



FOOD AND COMMERCIAL VENDOR LICENSE

177 County Road 22, P.O. Box 622, Morris, MN 56267
info@stevenscountyfair.org | www.stevenscountyfair.org
August 11-16, 2026

This Food and Commercial Vendor License (“License”) is issued by the Stevens County Fair, an event of the Stevens County Agricultural Society (“Sponsor”), to the individual or business listed on the application (“Vendor”). This License governs Vendor participation at the Stevens County Fair in Morris, Minnesota. All licenses expire at the close of the fair each year.

1. License Issuance, Payment & Required Documents

No Vendor will be allowed to set up or operate unless license fees are paid in full and all required documents are on file with the fair office. All vendors must submit a completed ST-19 Minnesota Sales Tax Form (front and back, signed), whether selling or not. Food vendors must also provide a valid Minnesota Food License and a Certificate of Liability Insurance naming the Stevens County Agricultural Society as additional insured with recommended coverage of \$500,000 per claimant and \$1.5 million per occurrence. Returned checks will result in a \$30.00 fee. Refunds, if any, are at the discretion of the Sponsor.

2. Licensed Space & Use

Vendor activities may be conducted only within the licensed space assigned by the Sponsor. Licensed space size and location are listed on this License. Vendors exceeding their licensed space will be charged for additional space. Licensed space may not be transferred or sublet without written approval.

3. Vendor License Fees & Booth Sizes

Indoor vendor spaces begin at 10 feet wide for \$120.00. Additional space is available at \$12.00 per foot in 2-foot increments on outside walls only. Payment must accompany this License. No refunds will be issued after August 1.

4. Setup, Operations & Conduct

Vendors are responsible for all booth setup materials. Electricity is provided for indoor booths; vendors must supply a minimum 50-foot extension cord. No machine or device may be operated in a manner that creates excessive noise, safety hazards, or interferes with other vendors or the public. Indoor noise levels may not exceed 85 decibels at six (6) feet. Booths producing heat or exhaust must remove at least 80% of exhaust from the building. Vendors must remain within their booth space at all times. Minors may not participate in surveys, demonstrations, or testing without parental consent. No photographs of minors may be taken without parental consent. The Sponsor reserves the right to revoke this License and remove any vendor for violations or complaints without refund. Food Booth Setup Prior to 2:00 pm on Tuesday.

5. Hours of Operation

Commercial Indoor Vendors (Lee Community Center)

Wednesday: 5:00 PM – 7:30 PM **Indoor Setup** 8:00 AM to 5:00 PM
Thursday: 4:00 PM – 8:00 PM
Friday: 2:00 PM – 9:00 PM
Saturday: Noon – 8:00 PM
Sunday: Noon – 7:00 PM

Food Vendors & Outdoor Commercial Vendors

Food Vendor Setup prior to 3:00 pm Tuesday

The following hours are **suggested** minimum operating hours.

Tuesday: Optional Open - Open Beef Show / Open Class Entry Day / Community Supper

Wednesday: 11:00am - 7:00 PM

Thursday: 11:00 AM – 10:00 PM

Friday: 10:00 AM – 10:00 PM

Saturday: 10:00 AM – 10:00 PM

Sunday: 10:00 AM – 8:00 PM

Allowable Food Vendor Operating Window: Food Vendors may operate as early as **6:00 AM** and as late as **12:30 AM**, subject to crowd activity, safety requirements, and compliance with all fair rules. Community Appreciation Supper is held Tuesday at 5:00 PM.

6. Vehicles & Parking

Vendor vehicles must be parked only in designated areas. No vehicle or trailer may remain at a booth without approval. Supply trucks and trailers must park in designated areas. Supply trailers requiring electrical service must be listed on the contract and may incur additional charges. One vendor vehicle per booth is allowed in exhibitor parking at the north end of the Lee Community Center. Additional vehicles must use street parking or the free parking lot at Gate #4. ALL Parking is first come, first served.

7. Liability, Risk & Indemnification

Vendor assumes all risk associated with participation and agrees to indemnify, defend, and hold harmless the Sponsor, the Stevens County Agricultural Society, and their officers, directors, employees, and volunteers from any claims, damages, losses, liabilities, or expenses arising from Vendor activities, products, or operations. The Sponsor assumes no liability for loss or damage due to theft, fire, weather, or other causes.

8. Compliance With Laws & Fair Rules

Vendors must comply with all local, state, and federal laws and all fair rules, including fire safety, electrical, health, life safety, and food service codes. State food licenses must be displayed when required. Prices must be clearly posted and include applicable taxes. Signage must be professional in appearance.

9. Deliveries, Security & Services

The Sponsor is not responsible for packages or deliveries. C.O.D. shipments will not be accepted. The fair office will not hold cash boxes. Physical address: 177 South County Road 22, Morris, MN 56267. Security assistance for transporting valuables may be requested through the fair office. Lost and found items should be reported to the Info Booth (Red Ice Castle) or the fair office at 320-589-1062 or info@stevenscountyfair.org. Golf Carts are not allowed for use during open times of the fair.

10. Safety Policies

Alcohol is prohibited on the fairgrounds except in approved beer garden areas during authorized events and in campgrounds under posted rules. Smoking and vaping are prohibited on the fairgrounds. All pressurized tanks (CO2, propane, helium, etc.) must be secured. Fire extinguishers are required where cooking or open flame is present and must have a current inspection tag. Only authorized staff golf carts are allowed for use on the fair grounds.

11. Animals

Animals are not permitted on the fairgrounds unless part of a sanctioned competition or show or a **legally recognized service animal**. Written permission is required for any other animals.

12. Cleanup & Maintenance

Vendors must clean their licensed area daily and place all garbage in designated dumpsters. Failure to comply may result in a \$50.00 per day cleanup fee. Vendors with unpaid fees may be denied participation in future fairs.

13. Prohibited Items

The following items are prohibited: explosives or fused devices; knives, swords, or weapons; items depicting illegal substances; prescription-only items without proper authorization; adult or offensive materials; or any item restricted by law or deemed inappropriate by the Fairboard. When in doubt, ask first. Do not assume.

14. License Acceptance

By signing or submitting this License, Vendor acknowledges receipt of this Food and Commercial Vendor License and agrees to all terms and conditions herein.

You may want to print this page so you have the suggested open and close times for Food Vendors and open hours for the Lee Center Booths.