2023 State Fair Exhibit
Installation and Removal Guidelines

REQUIREMENTS

All individuals involved in the installation and tear-down of exhibits must:

1. Review this plan.
2. Review the DNR State Fair Safety Plan.
3. Take the State Fair Safety Quiz on the State Fair Training page, *BEFORE* providing on-site work.

SAFETY STARTS BEFORE YOU REACH THE FAIR

Dressing for Success: Plan for heat, wear closed-toed shoes and avoid loose-fitting clothing. Bring gloves or other tools as needed.

Lifting and Loading: Practice safe lifting procedures. Firm footing, bent knees, and lift with your legs. Ask for help if needed. Hire trained movers for large items. Review the "Safe Lifting Procedures" in the DNR State Fair Safety Plan.

Driving on the State Fair Grounds: Enter from Snelling at Hoyt Avenue. You will need an ID. Drive slowly and be aware of vehicles, people, and other objects. Yield to pedestrians and obey stop signs.

COVID-19 Self-Screen: Information on the Minnesota Department of Health and the Centers for Disease Control and Prevention websites include up-to-date information on exposure, isolation, and masking. Our DNR intranet page, COVID-19 Information for Staff, also continues to be updated with DNR specific information. Please take a minute to review some of the current information and reminders about COVID-19. Thanks for keeping safety in the forefront.

EXHIBIT INSTALLATION

- All exhibits must be installed by 4:30 p.m., the Wednesday before the State Fair begins. For approval of late installation requests, contact the **DNR State Fair project manager (Dawn Bahajak).**
- Balloons or stickers are not allowed on displays or as giveaways. All giveaways must be pre-approved by the State Fair. Contact the DNR State Fair project manager for details.
- Check that display is level, connected, stable, and that all bolts and screws are secure.
- Use the Wet Floor sign as needed located in the NW corner supply room.
- A DNR staff person must be present or available via phone when a vendor, partner, or volunteer is setting up or tearing down a display.
- Carry a DNR State Fair Emergency Procedures card. Safety information is also posted throughout the building.

EQUIPMENT USE

Follow all OSHA guidelines.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

- Closed-toed shoes only. Work boots are highly recommended.
- Wear eye protection when using power tools and hearing protection when appropriate.
- Wear leather gloves when handling anything sharp.
- Review "Personal Protective Equipment (PPE)" in the DNR State Fair Safety Plan.

HAND TOOLS

- Staff may need to bring their own hand tools and/or hand-held power tools on site to set-up or teardown certain displays/exhibits.
- Tools should be inspected prior to each use and should only be used by DNR staff that are trained and/or practiced in their use.
- Cordless hand-held power tools are preferable; if using corded tools and/or extension cords, cover and/or tape down cords to mitigate tripping hazards.

LADDERS

- Even if you are not going to use a ladder, you will likely be around others who will be.
- Download and use the *Ladder Safety* app created by the National Institute for Occupational Safety and Health to determine safe ladder angle.
- Stay below top ladder rung.
- A temporary barricade, such as traffic cones, can be used to keep hazards away from the ladder.
- Always use the proper ladder for the task.
- When there is a potential of injury to the head from falling objects, you must wear a hard hat (located in the supply room).
- Review "Ladder Safety" in the DNR State Fair Safety Plan.

SCISSOR LIFT & FORKLIFT

- Only trained DNR staff are allowed to use the scissor lift. Required training must be completed prior to use. Any training fees are the responsibility of the division using the lift. Contact the DNR State Fair project manager for more details.
- When in use, the area must be identified with orange cones and people made aware of the operation of the lift.
- When there is a potential of injury to the head such as from falling objects, you must wear a hard hat (located in the supply room).
- Watch and listen for scissor lift moving throughout the building. Forklifts may be rented with an operator from the State Fair. Call 651-288-4309 for requirements and pricing.

ELECTRICAL SAFETY

- All electrical installation and removal must be completed by a contractor or State Fair staff, approval required.
- Check all electrical cords and wiring for damage before connecting to power.
- Hang all cords overhead or behind exhibits if possible. Tape or cover all electrical cords on ground to prevent tripping.
- Do not hang items from electrical fixtures or piping.
- Electrical outlet issues, contact the DNR State Fair project manager.

FIRE SAFETY

- Store extra handouts and giveaways behind or under exhibits, and away from fire hazards.
- Tents, canopies, signs, and screens must be fire resistant and appropriately braced and anchored so they do not blow over.
- Smoking/vaping is not permitted in the buildings or on the grounds. The nearest smoking area is located near the bathroom building, northwest of the DNR building by the fire tower.
- Emergency exit signs and doors must remain clear.
- Become familiar with the location of fire extinguishers in the building. Use only if trained.
- All decorative materials such as signs, banners, table coverings, etc., must be noncombustible or fire retardant.
- The Fire Marshal inspection may require rearrangement of exhibit locations.

HEAT SAFETY

- Review the "Heat Related Illness" in the DNR State Fair Safety Plan.
- The DNR State Fair building does not have air-conditioning. You will get hot!
- Take it slow, take frequent breaks, and keep yourself hydrated. There is a water fountain with ice-cold water upstairs in the loft area.
- We also have a small, air-conditioned room just outside the wildlife wing exit for emergencies.

LARGE EXHIBIT VENDOR INSTALLATION

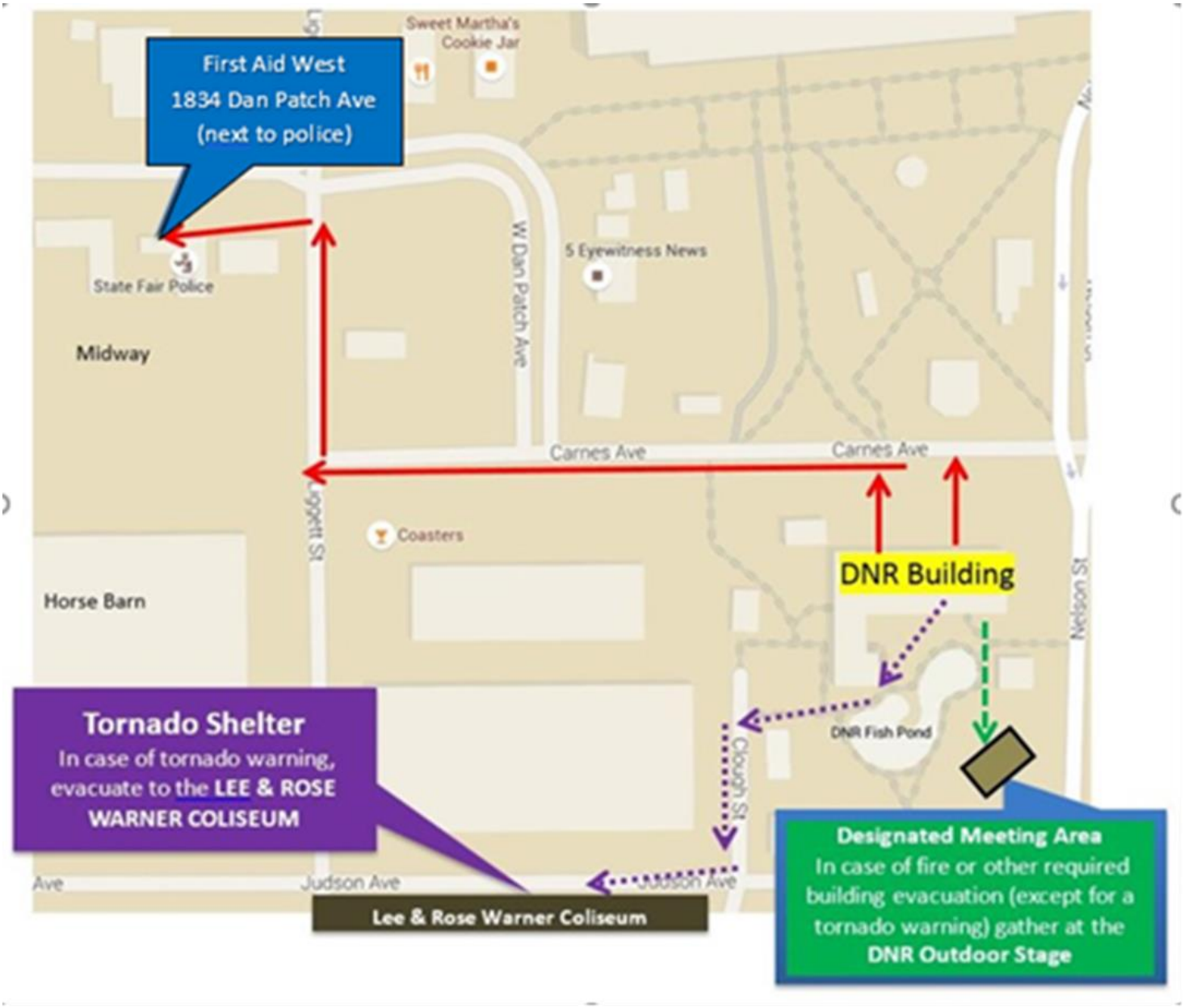
- Everyone, including vendors, DNR, and State Fair must follow all safety policies.
- Site will be deemed a construction zone and building must remain empty except for installation staff.
- Hard hats must be worn.
- Materials from tear down of large exhibits must be removed as soon as possible.

EXHIBIT REMOVAL

- Exhibits must be removed the Tuesday or Wednesday after Labor Day. If a time extension is required, contact the State Fair project manager.
- Some items may be stored in the wildlife or forestry wings, confirm with the State Fair project manager.
- All large pieces of trash (full garbage bags, wood, etc.), must be hauled to the trash compactor located a block down the alley to the west. Cardboard should be placed in recycling bins behind Café Caribe, at the <u>end</u> of the first alley to your right. Do NOT put trash in the recycling bins or the Café Caribe dumpsters.

EMERGENCY PROCEDURES	**Dial 911** **(Dial 9-911 if using main building desk phone)** DNR main building desk phone **651-643-6208** DNR main building address **1740 Carnes Ave** **Contact the DNR building coordinator or State Fair building superintendent with any type of emergency.**
FIRE	**Dial 911** • **Use a fire extinguisher** (located throughout the building) if you are trained in its use and the fire is small. • **Exit** building and gather at **DNR outdoor stage.** • Warn others of fire and potential hazards. • Provide first aid, if trained.
MEDICAL EMERGENCY AND POLICE	**Dial 911** For non-life-threatening injuries requiring medical care, travel to: **Regions Hospital** **Tier 1 Trauma Center/Emergency Room** **640 Jackson Street, St. Paul** Follow accident reporting procedure on page 17 of DNR State Fair Safety Plan.
SEVERE WEATHER 	**Severe Thunderstorm Warning** • Stay Weather Ready – monitor the local news or a NOAA Weather Radio to stay updated about severe thunderstorm watches and warnings. DNR building coordinator will inform employees/volunteers of weather changes. • Stay inside the DNR building. DNR building coordinator will notify employees/volunteers of the warning, stay away from windows and open doors, close as many doors as possible. Building should remain open to public to seek shelter in. **Tornado Watch** – atmospheric conditions could create a tornado, but one is not on the ground. • Stay Weather Ready – continue to monitor the local news or a NOAA Weather Radio to stay updated about severe thunderstorm watches and warnings. DNR building coordinator will monitor and report changes. • DNR building coordinator will remind employees/volunteers to go to the Lee & Rose Warner Coliseum if a tornado warning is issued. • DNR building coordinator will notify vendors and public of watch being issued and that they will need to determine their own emergency plan for dealing with their items and security. **Tornado Warning** – tornado is on the ground or appears imminent. • Take cover now! • Close and lock doors to DNR building if possible. Staff, volunteers, and public should **seek shelter at the Lee & Rose Warner Coliseum** (see photo). Located one block south of the DNR building (see page 5). Open 8:00 a.m. to 4:00 p.m. during set-up/teardown periods. • If the building must be evacuated, building coordinator notifies event manager who will notify Emergency Planner and R3 MR Supervisor.

EMERGENCY LOCATIONS MAP



If you have ideas for making the DNR State Fair Building and Grounds safer, please share them with the DNR State Fair project manager.

2023 State Fair Project Manager
Dawn Bahajak dawn.bahajak@state.mn.us or 651-259-5344

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