

# **Olmsted County Agriculture Association**

## **Rules & Regulations**

### **Governing the Olmsted County Fair**

**And**

### **Vendor Information**

**July 25<sup>th</sup> – 31<sup>st</sup>, 2016**

#### General Information

These rules govern the operation and management of the Olmsted County Fair and the Olmsted County Fairgrounds during the period of the annual County Fair.

AUTHORITY – The rules are promulgated pursuant to authority granted the Olmsted County Agriculture Association by Minnesota Statue Chapter 37.16. The Olmsted County Agriculture Association is not an agency of County-wide jurisdiction, these rules will not be contained in the County Code of Agency Rules.

The Olmsted County Agriculture Association is run by 11 members, known as the Fair Board, who are elected by the Association, and are responsible for the management and control of the Olmsted County Fair.

FEES – The Fair Board shall annually review and establish fees for, but not limited to the following: Gate Admission; Vehicle Parking; Camping Permits; Building Space Rental; and Outside Space Rental.

REGULATION OF CONDUCT AND ACTIVITIES - The Association recognizes the County Fair is a proper forum for the free exchange of ideas necessary to a free society, yet reserves the right to regulate all activities and Vendors on the Fairgrounds with regard to time, manner, and place in pursuance of its valid interest in maintaining peace, order and protection of the general public. Vendors shall comply with all applicable State and Federal laws and with the procedures and information set forth

in the Olmsted County Agricultural Association's Rules and Regulations.

OPERATING HOURS OF THE FAIR – Setup takes place Saturday-Monday preceding the opening day of the fair, with all vehicles off the grounds by 10:00am Tuesday. Setup must be completed and Vendors/exhibits staffed and open for business as follows:

Commercial Vendors/Exhibits: Tuesday – Saturday 11:00am – 9:00pm; Sunday 11:00am – 6:00pm

Food Vendors: Tuesday 12:00pm – 10:00pm; Wednesday – Saturday 11:00am – 10:00pm; Sunday 11:00am – 6:00pm. Vendors may choose to open earlier or stay open later than hours posted. Food Vendors may open on Monday if desired.

All vehicles must be removed from vendor area by 10:00am each day. Vendors/Exhibitors must be staffed during these posted hours.

SPEED LIMITS/PARKING/TRAFFIC SIGNAGE – Vehicle speed limits, parking area, delivery hours, and restricted areas are determined by the Fair Board. The Fair Board will provide the placement of such traffic control signs on the fairgrounds where necessary for the proper safety, protection and control of the Fairgrounds and the public thereon.

PEDESTRIAN RIGHT OF WAY – When walking on or about any street, sidewalk or other area generally open to the public on the Olmsted County Fairgrounds, pedestrians shall have the right of way, except to emergency vehicles. All vehicles shall yield the right of way to any and all pedestrians on the Fairgrounds, except emergency vehicles.

MULTI-WHEELED VEHICLES – There shall be no bicycles, motorcycles, motor scooters, Segways, skateboards, rollerblades/skates, hover boards, or snowmobiles be operated on the Fairgrounds.

GOLF CARTS/ATVs/GATORS – No golf carts/ATVs/gators will be allowed on Food Row from 11:00 am to 11:00pm, except those authorized by the Fair Board.

HANDING OUT MATERIALS – The sale, posting or distribution of any merchandise, products, promotional items and printed or written materials except from a fixed location on the Fairgrounds shall be prohibited. Such items shall not be given to any County Fair patron unless requested by that patron. Demonstrating, Campaigning, Advertising or any other promotional activity is prohibited except in the fixed location that was approved by the Fair Board.

BANNERING/PICKETING/INTERFERING – No individuals or group of individuals shall banner, picket or engage in any other activities on the Olmsted County Fairgrounds before or during the annual County Fair, which may interfere with a Vendor preparing or conducting business or which interferes with the free movement of any County Fair patron. There is a specific area in which such manner may be conducted in the Northeast corner of the campground.

