

COUNTY FAIR PACKET

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IMPORTANT:

1. Print out information - download
2. Send a copy of the completed forms, along with your check, to Donna Speltz
 - Registration Form
 - E-Coli Registration
 - Credential Sheet
 - Information Sheet
 - Website Sheet
 - Etc.
3. Send your hotel reservation form to the hotel

**MINNESOTA FEDERATION OF COUNTY FAIRS
ANNUAL CONVENTION AND MEETING
JANUARY 13-15, 2012
DOUBLE TREE HOTEL (FORMERLY THE SHERATON
HOTEL SOUTH AND PLAZA TOWER)
CONVENTION INFORMATION**

October 2011

YOUR MINNESOTA FEDERATION OF COUNTY FAIRS CONVENTION
AND ANNUAL MEETING PACKET IS NOW COMPLETE AND WILL NEED
YOUR IMMEDIATE ATTENTION.

December 1 , 2011 is the deadline for all forms except the Communication entries.

1. HOTEL RESERVATIONS. All reservations will be made through the Double Tree Hotel. Reservation forms are online and/or enclosed.
2. REGISTRATION. Please list all persons who will attend so that the registration process can be done as quickly and efficiently as possible. Name tags must be worn for admission to MFCF events. Please print or type clearly, as the name tag information will be taken from the registration forms.
3. DUES/CREDENTIALS. The dues are \$200.00. The dues are payable with your credential form which lists your delegates. This must be complete before voting. Just a note – the signatures should be actual, not stamps. (If no one from your County attends the Convention, the dues must still be paid.)
4. GRIEVANCES. Fairs or Associates with a grievance must file the information with the MFCF Secretary by December 15, 2011. Both the Fair and Associate must be members of the MFCF. The meeting will be at 4:30 on Friday, January 13, 2012. To file, send a statement of facts and supporting material explaining the situation. Copies will be sent to both parties.
5. DEPARTED FAIR FRIENDS. Please send the names of Directors or Fair Friends who have passed away this past year so that they may be remembered at the Memorial Service which is held in conjunction with the Saturday Luncheon and the Resolution remembering departed fair friends. The names can be sent

along with your forms. Any additional names can be added at the convention.

6. FAIR PERSON OF THE YEAR. The nomination form for the Fair Person of the Year is online/enclosed. Previous nominees are eligible; however, previous winners are not. Note that this form is mailed to Ray Erspamer. Nominations are due December 1, 2011. Reminder – one winner will be selected from each District if merited.
7. MIDWEST SHOWMEN’S BANQUET - SATURDAY NIGHT. The Midwest Showmen’s Banquet is set for 6:00 p.m. on Saturday, January 14, 2012. Tickets will be available at the Convention from the Showmen.
8. DISTRICT CAUCUSES AND ELECTION. Federation District Caucuses are set for 1:30 p.m. on Saturday afternoon. Even numbered districts (2, 4, 6 and 8) will have elections for District Directors.
9. COMMUNICATION CONTEST. The entry form and review of the categories are online/enclosed. Recognition will be made at various meals. Entries are due January 13, 2012, by noon at the Convention.
10. SPOUSE TOUR - SATURDAY, JANUARY 14, 2012. We will be going to “Chanhassen.” The play is “Hairspray”, and the cost is \$65.00 per person. This includes the play, meal and transportation. Pre-registration is required. A detailed sheet is online or enclosed with the packet.
11. AUCTION. The auction is set for Saturday at 3:30 p.m., January 14, 2012. All County Fairs should provide an item valued at \$25.00 or more for the auction. The Life Member Committee will be conducting the auction.
12. INFORMATION SHEET IS DUE BACK BY DECEMBER 1, 2011. COUNTY FAIR DATES AND CONTACT PEOPLE ARE NEEDED FOR VARIOUS PUBLICATIONS.

IF THERE ARE ANY QUESTIONS, PLEASE CONTACT ME AT (507) 523-2468.

Yours in the Fair Spirit,

Donna M. Speltz
Executive Secretary

Tentative Schedule for Convention
Minnesota Federation of County Fairs
January 12-15, 2012

Thursday, January 12, 2012

6:00 p.m. MFCF Board of Directors Meeting
 Bloomington
 Danny Grunhovd, Presiding

Friday, January 13, 2012

8:00 a.m. MFCF Board of Directors Meeting
 Suite 218
 Danny Grunhovd, Presiding

11:00 a.m. - 9:30 p.m. Federation Registration
 Bloomington

1:00 p.m. - 2:00 p.m. 1. Grant Writing
 2. Process in Getting a 501-c3 Status
 3. Updating Your Emergency Plan
 4. Legacy Funding

2:00 p.m. - 3:00 p.m. Refreshment Break

2:30 p.m. - 3:30 p.m. Information Byways (1 hour)

1. Insurance
2. MN Department of Electricity
3. New and Unique Ideas that Worked in 2011
4. Fair Promotional Ideas for Carnival, Fair,
 and Grandstand
5. Outstanding Senior Citizen Application -
 How to Promote Participation
6. Decorating Your Fairground and/or
 Buildings - Benches, Planters, Picking a Theme,

Flowers, etc.

