



Minnesota Scottish Fair & Highland Games July 15, 2017 - 14th Annual

Dear Clan or Non-profit Representative,

We are pleased to invite you to exhibit and add to the color & spirit of the Minnesota Scottish Fair & Highland Games. Again this year we are just 10 minutes from the Mall of America. Join us "Where the Highlands Meet the Prairie" at Faithful Shepherd School in Eagan.

We will be moving to a new Eagan venue in 2018 ~ Central Park, adjacent to the Eagan Community Center. This is a much larger venue. Mark your calendar now for Saturday, July 21, 2018. You will be thrilled to know that rather than fencing the park, admission will be FREE. We will be raising funds throughout the year and ask that you remember the fair in your charitable giving, most especially on Minnesota's Give to the Max Day on Thursday, November 16. On that day there are many random matching grants as well as possible dedicated ones.

If you need a receipt for your clan organization to reimburse you for the cost of your space, please keep a photocopy of your check and your registration form. If you have on-line access to your bank account you should also be able to get copies of the front and back of your check as proof of payment. We are not able to provide other receipts.

Donations to the fair are always appreciated. You can donate by sending a separate check payable to MSFHG along with your registration or visit GiveMN.org. Donations can be to our general fund or dedicated to a specific area of the fair, such as a dance competition, heavy events, piping competition, golf cart rental, the baby changing station, entertainment, or anything else you care to support. All donations received by June 20 will be acknowledged in the program unless you wish to be anonymous. Attached is this year's donation form & information.

Our "jumble" sale has proven to be a fan favorite. This year's sale of new and old items of Scottish/Celtic interest will again be in the info tent. This is a fundraiser for the fair that might be more familiarly called a rummage or tent sale. If you happen upon appropriate items during your spring cleaning please set them aside for the sale. To donate multiple items & arrange for their pick up contact call Liz M. at 952-994-8355 or by email. We will provide a receipt for your donation. We cannot accept items on Friday or Saturday at the fair venue.

Once again (3rd year in a row) we have been awarded funds by the MRAC (Metropolitan Regional Arts Council). These funds are dedicated to our McCracken Pub tent performances. Names of the performers will be available on the website as soon as all contracts are confirmed. MRAC does not allow us to contract performers until our grant application has been approved.

Should you have any questions don't hesitate to call 952-470-6300 or 952-994-8355 or email liz@uncommongatherings.com or emichaelson@mnscttishfair.org

We sincerely hope that you will join us at the fair ~ "Where the Highlands Meet the Prairie"

Liz Michaelson
Exhibits Coordinator
liz@uncommongatherings.com or
emichaelson@mnscttishfair.org
952-470-6300 office 952-994-8355 personal cell

Minnesota Scottish Fair & Highland Games

General Rules & Information for 2017 for Clans/Organizations & Non-Commercial Exhibitors

**All those working in your booth are responsible to follow all the rules stated below.
Please remember to communicate this info to everyone who is volunteering with you.**

Date & Hours

Saturday, July 15, 2017 9 am – 5:30 pm
All exhibitors are required to be open from 9 – 5:30.

Location:

Faithful Shepherd School
3355 Columbia Dr, Eagan, MN 55121

Directions:

Please visit our website www.mnscottishfair.org for a map.
**Enter via Discovery Drive – road just west of Columbia Drive
Watch for the signs!**

Conditions:

Rain or Shine, Hot or Cool – Be prepared, only severe weather will stop the fair.

Acceptance of Application:

Get your application in early.

**NOTE: There is a \$25 added fee if your registration is postmarked after June 10
No applications will be accepted after June 20, 2017**

Clan representatives must be authorized by their national organizations to represent them.
Clans new to MSFHG should email emichaelson@mnscottishfair.org for more information.

Refunds:

No refunds of fees will be made for any reason.

