



507-546-3986

www.blueearthcountyfair.org

info@blueearthcountyfair.org

Mailing Address: PO Box 62, Mankato, MN 56002

Physical: 340 Fairgrounds St, Garden City, MN 56034

2025 Blue Earth County Fair Food Vendor Manual

Food Vendors:

Please read this Food Vendors' Manual carefully. This manual constitutes the terms of contract that is agreed to by both parties upon acceptance of the Food Vendor Application. It outlines many important terms and conditions governing the leasing of space at the Blue Earth County Fair. The information contained in this manual and the space lease agreement was established for the benefit of our participants and the general public. The term "Food Vendor" refers to all those making reservations with a Food Concession Lease Agreement. The term "Fair" refers to the Blue Earth County Fair Board and/or its representative(s). The term "Event" refers to the Blue Earth County Fair.

SET UP AND TEAR DOWN:

Set Up: Wednesday, July 23, 7:00am – 10:00pm

- Units may begin to set up on Wednesday at the times listed above. If a Food Vendor wishes to set up before this time, they must check with the Food Vendor Coordinator and make arrangements prior to their arrival.

Tear Down: Sunday, July 27, 4:00pm – 9:00pm

- For the safety of the general public exiting, Vehicles are not allowed in the main thoroughfares until 4:00pm
- Tear down may not begin until 4:00pm unless otherwise indicated by the Food Vendor Coordinator
- Early tear down forfeits your safety deposit
- All or any part of Food Vendor Stands, equipment, and/or supplies used by a Food Vendor, that is not removed from the Blue Earth County Fair site within two (2) days from the closing of the event and arrangements have not been made with fair staff, shall be deemed abandoned and become the property of the Fair without notice.

CHECK IN:

ALL Food Vendors are to check in with the Food Vendor Coordinator before taking up occupancy of the assigned space. ALL food vendors should also check in at the Fair Office to receive parking passes.



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PARKING PASSES

Food Vendors wishing to park on the grounds need to purchase a Season Parking Pass that is good for the 4 days of the Fair and permits parking on the fairgrounds. Two Season Parking Passes are included in the vendor fee. Each vehicle will need a pass. Daily food vendor employees may choose to purchase a daily parking pass and park on the fairgrounds. **NO PHOTOS OF PARKING PASSES WILL BE ACCEPTED AT THE FRONT GATE.** You **MUST** have the pass with you to enter the fairgrounds.

CANCELLATION / REFUND POLICY

Should a vendor find they are unable to participate in the event and request a refund; cancellation of contract and request for refund must be made in writing. Any cancellations made 30 days or less prior to the fair will **NOT** be refunded.

CHECKS

CHECKS ARE TO BE MADE PAYABLE TO: BLUE EARTH COUNTY FAIR.

FOOD VENDOR OPERATING HOURS

Thursday: 10:00am – 9:00pm

Friday: 10:00am – 9:00pm

Saturday: 10:00am – 9:00pm

Sunday: 10:00am – 4:00pm

- Food Vendors **MUST** be staffed and operating during these hours.
- These are the **MINIMUM** required hours to be in operation.
- **Food Vendors are encouraged to open earlier and remain open later.**
- All vehicles, deliveries, and morning restocking must be made before the fair opens each day and be off the main thoroughfares by **9:00am**
- Evening restocking with vehicles may not occur until **9:00pm** or after crowds have disbursed, whichever is later.

ADVERTISING

The Fair will immediately remove signs or advertising matter of any kind deemed objectionable by the Fair without liability or damage thereof. The Fair shall be the sole decider as to what is objectionable, and all such decisions shall be final. The Fair reserves the right to regulate the type and location of all posted signs.

STAFFING

FOOD VENDOR STANDS MUST BE STAFFED AT ALL TIMES during designated Food Vendor Minimum Hours.



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ELECTRICITY

- Due to the limited location of electrical outlets, it is suggested that you bring adequate approved extension cords with you, and enough rubber matting to cover your cords. The Fair will only provide the service that is available. Any wiring or special outlets needed by the Vendors require Fair approval prior to work being done and any work done will be at the Food Vendor's expense. There will be an electrician "on call" during set-up days. Charges for labor and materials supplied by the electrician shall be paid at the time the service is performed, according to the rates the electrical contractor has established for such services and materials.
- Food Vendors must undergo an electrical inspection prior to opening for business.
- Electrical Inspector will be on-site by 10:00am on Thursday to inspect all vendors
- Due to limited electrical hookups, it is encouraged to bring your own generator power when possible.

FREIGHT DELIVERY

- No facilities are available on the Fair Site for the storage of equipment and/or merchandise. When making arrangements for any shipments, you should specify the location of your exhibit. The address label on the package should contain the Food Vendor's name and/or company, c/o Blue Earth County Fair, 340 Fairgrounds Road, Garden City, MN 56034
- DO NOT have any items shipped to arrive before your own arrival at the fair site. C.O.D. shipments WILL NOT BE ACCEPTED AT ANY TIME. All Vendors must arrange for pre-payment before delivery or be on-hand when the shipment arrives.

INSURANCE

- ALL Vendors must have General Public Liability Insurance for \$300,000.00 per person/\$1,000,000.00 per occurrence, and Worker's Compensation Insurance as per State statute.
- ALL Vendors must submit a Certificate of Insurance with their application.
- NO FOOD VENDOR WILL BE ALLOWED TO SET UP WITHOUT SUPPLYING A PROPERLY EXECUTED CERTIFICATE OF INSURANCE.

