



Minnesota Scottish Fair & Highland Games July 19 – 20, 2019 - 16th 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 Eagan's Central Park Festival Grounds.

Reviews of our new venue, Eagan's Central Park Festival Grounds, were overwhelmingly positive. Attendance tripled. Following on that success we anticipate even larger crowds this year.

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 15 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.

We are still working on the site plan. Small adjustments will be made based on what we learned last year.

Should you have any questions don't hesitate to call 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
952-994-8355 cell

PLEASE DELETE 952-470-6300 FROM YOUR RECORDS. THAT NUMBER IS NO LONGER ACTIVE.

Minnesota Scottish Fair & Highland Games

General Rules & Information for 2019 for Clans/Organizations & Non-Commercial Exhibitors

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

Date & Hours Friday, July 19, 2019 4 pm – 9 pm – you are welcome to but are not required to be open
Saturday, July 20, 2019 9 am – 5:30 pm Ceilidh follows
All exhibitors are required to be open from 9 – 5:30.

Location: Eagan Central Park Festival Grounds
1501 Central Parkway Eagan, MN 55121

Directions: Please visit our website www.mnscottishfair.org for a map and directions

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

Acceptance of Application:

Get your application in early.

No applications will be accepted after May 15, 2019

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 5 pm.
Saturday set-up begins at 6:30 am.
Check in with Liz 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 grass field at any time. There is a paved pathway around the exhibit spaces and vehicles must stay on it and not venture into the grass.

Please be prepared to carry/cart display items to your space. Bring your own cart.

CRITICAL SET UP RULES:

Because of the underground power and water lines all tents installed by clans/non-profits CANNOT be staked. They MUST be weighted with a minimum of 40 lbs. per leg.

CRITICAL SET UP RULES - CONTINUED

Weights can take several different forms, sandbags, concrete blocks or sand filled PVC, water bags (easily emptied at the end of the fair. They must be attached with sturdy lines to the upper structure of your tent, not to the base. Iron weights can be rented through the fair as shown on your registration form. See the separate FAQs about weighting tents.

COMMUNAL TENT OPTION

An alternate to weighting your tent is to share a communal tent with other clans/vendors. We need at least 4 to provide this option. A large tent would give you lots of sun and rain protection as each space will be set back 5' from the dripline of the tent. There is an additional cost but well worth the upcharge. The benefit is no tent or weights to transport from home or to carry on or off the site.. Set up & tear down time are also reduced.

If you choose you can set up your tent inside a communal tent but it must be weighted. This would more clearly define your space. You will be directly abutted to the next exhibitor and will be open to the public on one or two sides

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 exhibit area of the Fair closes at 6 pm. Please pack up your booth, then bring your vehicle to the designated loading zone.

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 dumpster. 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 trash/recycling/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:

The city threw us a curve last year that has a minimal effect on the clan/non-profits. To avoid having to provide proof of insurance, complete some forms, collect sales tax and pay the City of Eagan a \$38 fee you **CANNOT** sell anything. NO EXCEPTIONS

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 Scottish Fair's McCracken Pub is allowed throughout the fair.

DO NOT bring in alcoholic beverages from outside the fair. Please drink responsibly.

RAFFLES:

No clans/organizations are permitted to hold raffles at the MSFHG without prior permission of the coordinator.

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 or an assigned parade marshal will check with you on Saturday morning for any updates and the parade route. Clans will no longer line up on alpha order but rather will march in whatever order they randomly line up.

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 City of Eagan.. Please sign & submit the Hold Harmless form (page 5).

PASSPORT STAMPS

Children attending the fair can receive a passport and take them around to the clans to be stamped. Please have a stamp of your clan badge or other Scottish theme and a well inked stamp pad. Children show their stamped passports at the info tent to receive a prize, usually a wee Scottish flag .

PETS: Dogs are now allowed on the grounds.

Minnesota Scottish Fair & Highland Games
2019 Clan and Non-Profit Organization Registration

No registrations will be accepted after May 15, 2019

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

	QTY	
Space for 10 x 10 tent	_____ x 50.00	_____
OR		
10 x 10 space in communal tent	_____ X 75.00	_____
8' x 30" table - rental	_____ x 15.00	_____
Folding Chair - rental	_____ x 2.00	_____
**51# steel tent weights (4 per 10 x 10 tent)	_____ x 6.00	_____
10 x 10 Rental Tent – Heavy Duty Frame (set up by our commercial tent provider)	_____ x 190.00	_____
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 952-994-8355

liz@uncommongatherings.com or
emichaelson@msscottishfair.org

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

2019 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 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, City of Eagan 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 _____ 2019

For the period of July 19 – 21, 2019

Signature

Title

Print Full Name

Street Address

City, State, Zip