7. How Do You Recruit Volunteers - How Do
You Keep Them - How Do You Say Thank You 8.

Ideas a

3:45 p.m. - 4:45 p.m. Workshops

1. Grant Writing
2. Process in Getting a 501-c3 Status
3. Updating Your Emergency Plan
4. Social Media
5. Extension and 4-H Update
6. Legacy Funding
7. Looking at Your Fair Inside and Out

4:00 p.m. - 7:30 p.m. Federation Trade Show Opens

4:30 p.m. Member Relations Committee

5:15 p.m. Newcomers' Orientation

6:30 p.m. Federation Audit Committee

6:30 p.m. Federation Credential Committee

6:30 p.m. Federation Resolutions Committee

7:30 p.m. Federation Showcase

9:30 p.m. - Midnight Trade Show

10:00 p.m. Refreshment Break

Saturday, January 14, 2012

7:00 a.m. - 9:30 p.m. Federation Registration

Bloomington

7:15 a.m. Federation Breakfast & Opening Ceremonies
Speaker: David Fredrickson
Commissioner of Agriculture

9:00 a.m. - 10:00 a.m. Associate Member Breakfast and Meeting

9:00 a.m. - 10:00 a.m. Workshops (1 hour)

1. Open Meeting Law - As It Pertains to County Fairs
2. Extension & 4-H Update
3. Minnesota Board of Animal Health
4. Minnesota Department of Health
5. Legacy Funding
6. Marketing Maneuvers
7. Social Media
8. Sales Tax

9:30 a.m. - 10:30 a.m. Refreshment Break

10:15 a.m. - 11:15 a.m. Workshops (1 hour)

1. Open Meeting Law As It Pertains to County Fairs
2. Legislative
3. Minnesota Board of Animal Health
4. Minnesota Department of Health
5. Legacy Funding/Applications
6. Creative Ideas for Competitive Exhibits
7. Social Media
8. Sales Tax

- 10:30 a.m. - 11:30 a.m. Trade Show Opens
- 10:30 a.m. Spouse Tour - Chanhassen - "Hairspray"
- 11:30 a.m. Awards Luncheon
Speaker: Marla Calico
Topic: "Every Fair (and Fair Person) Has a Story to Tell"
- 1:00 p.m. - 7:30 p.m. Trade Show Opens
- 1:30 p.m. Federation Caucuses
- 1:45 p.m. State Agricultural Society Caucuses
- 2:15 p.m.- 3:15 p.m. Information Byways and/or Workshops
1. Insurance
 2. MN Department of Electricity
 3. New and Unique Ideas that Worked in 2011
 4. Fair Promotional Ideas for Carnival, Fair and Grandstand
 5. Outstanding Senior Citizen Application - How to Promote Participation
 6. Decorating Your Fairground and/or Buildings - Benches, Planters, Picking a Theme, Flowers, etc.
 7. How Do You Recruit Volunteers - How Do You Keep Them - How Do You Say Thank You
 8. Ideas and Activities In Promoting

Agriculture at Your Fair

3:00 p.m. - 3:30 p.m.	Refreshment Break
3:00 p.m.	Life Member Meeting - Grand Ballroom
3:30 p.m.	Federation Auction
7:30 p.m.	Showcase
9:30 p.m. - Midnight	Trade Show
10:00 p.m.	Refreshment Break

Sunday, January 15, 2012

7:00 a.m. - 12:00 p.m.	Federation Registration
8:00 a.m.	State Ag Society Breakfast
10:30 a.m.	Federation Business Meeting
11:45 a.m.	Federation Lunch Speaker: Princess Kay - Mary Zahurones

MINNESOTA STATE AGRICULTURAL SOCIETY SCHEDULE
(Subject to change)

THURSDAY, JANUARY 12

4:00 p.m. – 5:00 p.m. **State Agricultural Society Sales Committee Meeting - Atrium 1**

FRIDAY, JANUARY 13

9:00 a.m. – 10:00 a.m. **State Agricultural Society Audit Meeting – Atrium 2**

10:15 a.m. – 11:45 a.m. **State Agricultural Society Finance Meeting - Atrium 1**

Noon – 1:00 p.m. **Minnesota State Fair Foundation Lunch - Atrium 7**

1:15 p.m. - 2:15 p.m. **Minnesota State Fair Foundation Meeting - Atrium 1**

SATURDAY, JANUARY 14

9:00 a.m. - 9:30 a.m. **State Agricultural Society Resolutions Committee Meeting - Atrium 4**