ADVERTISING VEHICLES – The operations or parking of any vehicles upon which any advertising signs, political or otherwise, have been affixed in any manner shall be prohibited on the Fairgrounds. Those that are servicing Vendors on the grounds or have paid for a parking space are acceptable.

PETS – No dogs or other pets, other than service dogs shall be permitted on the Olmsted County Fairgrounds during the annual County Fair. Animals on exhibit are allowed.

GUNS - All guns (excluding law enforcement) are banned from the Olmsted County Fairgrounds and buildings during the period of the annual County Fair.

SMOKING/E CIGARETTES – Smoking/E cigarettes are allowed only in designated areas (parking lots).

SPACE RENTAL – The space rental contracts are designated for the period of the annual county fair. These contracts cannot be sold, transferred, assigned or devised by will without the written approval of the Fair Board. Space rental rates are set by the Fair Board on an annual basis.

Application forms are available online at the beginning of the year. Normally there are more applications for space than space available. New Vendors will be added to a waiting list. The Vendor Committee shall exercise its best judgment in determining what is in the best interest of the Olmsted County Fair and its patrons. Some factors include, but are not limited to: health and safety of the Fair-going public, the extent to which the proposed product or service duplicate those of existing Vendors, geographic mix and balance of products and services on the Fairgrounds, product originality, and the experience and financial stability of the applicant.

The Vendor Committee shall be in charge of the following decisions and will notify in writing and sent by regular mail: determination to renew or refuse a concession contract; to renew with certain changes as to location, purpose and product; approving or denying a new application for a space rental contract; and approving or denying the proposed sale, transfer or conveyance or any interest in a Vendor at the Olmsted County Fair.

Vendor's equipment shall be kept in good repair and in a neat and clean appearance. Equipment which does not appear to meet these requirements in the view of the Fair Board, may be ordered to improve or remove said equipment from the Fairgrounds.

A Vendor must confine their business and the promotions/advertising on the Fairgrounds to the space assigned. Supply vehicles cannot be parked in the vendor space. These vehicles must be parked in the stock truck lot, which is North of the Fair Office. There should be no sandwich boards, free standing easels or other signage outside of the space assigned. Failure to comply with this rule will subject the Vendor to forfeiture of space privileges without reimbursement.

RISK OF LOSS – The Olmsted County Agriculture Association, Olmsted County Fair Board and the County of Olmsted assumes no liability for loss or damage to any property of the Exhibitor or Vendor due to fire, tornado, weather conditions, theft, vandalism, or other causes.

PRIZE DRAWINGS – All Vendors who intend to hold a prize drawing must notify the Vendor Committee. No purchase shall be necessary for a person to be eligible for the prize drawing. All Vendors who conduct prize drawings must submit to the Vendor Committee, within two weeks after the close of the Fair, a list of the name, address and prize received by each winner. Those Vendors who do not comply with this rule may be subject to removal from the Fairgrounds and/or forfeiture of payment as the Fair Board may elect.

SALES TAX PERMIT - Vendors involved in taxable retail sales shall be responsible for obtaining a Minnesota State Sales Tax permit. Non-compliance with Minnesota tax laws may be grounds for cancellation of space contracts and /or denial of renewal.

NO SHOWS – Contracted space not setup, staffed and operational by 12:00pm (Noon) on Tuesday will be reassigned by the Vendor Committee. All sums paid by the Vendor will be forfeited to the Olmsted County Fair Board as liquidated damages, unless previously approved by the Vendor Committee.

GARBAGE/RECYCLING/GREASE – The dumpsters for garbage and recycling will be located behind the performing stage, West of the beer garden. All Vendors should use these dumpsters for their waste. There will be a grease dump located at the Northwest side of the beer garden. **No grease of any kind should go down the drains or in the garbage dumpsters.** If caught doing so, you will be responsible for the cost of cleanup and any fines acquired. Cardboard should be flattened and deposited in the cardboard dumpsters located behind the beer garden.