Assignment of Space:

The area assigned to each exhibitor & the distance between tents will be at the discretion of the MSFHG exhibit coordinators and is determined for maximum safety and convenience of those attending the fair. Other factors such as the number of clans & organizations registered will affect the final layout though as we have in the past clans/organizations will be in approximately alphabetical and not based on receipt date of registration.

Set-up:

Tents can be set up on Friday – 11:00 am until 7 pm.
Saturday set-up begins at 6:30 am.
Check in with Liz or Mary at the Info tent. Please unload your vehicle and move it to a designated parking area as quickly as possible. No vehicles will be allowed on the field or in the lot adjacent to the McCracken Pub tent on Saturday. Field drive on Friday will be dependent on ground conditions.

Please be prepared to carry/cart display items to your space. Bring your own cart.
The front of your tent should be set on the chalk line.
Do not extend any exhibit more than 12" past the front edge of your tent.

Safety Requirements:

All tent ropes & stakes must have brightly colored ribbons attached. If you forget yours, ribbons will be available at the Info tent. As we learned last year, tent stakes may not be enough to secure your tent in strong wind. Consider adding weights. Concrete filled containers, water bags (easy to empty after the fair), sandbags or large PVC tubes filled with sand) can make a big difference.

Electricity/Water:

There is no electricity or water access for clans at this venue.

Rental Equipment:

We will try, though cannot promise, to have your tables & chairs in your space when you arrive. If they are not there, please come to the info tent to get them.
Do not take tables or chairs if you have not rented them.

If you find that you have not rented enough tables & chairs come to the information tent so see if any extras are available. Plan carefully.

Teardown:

No vehicles will be allowed to move to the loading Zone until the Fair closes. Please pack up your booth, then bring your vehicle to the designated loading zone.
Drive in and park for load out facing away from the pub tent & parking lot ~ i.e. facing the far side of the field. We need everyone facing the same direction to avoid the potential for accidents

GREENING OF THE FAIR:

The fair is a **zero waste event**. If you have not participated in a zero waste event feel free to contact Jack MacMillan at jacmacm@aol.com for procedures.

We ask that you use recycled content or reusable/recyclable Packaging.

Please contain your “**real**” trash in plastic bags & take it to a waste station.. We are happy to accept your flattened boxes, cans/bottles, etc. Cans & bottles **MUST** be placed in a separate bag and taken to a trash/recycling/compost station. Compostable recycling (food waste) is also a part of our program, but must be appropriately separated from boxes, can/bottles. There will be several compost stations on the grounds.

Before you leave the fairgrounds take your sorted recyclables to the designated dumpsters. Location of the dumpsters will be on the site map you receive when you set up.

Do not leave trash or recyclables in your space when you leave. Better yet ~ take your trash home to dispose of there.

Merchandise Sales:

Clans/families/societies/non-profits are permitted to sell only those items that are specific to their organizations, not merchandise typically sold by our commercial vendors who depend on sales for their livelihood.

Resale Requirements:

All exhibitors are responsible to collect and pay Minnesota sales tax on the appropriate categories. Please provide Minnesota Tax ID # on application.

Hotels:

See our website for a list of our host hotels. Go to Contact us, scroll down past the directions to the fair website to find the list.

NOTE: Each hotel guarantees the fair rate until approximately 3 – 4 weeks before the fair. Reserve your room today.

Alcohol:

Consumption of alcoholic beverages purchased at the McCracken Pub tent is now allowed throughout the fair. DO NOT bring in alcoholic beverages from outside the fair. Please drink responsibly.

Pets:

No pets are allowed on the grounds. Service animals (dogs only) and those in our dog exhibits are the only exceptions. “Companion” animals are not allowed.

Special tags will be issued to those whose dogs are being exhibited. Dog organizations will receive further instructions to make the process as easy as possible. *acceptable.*

Raffles:

No clans/organizations are permitted to hold raffles at the MSFHG without prior permission of the coordinator. If permission is given all state regulations must be followed.