9:30 a.m. - 10:00 a.m. **State Agricultural Society Credentials Committee Meeting - Atrium 4**

10:00 a.m. - 4:00 p.m. **Minnesota Livestock Breeders Meeting - Atrium 8**

10:15 a.m. – 11:45 a.m. **State Agricultural Society Planning Committee Meeting - Atrium 1**

Noon - 1:00 p.m. **Minnesota Livestock Breeders Luncheon - Atrium 3**

1:45 p.m. - 2:00 p.m. **State Agricultural Society Caucuses**

District 1 – To Be Determined
District 3 – Veranda 7
District 6 – Veranda 9

4:00 p.m. **IAFE Zone 4 Spring Meeting Planning Session – Atrium 1**

SUNDAY, JANUARY 15

7:00 a.m. - 8:00 a.m. **State Agricultural Society Office - Grand Ballroom Atrium**

8:00 a.m. - 10:00 a.m. **State Agricultural Society Breakfast & Annual Meeting - Grand Ballroom**

10:00 a.m. - 10:30 a.m. **State Agricultural Society Life Member Meeting – Atrium 2**

10:15 a.m. - Noon **State Agricultural Society Board Meeting - Atrium 1**



and the

iafe[®] THE NETWORK!

CONSUMER PROTECTION PROGRAM WORKSHOP

Friday, January 13, 2012

What Your Fair Can Do To Deal With The Threat of E.coli and Other Enteric Pathogens in Animal Contact Areas

The IAFE, working with Dr. Stephen Neel of Technical Solutions International, developed the **Consumer Protection Program** workshop to help fairs understand enteric pathogens such as *E.coli* and to provide information on analyzing traffic flow in all animal areas (not just petting zoos), creating proper signage, installing hand-wash areas and establishing specific cleaning protocols. The threats have not gone away and fairs still need to have a very clear understanding of this. We want 100% of the Minnesota fairs to go through this training!

The workshop will be held at the 2012 Convention of the Minnesota Federation of County Fair, from 8:30 a.m. to 5:00 p.m. on Friday, January 13.

The day-long workshop covers these important topics

- Part 1 = Introduction to enteric pathogens: what they are, the impact to fairs, what's at stake
- Part 2 = Understanding enteric pathogens: some microbiology
- Part 3 = Analyzing your facility: waste management, construction/floor materials, livestock equipment, etc.
- Part 4 = Improving Operational Procedures: signage, hand-washing, waste management, etc.
- Part 5 = Site evaluation exercises: each attendee examines their own facilities and works on ideas/plans
- Part 6 = Record-keeping
- Part 7 = Creating a Consumer Protection Plan

Here's what other fairs have to say about this workshop:

- ▶ Every fair needs to attend or it reflects poorly on us all
- ▶ Great presentation. Should be mandatory for all fair managers. Thanks!
- ▶ Outstanding workshop - more fairs need to realize it can benefit them. They seem to think it doesn't affect them. We need to keep offering and making available somehow --maybe at state meeting with larger audience
- ▶ Fantastic presentation, Thanks!
- ▶ It is important to take this workshop seriously because a problem could happen to anyone's fair
- ▶ Thank you well put together! Very informative and the time went very fast!
- ▶ Thank you for your time, you made us realize some things that need addressed

Important Information: Each participant should bring a ***batn*** or ***building*** diagram from their facility. It can be hand-drawn, but should show entry/exit, manure pits, wash racks, stalling areas, etc. It is helpful to also bring a site diagram of the entire fairgrounds.

Contact Donna Speltz at 507 523 2468 for registration details

“E-COLI OUTBREAK SICKENS CHILDREN AFTER FAIR VISIT”

Consumer Protection Program Workshop

“E.coli Outbreak Sickens Children after Fair Visit” - don’t let this be the headline at your fair. The risk is real when your guests interact with animals, whether it be in the livestock barns or the petting zoo. Learn about the pathogen and get ideas on managing your risks in this session. Operational ideas for fairs of any size will be discussed and you’ll meet one-on-one with facilitators to review your fairground’s layout and existing programs.

Contamination from **E.Coli** and other enteric pathogens continues to pose a tremendous risk to all fairs when fair guests interact with animals in livestock barns, petting zoos, birthing centers, etc. In this workshop you will learn more about the pathogen, discover operational and management options any size fair can implement, and meet one-on-one with workshop facilitators to review programs you have in place at your facility.

Each attendee will:

- *Go home with a 3-ring binder full of the information covered in the workshop, including templates for records and signs
- *Go through a sample exercise to identify contact zones and types of corrective actions to be deployed
- *Learn about a variety of operation tactics to consider for corrective actions appropriate for their own particular situation
- *Meet one-on-one with Dr. Neel or Marla Calico to review the particulars of their site – what is currently being done to protect guests and what tactics to consider using
- *Receive a certificate of completion

E-COLI WORKSHOP REGISTRATION
MFCF CONVENTION
Friday, January 13, 2011 - 8:00 a.m.-5:00 p.m.

