

**APPLICATION FOR COMMERCIAL BOOTH SPACE
RAMSEY COUNTY FAIR - JULY 9-13, 2008**

The undersigned hereby requests _____ booth space(s).

Please specify: Inside the building _____ Outside the building _____
_____ \$165.00 for indoor booth approx. 10' x 9'
_____ \$100.00 for indoor booth space - approx. 7.5' x 7.5'
_____ \$150.00 for outside booth space - approx. 12' x 10'
_____ Tables @ \$15.00
_____ Chairs @ \$1.25
\$ _____ Total Enclosed

No Application will be considered unless accompanied by a deposit of \$50.00. The remaining amount will be due by June 1 along with ST 19 (if you are selling a product) and insurance.

Please Print:

Company Name: _____

Company Address: _____

Name of Contact Person: _____

Address: _____

Phone No. _____

I understand and agree to the conditions shown in the rules and regulations regarding the liability situation and I will sign that statement at the time of setup at the fair if we do not have insurance at the time of the fair.

Signed _____

The above signed acknowledges receipt of a copy of the rules and regulations for booth space rental and agree to be bound thereby.

Complete the following:

Did you have a booth at the 2007 Ramsey County Fair? _____

What is the nature of the product you will be selling or exhibiting?

How much electricity is needed (watts). List your appliances, motors, lights, etc.

****Please see enclosed Fair Schedule.

Return application to: Harry Schmidt

2115 Chambers

St. Paul, Mn 55109 (Telephone # 651-482-1094)

RULES AND REGULATIONS - COMMERCIAL BOOTH EXHIBITORS

All **EXHIBITORS** are expected to abide by the following rules:

**All Exhibitors must be set up by 4:00 p.m. Wednesday, July 9th and be open and “manned” during the listed fair hours. Set up hours and fair hours are shown on the enclosed fair schedule. Carnival operates until about 11:00 p.m. each day.

**No driving or parking will be allowed on the grounds during open fair hours. Booths must be stocked prior to daily opening times. The commercial booths building will be open one hour prior to fair opening so booths can be stocked. Check with fair management for a variance in this rule.

Commercial Exhibits Building will be closed/ locked as close to 10:00 p.m. daily as practical. Outside Commercial Exhibitors may remain open after 10:00 p.m. if they wish, but after opening each day no vehicles will be allowed on the fairgrounds until the fair closes for that day. If the exhibitor desires to close and load his stock it must be done after 10:00 p.m. and then with permission from fair management if you need to get your vehicle near your stand.

**2 free parking passes for the main parking lot will be given to each exhibitor(per booth).

**The Fair Board reserves the right to refuse booth space applied for, and the discretion of the Fair Board is final. If you are assigned a booth space that you will not accept you must notify Mr. Harry Schmidt within seven days of the date of the letter (letter usually sent by June 10th) from the Board assigning the space, or your assignment of space will be considered final and no refunds made. Once the Fair has started, no refund will be made in any event.

** Electricity is included (limit 2 connections – max. 20 amps) with the price of the booths that are located in the commercial booth building. We will try to provide electric for booths that are located outside when possible.

** Your exhibit can be taken down after 8:30 p.m. on Sunday or on Monday morning, July 14th, however, there will be police protection only on Wednesday through Saturday nights. The building will be locked during closed hours, but merchandise, supplies, equipment, etc. left in booths before, during, or after the Fair is left at your own risk.

**No tables or chairs will be provided unless ordered. No alcoholic beverages are allowed in the booth and each exhibitor(s) is limited to the use of the immediate area in front of his booth.

****The vendor agrees to defend, hold harmless and indemnify the County, the County Fair Board, their officials, agents and employees from any and all liability, loss or damage they suffer as a result of any claims, demands, judgments or costs, including reasonable attorneys fees, arising out of or related to the Vendor's performance at the County Fair.**

In order for the vendor to comply with the above statement – you have 2 choices. One, if you do not have insurance you will be asked to sign a statement with the underlined information above at the time of booth set-up. Second option, is to purchase insurance or you may have it at this time. It is recommended that the you purchase General Liability insurance with minimum limits of:

\$750,000 each event

\$1,000,000 general aggregate

\$1,000,000 products/completed operations

\$750,000 personal injury and advertising

If you do obtain insurance, the vendor shall provide the Fair Board with a certificate of insurance evidencing such coverage and naming Ramsey County, Ramsey County Fair Board, Ramsey County Park and Recreation Department and its officials and employees, as additional insureds.

