

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

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| 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 off of Snelling and 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., the Wednesday before the State Fair begins. For approval of late installation requests, contact the DNR State Fair project manager.

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.

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 aren’t 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 & FORK LIFT

- Only trained DNR staff are allowed to use the scissor lift. Required training must be completed prior to use. Class fee (approximately \$80) is the responsibility of the division using the lift. Contact 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 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 6561-288-4309 for requirements and pricing.

ELECTRICAL SAFETY

All electrical installation 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 building coordinator or 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 is not permitted in the building or on the grounds.
- 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.

LARGE EXHIBIT VENDOR INSTALLATION

- All safety policies must be followed, including: Vendor, DNR, and State Fair.
- 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

- Most exhibits are removed the Tuesday or Wednesday after Labor Day. All exhibits must be removed within two weeks of the last day of the State Fair.
- 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, cardboard, wood, etc.), must be hauled to the dumpsters and recycling bins on the west side of Café Caribe. Walk down the alley behind the camper cabin and take the first right.

SELF CARE

HEAT ISSUES

Review the “Protection from Heat Stress” 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.

In Case of Emergency, Dial 911. (Dial 9 first if using a land line)

The DNR building address is 1740 Carnes Ave

FIRE

Dial 911

Use fire extinguisher if you are trained in its use and the fire is small.
Exit building and gather at **DNR Outdoor Stage**

**MEDICAL EMERGENCY
& POLICE**

Dial 911 until the Friday before the Fair starts.

For non-life threatening injuries requiring medical care, travel to:
**Regions Hospital
Tier 1 Trauma Center/Emergency Room
640 Jackson Street, St. Paul**

Dial 651-288-4500 from the Friday before the Fair starts, through Wednesday after the Fair ends. The State Fair Medical Aid West facility will be open, and the State Fair Police will be available to either provide transport or guide ambulances to the DNR building. (See map on page 5.)

After care has been given, immediately report all accidents to your supervisor and the State Fair project manager.

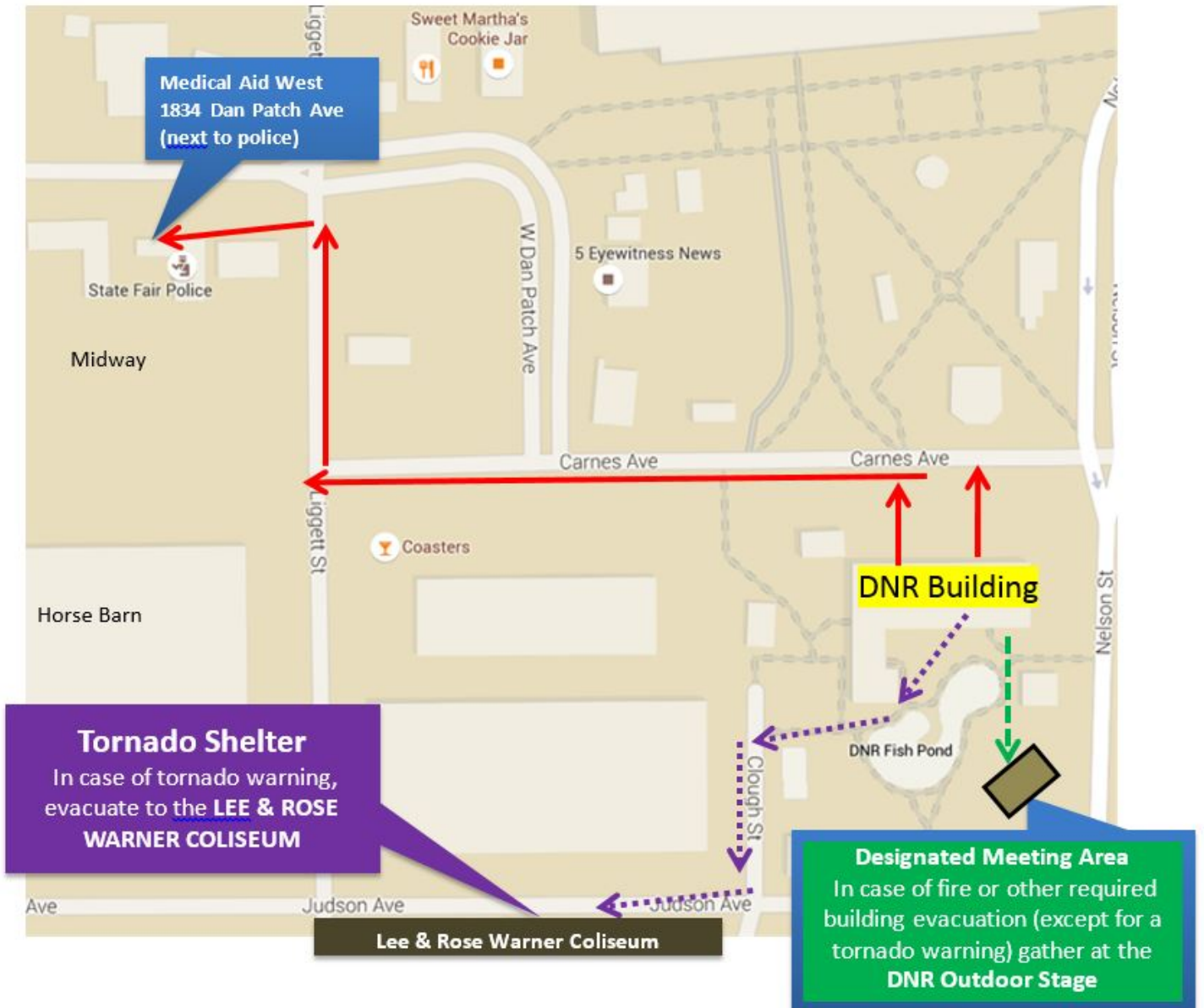
SEVERE WEATHER



Severe Thunderstorm Warning: Remain inside the DNR building.

Tornado Warning: If there is sufficient time, evacuate to the **LEE & ROSE WARNER COLISEUM** (see photo). Located one block south of the DNR building and open 8:00 a.m. to 4:00 p.m. during the set-up/teardown periods. (See map on page 5.)

EMERGENCY LOCATIONS MAP



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