Let's try for 100% of our County Fairs taking this training! We had 72 attend in 2009, representing 37 fairs.

- 1st Person w/Notebook - \$150.00
- 2nd Person w/Notebook - \$135.00
- 3rd Person w/Notebook - \$127.50
- 4th Person w/Notebook - \$119.00

Your cost will be \$75.00.

PLEASE TYPE OR PRINT NAMES

Deadline - December 1, 2011

County _____

Participant 1 _____
Address _____

Participant 2 _____
Address _____

Participant 3 _____
Address _____

\$75.00 per person (remaining cost will
be paid by sponsorship and MFCF)

AMOUNT ENCLOSED \$ _____

2012 Credential Blank For Delegates



FROM AGRICULTURAL SOCIETIES AND ASSOCIATIONS TO THE ANNUAL MEETING OF THE **MINNESOTA FEDERATION OF COUNTY FAIRS**

We hereby certify that the persons named below have been elected delegates and alternates (as designated) to represent

(Fill in the name of the Society or Association) at the 2012 ANNUAL MEETING of the Minnesota Federation of County Fairs.

Delegates (Please Print or Type Name)	Mailing Address	County Fair District
(1) _____	_____	_____
(2) _____	_____	_____
(3) _____	_____	_____

Alternates (Please Print or Type Name)	<i>(Alternates A. B. C. may replace above)</i>	Mailing Address	County Fair District
(A) _____	_____	_____	_____
(B) _____	_____	_____	_____
(C) _____	_____	_____	_____

Print **President's**
Name _____

Print **Secretary's**
Name _____

President's Signature (NO STAMPS)

Secretary's Signature (NO STAMPS)

Address

Address

City /State /zip

City / State /zip

(area code) Phone - -

(area code) Phone - -

Please Fill in

Fair Name

County Fair Dates _____ - _____ - _____
Month and Dates

2012 Fair Phone _____ - _____ - _____

Fax Number _____ - _____ - _____

Fair Mailing Address _____ zip _____

Fair Web site: www. _____ Fairs E-mail _____

FEDERATION DUES \$200.00 ~~~~~ **MAIL PRIOR TO DECEMBER 1ST** ~~~~~

Note: This Credential Blank properly filled out and signed, together with remittance to cover annual dues, must be delivered to the Secretary of the Minnesota Federation of County Fairs and approved by the Credential Committee before delegates or alternates will be eligible to vote in the proceedings of the Minnesota Federation of County Fairs.

MAIL THIS FORM TO :

**Minnesota Federation of County Fairs
28651 County Road 33
Utica, Mn. 55979**

Do Not Fill In This Space Below !!!

ANNUAL MEMBERSHIP DUES RECEIVED \$ _____ Check _____ Cash _____ Date: _____ By _____

hairspray

• THE BROADWAY MUSICAL •



*"You Can't Stop
the Beat" in this
Big,
Broadway
Musical!*

SPOUSE TOUR
SATURDAY, JANUARY 14TH 2012
"HAIRSPRAY"
CHANHASSEN DINNER THEATRE

DINNER THEATRES
Chanhassen

www.ChanhassenDT.com

Bring Your Stuff

Great Exchange

At The MFCF CONVENTION



*Show others the great
things you use to showoff*

**Bring Your
EXTRA STUFF**

Bring Your Extra Copies
of Your Materials to Exchange
With Other County Fairs

**Held on Second Floor
Across From the Registration Room
Tables will be set up for you to drop-off**

CANCELLATION POLICY

There will be a \$10.00 processing fee if you cancel your registration or meals. You must notify the MFCF, in writing, at least 10 days prior to the Convention of any cancellations or NO REFUND can be given.

County _____

Name _____

Address _____

Date _____

FAIR INFORMATION SHEET
PLEASE RETURN THIS SHEET TO DONNA SPELTZ
BY DECEMBER 1, 2011
MINNESOTA FEDERATION OF COUNTY FAIRS

PLEASE PRINT INFORMATION FOR PROGRAM, PUBLICATIONS, DATE
LISTS, AND MFCF EXECUTIVE SECRETARY

NAME OF FAIR _____

NAME AND ADDRESS OF SECRETARY OR CONTACT PERSON

NAME _____

STREET _____

CITY _____ STATE _____ ZIP _____

TELEPHONE _____

FAIR DATES FOR 2012 _____

NAME OF CARNIVAL _____

E-MAIL _____ FAX _____

FAIR WEB SITE _____

Information needed by Secretary

Number of Fair Guest Tickets needed by your County Fair Board _____

Contact Person's Home Telephone Number _____

Fair Office Number _____