

2026 State Fair

Exhibit Installation and Removal Guidelines

Requirements

1. Review this document.
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-toe shoes and wear appropriate clothing for the tasks you're doing. 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.

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.

Exhibit Installation

- All exhibits must be installed by 4:30 p.m. on the Wednesday before the State Fair begins.
- Balloons, neck gaiters and 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 the 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 guidelines set forth by the Occupational Safety and Health Administration (OSHA).

Personal Protective Equipment (PPE)

- Closed-toe 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 to set up or tear down 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

- Download and use the *Ladder Safety* app created by the National Institute for Occupational Safety and Health to determine a safe ladder angle.
- Stay below the top rung of the ladder.
- 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 potential for injury to the head from falling objects, you must wear a hard hat (located in the supply room).

Scissor Lift and 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 must be made aware of the operation of the lift.
- When there is potential for injury to the head from falling objects, you must wear a hard hat (located in the supply room).
- Watch and listen to the 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.

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.
- 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” section in the DNR State Fair Safety Plan.
- 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 staff, and volunteers must follow all safety policies.
- Site will be deemed a construction zone and building must remain empty except for installation staff.
- 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 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 end of the first alley to your right. Do not put trash in the recycling bins or the Café Caribe dumpsters.

Questions? Contact the DNR State Fair project manager, Amelia English: amelia.english@state.mn.us.

Emergency Procedures

<p>General</p>	<ul style="list-style-type: none"> • Call 911 (Dial 9-911 if using main building desk phone) • For reference: <ul style="list-style-type: none"> ○ 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.
<p>Fire</p>	<ul style="list-style-type: none"> • Call 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.
<p>Medical Emergency and Police</p>	<ul style="list-style-type: none"> • Call 911 • For non-life-threatening injuries requiring medical care, travel to: <ul style="list-style-type: none"> ○ 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.
<p>Severe Thunderstorm Warning</p>	<ul style="list-style-type: none"> • 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.
<p>Tornado Watch atmospheric conditions could create a tornado, but one is not on the ground</p>	<ul style="list-style-type: none"> • 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 map below). 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

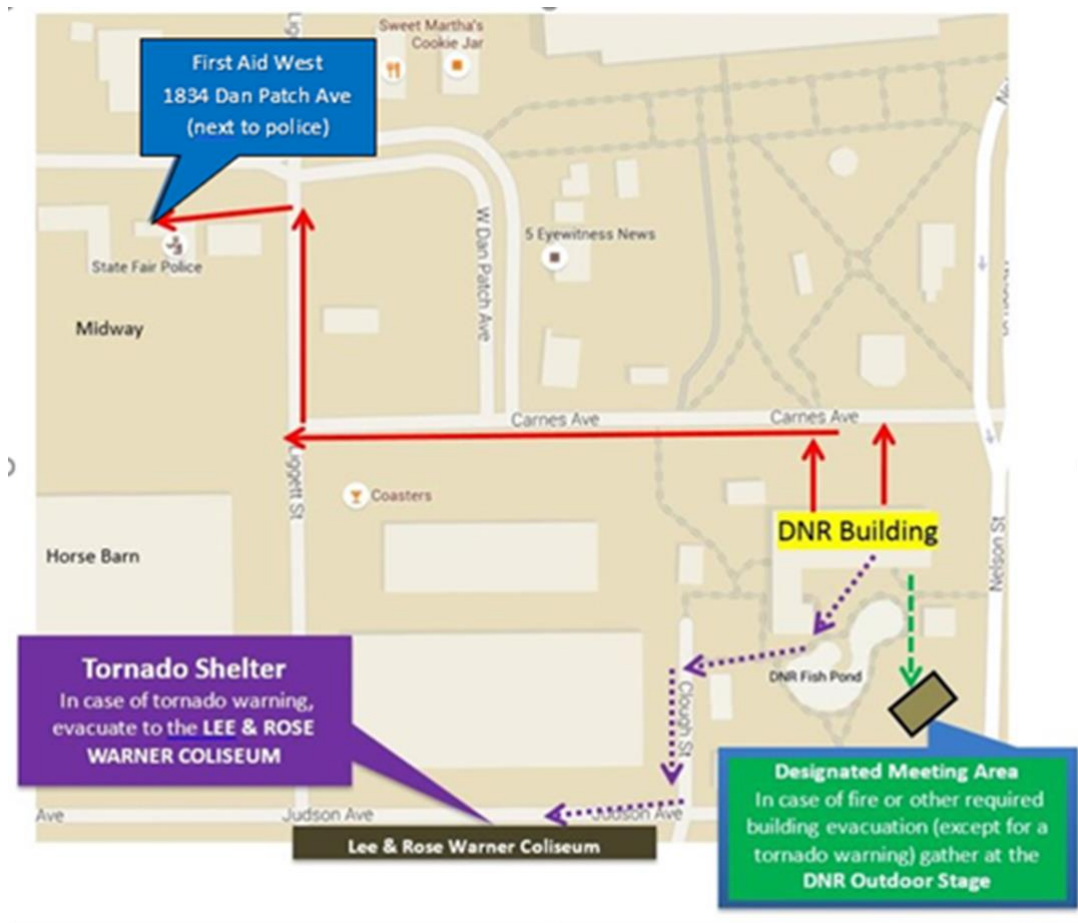


Figure 1: Map

If you have ideas about how we could make the DNR State Fair Building and Grounds safer, please share them with the DNR State Fair project manager, Amelia English (amelia.english@state.mn.us).

Revised February 2026