



Concessionaire Application and Contract
2022 Pope County Fair– Glenwood, MN

For Office Use:	
Chk #: _____	Date: _____
Approved: _____	Called: _____

Name: _____ DBA: _____

Address: _____

Phone: _____ Email: _____

Stand Type: _____ Stand Size including hitch: _____ ft.

Electrical Utilities: _____ 50 Amp 220 Volt _____ Standard 20 Amp 110 Volt

Menu Specifics:

Rental Fee: \$400 fee sent with this application. No refunds after two weeks prior to opening day.

Insurance: Concessionaire must provide a certificate of insurance naming Pope County Fair as Co-Insured.

Licenses/Permits: Concessionaire will pay/provide all necessary health licenses, electrical department inspection, MN Sales Tax number, etc. required to operate.

Sales Tax: Concessionaire will provide a copy of MN Sales Tax ST-19 along with this application. You will pay your own sales tax to the State of Minnesota.

Priority: Priority will be given to concessionaires in good standing from prior years. Decisions on new additions will be made based on application date and menu items. A waiting list will be formed if there is enough demand.

Hours of Operation: Must open at minimum by 12:00 p.m each day and remain open until 10:00 p.m. unless approved by a fair official. Tear down is after 10:00 p.m. on Saturday or 9:00 a.m. to 3:00 p.m. on Sunday.

Set-up: Set up will begin Monday prior to the fair. Must be ready to operate by Wednesday at 12:00 p.m. Parking and camping in approved areas only. Stands must be maintained in an orderly manner including trash.

Pricing: The fair does not control pricing but all prices must be clearly displayed.

Include: _____ Photo of stand, _____ ST-19, _____ Certificate of Insurance

Signature

Date



Dear Fair Concessionaire,

The 2022 Pope County Fair is quickly approaching! The fair will be held August 3rd through August 6th in Glenwood, MN. Our entry date is Tuesday, August 2nd and you are welcome to set up then. We do ask that you be set up by 8:00 pm on Tuesday because the fair opens Wednesday. The Pope County Fair is a free fair with no charge for admission or parking.

The price for each concession will be a \$400 deposit.

You are responsible for your own insurance, which is required when serving food. License or permit # must be posted in the concession. The Health Inspector may request to see your license or permit during fair time. Electrical inspectors may also be on grounds, be sure that you are following all requirements. See the application for further details. Placement of concession stands is at the sole discretion of the fair board.

Please fill out the attached two pages: application form and the ST-19 form and return them along with the payment to reserve your spot at the fair. The ST-19 form is mandated by the State of Minnesota. This information and payment must be received back by July 1st, 2022. Please make checks payable to the Pope County Ag Society and mail along with the forms to:

Pope County Ag Society
PO Box 171
Glenwood, MN 56334

If you have any questions, please contact us at: 320-634-4855 or popecofair@gmail.com