We invite you to the ***Pennington County Fair, July 12-16, 2017.*** You may begin to set up **Monday, July 10th** and all outside vendor stands must be set up by **NOON on Wednesday, July 12, 2017**.

Outside space rental for a Novelty stand starts at **$300.00, which includes one 110 electric service and one 220 electric service.** Additional electric hookups will increase booth rent by $25.00 for 110 and $50.00 for 220. If your signed contract, along with full payment, is received by **May 15, 2017** your outside space will be guaranteed. If payment is received after **May 15th, 2017** space price will be **$375.00**, and we cannot guarantee a location. Payment **must** be made by noon on **Wednesday, July 12,****2017** either to a designated Fair Board agent or the Fair Board office in an envelope with your name on it.

Space size is approximately 20 ft. by 30 ft. If you need more space you will be charged accordingly.

We cannot guarantee dry grounds in the event of heavy rains. If you use a garden hose for water, please make sure there are no leaks or water will be disconnected until the leak is repaired.

Each day you must have your booth restocked with supplies by **10:00am** and all vehicles back in their designated parking area. No outside vendor vehicles may be driven to booths after 10:00am. If you are delivering on a regular basis to your stand, we will assign a gate near your stand.

**Parking passes must be purchased at the gate for all of your vehicles.** Season parking passes are $5.00 in advance or $6.00 during the fair. There will be a designated space to park refrigeration and supply vehicles. Campers are required to be set up in the new designated RV spots on the south edge of the fairgrounds. Local RV parks are available for those wishing to stay off the fairgrounds. **Vendors can rent an RV spot with electric hook-up for an additional $30 during the fair, or park their RV off the fairgrounds.**

**Important: The State of Minnesota requires all fair boards to have a signed Form ST-19 on file for all exhibitors. Please send your signed contract, Form ST-19, Payment, 2017 MN Food Handlers License, and a certificate of insurance or copy of your insurance policy listing the Pennington County Fair Board Association as an additional insured by MAY 15, 2017. Visit** [**http://www.electricity.state.mn.us/pdf/eli\_notice\_to\_exhibitors.pdf**](http://www.electricity.state.mn.us/pdf/eli_notice_to_exhibitors.pdf)

**and read the current electricity safety brochure. ALL food vendors must have the appropriate Class K fire extinguishers on hand and in working order. Please** [**https://dps.mn.gov**](https://dps.mn.gov) **for specific information.**

Thank you,

Jessica Wilson

Outdoor Booth Coordinator

Pennington County Fair Board Association

PO Box 637

Thief River Falls, MN 56701

[wilsonjessy@hotmail.com](mailto:wilsonjessy@hotmail.com)

218-686-0161