** If you are going to sell a taxable product at the fair you must complete a state form ST 19 which indicates that you have a sales tax number. Send that in with your final payment by June 1.

** The Fairgrounds is located at 2020 White Bear Ave. (corner of Frost Av. and White Bear Av.) in Maplewood.

** Use our web site – ramseycountyfair.com for a commercial booth application and for other information about the fair.

** For more information call Commercial Booth space superintendent, Harry Schmidt -(651) 482-1094 After June 1st you may call the county fair office, (651) 770-2626, to schedule a visit of the grounds and commercial booth building if you wish.

SCHEDULE FOR THE COUNTY FAIR - July 9-13, 2008

Tuesday	July 8	10:00 a.m. – 8:00 p.m. Exhibitors may set up
Wednesday	July 9	9:00 a.m. – 4:00 p.m. - Exhibitors may set up
Wednesday	July 9	5:00 p.m. – 11:00 p.m. - Fair open (Blds. close at 10:00)
Thursday	July 10	5:00 p.m. - 11:00 p.m. - Fair open (Blds. close at 10:00)
Friday	July 11	Noon - 11:30 p.m. - Fair open (Bldgs. close at 10:00)
Saturday	July 12	Noon - 11:30 p.m. - Fair open (Bldgs. close at 10:00)
Sunday	July 13	Noon - 9:00 p.m. - Fair open
Sunday	July 13	8:30 p.m. - 10:30 p.m. - Exhibitors take down booths or on
Monday	July 14	8:00 a.m. - 10:00 a.m. - Exhibitors take down booths

Greetings:

It is again time to start thinking about the annual Ramsey County Fair. The Fair runs from Wednesday July 9 thru Sunday July 13th, 2008. This letter is your invitation to apply for a booth space (either inside or outside) at this years fair. The Fair Grounds are located at 2020 White Bear Ave. in Maplewood, Mn.

For those of you that had a booth at the fair last year I remind you of the beautiful weather we had during the entire week of the fair – quite a contrast to the 2 previous years when the temperatures were between 93 and 97 degrees each day. We continue to provide a family entertainment program every day during the fair which results in having many people visit your concession.

The inside commercial booths will again be in the North end of the Parks Administration Building. The enclosed material will give you further details about the set up time, cost, fair hours, etc. Booth space of approximately 10' x 9' the fee is \$165.00. Booth space 7 1/2' x 7 1/2' the fee is \$100.00. Outdoor booth space approx. 12' x 10' is \$150.00. Tables can be provided for the use during the fair for \$15.00 each and chairs for \$1.25.

Please return your application to the name and address shown below. You can presume that your application will confirm a space for you unless you are called immediately after we receive your application. We will notify you of your space location soon after June 1st.

Sincerely,

Harry Schmidt
2115 Chambers
St. Paul, MN 55109
Tele. 651-482-1094

June 1, 2008

Dear Exhibitor:

This letter is to confirm your commercial exhibitor space at the Ramsey County Fair. You have been assigned booth number_____. Please check in at the Northwest end of the Ramsey County Parks Administration Bldg. (large brick bldg. next to the Golf Course - sign over the door – (Commercial Exhibits) on the Fairgrounds for your assigned booth on July 8th or 9th. As you know the fairgrounds is located at Frost and White Bear Ave. in Maplewood. As you can see from the schedule below, the fair officially opens on Wednesday so we would encourage you to be set up by 4:00 p.m. See the schedule below for set up times. Booths must remain in place until 8:30 p.m. on Sunday – they can then be removed until 10:30 p.m. that evening or between 8 and 10:00 a.m. on Monday. If you plan to use a sound system of some type the sound needs to be kept at a minimum so as not to disturb the neighboring booths. If you are selling a taxable item we must have a copy of your ST 19 on file.

Two free parking passes are enclosed for your use during the fair. You may “restock” and drive near your booth 1 hour before opening each day - once the fair opens each day no vehicles will be allowed on the grounds and you can then use the parking lots shown on the reverse side of this letter. Please be aware that vehicles can not be brought onto the grounds when you close in the evening. If you have any further questions please give me a call at the number show below. After June 1st you could also call the Ramsey County Fair Office, (651)770-2626 for further information about the Fair.

Sincerely,

Harry Schmidt
2115 Chambers
St. Paul, Mn 55109
(651) 482-1094

SCHEDULED COUNTY FAIR HOURS

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