# 2023 State Fair Booth Partnership

# Requirements, Application & Agreement

**Application due date: February 15, 2023**

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.

**The mission of the Minnesota Department of Natural Resources (DNR) is to work with Minnesotans to conserve and manage the state's natural resources, to provide outdoor recreation opportunities, and to provide for commercial uses of natural resources in a way that creates a sustainable quality of life.**

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 2023 State Fair August 24 through September 4.

**Not all applicants will be selected, DNR will notify all applicants of their selection status.**

## Partnership Requirements

* Staff booth daily 9 AM to 9 PM August 24 – September 4
* Purchase all entrance tickets for your staff/volunteers
* 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 mission
* Staff/volunteers participating at the booth are required to review the 2023 DNR State Fair Safety Plan and follow all current health guidelines
* Comply with 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 your display by Wednesday, August 23, remove all your display materials from building and grounds (including trash and recyclables) by Tuesday, September 5

**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

Evaluation Criteria

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

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

**Organization**

Name:

Address:

Website:

**Contact person**

Name:

Email:

Phone:

*Application continued next page.*

## Application continued

1. **In 500 words or less describe how your:**
   1. Organization's State Fair messages align with DNR’s mission and goals?
   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?

*Application continued next page.*

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

**Organization Representative Signature:**

**Date:**

**Organization name:**

**Return completed application by February 15, 2023 to:** [dawn.bahajak@state.mn.us](mailto:dawn.bahajak@state.mn.us)

*For internal use*

DNR representative signature:

Date received: