will need to indicate on your contract when mailing it in.
7. Contract, ST-19 and Certificate of Insurance along with payment are due by August 1, 2017. If fees are not paid by August 1, 2017 your space will be sold to someone on the waiting list. Space not occupied by noon on Wednesday will also be resold and no refund will be made. Refunds will be made only if cancellation is received in writing 30 days prior to the opening day of the fair which is August 9, 2017.
8. The Nicollet County Fair, Nicollet Agriculture Society or its Directors are not responsible for any merchandise damaged, broken or stolen. In case of emergency all buildings will be evacuated and locked. All fairgoers will be advised to leave the grounds and go to the National Guard Armory northwest of the fairgrounds.
9. Fair management does not control the price of goods and service for sale, but does encourage prices to be posted and include Minnesota sales tax.

If you have any questions please feel free to give me a call or e-mail me. There are a few changes from previous years to better enhance the Nicollet County Fair. Thank You for being a part of the Fair. Deadline to reserve your booth is June 16th for the reduced rate and July 14th for the regular rate.

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