Parade of Scots

The parade of Scots will be at approximately noon. A list of registered clans and organizations who intend to march will be provided to the parade coordinators on June 25 for revision of the parade script. Jack Barker will check with you on Saturday morning for any updates and the parade route.

Use of MSFHG Logo:

MSFHG grants exhibitors permission to use our logo on promotional materials including websites. Permission is not granted for use of the logo on any merchandise.

Inspection:

Your set up will be reviewed for compliance with rules throughout the day. You will be asked to modify your set-up if fair regulations have been violated.

Hold Harmless:

All exhibitors must defend & hold harmless Minnesota Scottish Fair & Highland Games, the directors of the Minnesota Scottish Fair & Highland Games and Faithful Shepherd School. Please sign & submit the Hold Harmless form (page 5).

Tickets:

Each 10 x 10 booth fee includes 2 tickets (a \$34 value) Additional tickets can be ordered through our website or purchased at the gate. Reduced rate tickets available through June 30. Order NOW.

General Admission \$17 ~ Children 6-15 \$7 Seniors 65+ \$12 Children 5 & younger are FREE Children FREE with food shelf donation. Canned goods preferred over boxed items

Minnesota Scottish Fair & Highland Games
2017 Clan and Non-Profit Organization Registration

Registration Postmark Deadline is June 10, 2017
No registrations will be accepted after June 20

Organization Name _____
Primary Contact _____
Address _____
City _____ State _____ Zip _____
Home Phone _____ Cell Phone _____
E-mail _____

	QTY		
Please indicate the needed items below			
Space for 10 x 10 tent include 2 tickets	_____	x 55.00	_____
Add \$25 for registrations postmarked after June 10			
8' x 30" table - rental	_____	x 15.00	_____
Folding Chair - rental	_____	x 2.50	_____
10 x 10 Rental Tent – Heavy Duty Frame (set up by our commercial tent provider)	_____	x 185.00	_____
TOTAL DUE			_____

_____ We will participate in the Parade of Scots.
_____ We plan to share space with _____

If you sell anything in your booth you MUST submit the following with your registration:

9 digit MN Tax Resale # _____ **AND** Minnesota Form ST-19 – form available at www.taxes.state.mn.us

I have read and will comply with all rules set by MSFHG as stated on the "General Rules & Information" page.

Signature Date

Mail Registration & Check to:

Minnesota Scottish Fair
C/O Liz Michaelson
4827 Acorn Ridge Road
Minnetonka MN 55345-3102

Questions?
Call Liz Michaelson at 952-470-6300 or 952-994-8355

liz@uncommongatherings.com or
emichaelson@msscottishfair.org

See other side for "Hold Harmless Agreement" requiring your signature

2017 Hold Harmless Agreement
for Non-Commercial Exhibitors (Clans & Other Organizations) at
Minnesota Scottish Fair & Highland Games

I, _____, as representative of _____

understand that there are various risks involved with my participation at the Minnesota Scottish Fair & Highland Games (MSFHG). I further understand that these risks may include, but are not limited to, injuries caused by the unevenness of and holes in the fields of the school grounds. In consideration of the opportunity to participate as a clan exhibitor at the Minnesota Scottish Fair & Highland Games I hereby assume all risks associated with this event and shall indemnify, waive, release and forever discharge the Minnesota Scottish Fair & Highland Games, members of the MSFHG board of directors, sponsors of the MSFHG, Faithful Shepherd School and any other individuals, or entities connected in any way with this event from any and all claims for damages, death, personal injury or property damage, litigation costs or attorney's fees, arising from or contributed to, by the above named persons or entities, their employees or agents, resulting from my participation in this event. I also understand that this waiver applies only to me personally and not to any other clan members who may be providing information within the confines of the clan tent area nor to any member of the general public in or around the clan tent.

I acknowledge that this waiver applies only to my activities within my assigned clan tent space.

Signed the _____ day of _____ 2017

For the period of July 14 – 16, 2017

Signature

Title

Print Full Name

Street Address

City, State, Zip