CAMPING – The Fair Board operates a campground on the Olmsted County Fairgrounds during the annual County Fair. Vendors may purchase a campsite permit on their contracts. Space is limited, so it is a first-come, first-serve basis. Vendors may also purchase a camping permit at the Fair Office upon check in, if such permit space still exists. Dogs and other pets are allowed in the County Fair Campground when leashed and under full control of the owner.

ELECTRICAL - Vendors needing electrical service may come to the Fair Office for an electrician. Any service done at the Vendor's request shall be paid by the Vendor. Any fuses blown, repairs or electrical modifications caused by overloading or faulty wiring shall be paid by the Vendor. All electrical wiring shall meet State and Local electrical codes before service connections are made, if modifications are needed they will be paid by the Vendor. If more amperage requirements are needed and were not mentioned on the contract, it will result in additional charges to the Vendor.

PERMITS – All parking, camping, stock truck permits, etc., will be available for pick up at the Fair Office upon check in.

### FOOD VENDOR INFORMATION

1. The Olmsted County Fair has a signed contract with Pepsi for exclusive rights to provide the non-alcoholic beverages at the Fair. Vendors must purchase Pepsi-Cola branded products from the bottler. These products include: carbonated soft-drinks, teas, water, sparkling water, juices, energy drinks, and coffee based drinks. Pepsi will be on the grounds daily to help meet those needs.
2. All Food Vendors must use a **food grade hose**. There will **not** be any garden hoses allowed to connect to the water supply.
3. All Food Vendors must have a back-flow preventer for their unit.
4. Vendors are responsible for obtaining an applicable license from the State of

Minnesota and/or the Olmsted County Health Department. All such licensees shall conduct their business in full compliance of said regulations. Any Vendor who does not comply with these regulations may be subject to removal from the Fairgrounds and/or forfeiture of contract as the Fair Board may elect.

5. Grey water will be disposed of in the drain found at the Southwest corner of Building #35.
6. All hoses/electrical cords must be covered with mats, if they are a trip hazard to the Fair-going patrons.
7. Supply vehicles must be parked in the designated area North of the Fair Office.
8. All deliveries must be made by 10:00am Tuesday-Sunday of the fair.

### **COMMERCIAL VENDORS**

Vendor space in exhibit Buildings #31 & #35 are 10' x 10', draped 8' high at the rear and divided by a 3' high draped section.

Outside space is contracted by the amount space needed and what is available. The Fair Board does not supply equipment to load or unload displays or equipment.

1. Inside commercial vendors will be assigned a location that will be posted to identify your site.
2. Your space **must** be staffed during the hours posted for the fair.
3. All Commercial Vendors must notify the Vendor Committee if they intend to hold a prize drawing. Those who do conduct prize drawings must notify the Vendor Committee, within two weeks after the close of the Fair, a notice of name, address, and prize delivered to each winner. All Vendors who do not comply with this rule may be subject to removal from the Fairgrounds and/or forfeiture of contract payment as the Fair Board may elect.

If any information is needed please go to our website: [www.OlmstedCountyFair.com](http://www.OlmstedCountyFair.com) or email [info@olmstedcountyfair.com](mailto:info@olmstedcountyfair.com) or mail a letter to:

Olmsted County Fair Board

1403 Third Ave SE

Rochester, MN 55904

The absolute deadline for contracts, ST-19 Form, Fees, Certificate of Insurance, and Copy of Health Permit is May 15<sup>th</sup>. If the first three items listed are postmarked by April 1<sup>st</sup>, you qualify for a 5% discount on the cost of your space rental. If all items are postmarked by May 15<sup>th</sup>, you will receive a free parking pass.

\*The Olmsted County Fair Board reserves the right to refuse any offensive or obscene exhibits which would be offensive to the general public.\*

Revised January 2016