ALL CERTIFICATES OF INSURANCE MUST LIST "ADDITIONAL INSURED" AS FOLLOWS:

**BLUE EARTH COUNTY FAIR ASSOCIATION, 340 Fairgrounds St.,
Garden City, MN 56034 Event Date July 24-27, 2025.**



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SALES TAX FORMS

All vendors, whether non-profit or for profit, selling items or not selling items, MUST submit Minnesota Department of Revenue form ST-19 (Operator Certificate of Compliance) with their Space Lease Agreement.

SECURITY

There will be security personnel located on the grounds throughout the event. However, they are unable to watch over individual booths and stands and it is recommended that booths and stands never be left unattended during the times that the Event is open to the public. Any Food Vendor desiring additional security during non-Fair hours must make arrangements at his or her own expense. The Fair will not be responsible for any item(s) lost, damaged, or stolen before, during, or after regular fair hours.

DISPUTES

The Fair shall be the final arbiter of any disputes involving Vendors. The Fair may delegate this authority to the Food Vendor Coordinator and at least two directors. No promises, representations, agreements, or conditions have been made or agreed to which are not stated fully on the Food Vendor's contract or in the Food Vendor's manual.

LIABILITY

The Food Vendor agrees to save and hold harmless, the Blue Earth County Fair and Blue Earth County Agricultural Society, and its officers from any debt, liability, or judgment incurred for any cause of action, claim or damage, liability, cost or expense to persons or property resulting directly or indirectly from the acts or omissions, merchandise sold, presence or operation of said food vendor, its agents or employees, on the Blue Earth County Fair site before, during, or after the Blue Earth County Fair. The Blue Earth County Fair and Blue Earth County Agricultural Society shall not be responsible for any injury to a person or persons of the Food Vendor, its employees or agents; from any cause whatever arising from the performance of his or her contract; and the Food Vendor, in signing the contract, expressly releases the Blue Earth County Fair and the Blue Earth County Agricultural Society from any and all claims for such loss, damages, or injuries. Under no circumstances are the Fair, its officers, or employees responsible for any item(s) lost, stolen, or damaged on the Blue County Fair site before, during, or after regular fair hours.



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SMOKING

THERE IS TO BE NO SMOKING AT ANY TIME IN THE FOOD VENDOR STAND SPACE.

TABLE/CHAIR/SKIRTING RENTAL

Tables, skirting, and chairs are not provided and are not available for rent.

ICE AVAILABILITY

- Ice is available for purchase during the fair. Please come to the Fair Office to request a bag or make other arrangements.
- Ice comes in 20-pound bags and costs \$9 a bag. Payment can take place in the following options:
 - Pay in cash when the ice is delivered to your booth
 - Keep a running tab and pay at the end of the fair on Sunday either via cash, check, or credit card
 - Price subject to change based on market value.

OIL AND GREASE DISPOSAL

- Grease and used frying oil cannot be poured into trash barrels, dumpsters, or drains.
- All used frying oil and grease is to be put in sealed containers and properly disposed of by the Food Vendor.

HEALTH SAFETY

- All Food Vendors must be familiar with and comply with all Blue Earth County and/or Minnesota Health Department regulations. Food Vendors must post their food license and menu listing the prices they charge for each item being sold and state that sales tax is included in the price.
- Health Inspector will be on-site Thursday morning to inspect all food vendors.

FOOD VENDOR STAND DIMENSIONS

- The Food Vendor will supply the length and width dimensions of their stand measuring the Trailer Hitch, Awning Tops, Service Counter, and Clearance for Doors to Open, along with any additional space needed for supplies, prep area, etc.
- The Food Vendor will also supply a diagram of their stand layout including serving windows and doors.



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FOOD VENDOR FEES

The following fee structure for food vendors includes but is not limited to:

Food Stand Space:	\$200 per Stand/Space
Safety Deposit/Early Exit Fee:	\$150 per Stand/Space (<i>refundable</i>)
Supply Truck:	\$25 per Truck
Supply Truck w/ Electric:	\$50 per Truck
20lb Bag Ice:	\$9 per Bag
Season Parking Pass:	\$20 per Pass. (<i>Each Stand/Space rental includes 2 passes</i>)
Hazardous Materials or Waste:	\$400 + Cost of Removal (<i>Assessed as a violation only</i>) (<i>Hazardous Materials or Waste includes frying oil and grease</i>)

AGREEMENT

It is hereby mutually agreed that the Blue Earth County Agricultural Society leases space during the 2025 Blue Earth County Fair to the applicant. No part of this space covered by this agreement shall be assigned, sublet, or otherwise disposed of without the written consent of the Blue Earth County Fair. Blue Earth County Fair assumes no liability for loss or damage to any property of the Applicant. The Applicant agrees to confine all sales activities to within the limits of the space allowed them. Salespeople, demonstrators, and signage are prohibited from being outside of assigned space as to interfere with the public or other exhibitors. The Applicant shall hold the Blue Earth County Fair, its agents, and directors harmless from any and all claims or causes of actions made by any person against the Blue Earth County Fair arising out of any actions or conduct of the Applicant, its agents, or employees. The Blue Earth County Fair reserves the right to reject & eject any concession for cause. Concessionaires must meet all Blue Earth County and State of Minnesota Codes applicable to equipment used and to food sales at this Fair.

Any item or structure placed upon a leased facility or area shall conform to and be operated in compliance with requirements of the Fair, Public Health Agencies, and all other Local, State, and Federal laws, rules, and regulations. Food Vendors are responsible for keeping their space(s) clean and free from debris. Waste receptacles will be positioned in close proximity to the Food Vendor areas and throughout the grounds.

The Fair reserves the right to add or amend this manual as necessary and will give immediate notice to any Food Vendor of any such changes.