# MN Department of Natural Resources Logo

# 2020 State Fair Booth Partnership

# Requirements, Application & Agreement

**Application due date: February 1, 2020**

The Minnesota Department of Natural Resources (DNR) works with a variety of partners to enhance our exhibits, grounds and interaction with visitors at the Minnesota State Fair. Together we share common and important natural resource messages to over 500,000 guests.

Currently the State Fair allows DNR to have six partner booths. These approximately 10 ‘x 10’ booth spaces are located under the eaves outside the main DNR building (fish pond side).

DNR is soliciting partner applications for the 2020 State Fair August 27th through September 7th.

**DNR will notify all applicants of their selection status.**

## Partnership Requirements

* Staff booth daily 9 AM to 9 PM August 27 – September 7
* Purchase all entrance tickets for your staff/volunteers
* Have stored booth materials removed from inside the main building at least 10 minutes prior to the 9 AM start time
* Locate your own parking
* Provide interactive display and other resources
* Set-up and put away booth and materials daily
* Alignment of your messages with DNR’s goals and 2020 State Fair theme (*Connecting with the Outdoors* – exact theme statement in development)
* Staff/volunteers participating at the booth are required to review the DNR State Fair Safety Plan
* Follow all State Fair policies such as: no sale of merchandise, no solicitation of donations, paperwork completion for giveaway and prize drawing approvals, no use of balloons or stickers, etc.
* Set-up display by August 26, remove all display materials by September 8

**Liability: Each party will be responsible for its own acts and behavior and results thereof.**

### DNR will provide:

Approximately 10’ x 10’ booth space

Limited electrical

Overhead lighting for evening hours

Limited indoor storage of materials

## Application

All applications will be reviewed by DNR staff. Booth partners will be chosen based on how they meet the criteria below. Chosen partners will be forwarded to Minnesota State Fair staff for final approval.

Evaluation Criteria

| Elements  Point Scale | Poor  (0-3) | Average  (4-6) | Good  (7-10) |
| --- | --- | --- | --- |
| **Your messages**  (aligns with DNR’s mission & goals, & theme) | Blank | Blank | Blank |
| **Connection to DNR**  (partnerships with & links to DNR) | Blank | Blank | Blank |
| **Booth layout**  (engaging & interesting) | Blank | Blank | Blank |
| **Interaction with public**  (display is interactive & hands-on) | Blank | Blank | Blank |

#### **Please complete the following:**

Organization

Name:

Address:

Website:

Contact person

Name:

Email:

Phone:

*Application continued on next page.*

## Application continued

1. In 500 words or less describe how your:
   1. Organization's State Fair messages align with DNR’s mission, goals and State Fair theme?
   2. Organization partners and links to DNR?
   3. Booth layout will be engaging and interesting?
   4. Display will be interactive and hands-on for visitors?

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By signing and submitting this application, you are agreeing to all the Partnership Requirements.

**Return completed application electronically or postmarked by February 1, 2020 to:**

MN DNR

Christy Hurley

500 Lafayette Rd.

St. Paul, MN 55155

Or

[christy.hurley@state.mn.us](mailto:christy.hurley@state.mn.us)

651-259-5360

DNR Representative Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_