

INTRODUCTION

County fairs are an integral part of Minnesota culture, but for fairs to be a positive force in the community, they need to be safe. The public puts its trust in agricultural societies (a.k.a. fair boards) to ensure that they have a positive experience when attending the fair and other events at the fairgrounds.

Producing a county fair is a large responsibility that includes maintaining a safe environment for workers, volunteers, vendors and attendees, as well as protecting fair resources.

INTRODUCTION



THIS GUIDE

Keeping people safe and property protected is a priority for an agricultural society. This guide provides information and recommendations to help recognize and reduce risks and hazards associated with fair operations and protect such organizations from liability and loss.

This guide is designed to help agricultural societies make informed decisions about how to protect their organizations, property, fairgoers and users of the facilities. The book is divided into four general sections:

1. Governance concerns (e.g., Open Meeting Law compliance and safeguarding private information), Americans with Disabilities Act compliance and immunity defenses related to fairgrounds (Chapters 1-3): This guide presumes that agricultural societies are formed under Minnesota Statutes, Chapter 38, which qualifies them as municipalities subject to certain laws, protections and regulations. Agricultural societies must adhere to various laws protecting people's rights and for conducting its business in the open, as well as having potential immunities apply to their operations. These chapters discuss pertinent details for fair operations relative to these laws.
2. Risk management (Chapters 4-12): From working with volunteers, vendors and contractors,

MCIT and Members: Managing Risks Together

Minnesota Counties Intergovernmental Trust is not an insurance company. Rather MCIT is a governmental joint powers entity that operates as a risk sharing pool dedicated to providing coverage and risk management services for its members, Minnesota counties and associated public entities, such as agricultural societies. MCIT offers property, liability and workers' compensation coverage.

MCIT itself is a public entity, so it has no profit motive. Its primary goal is to assist members in managing their risks and reducing losses. MCIT accomplishes this by providing coverage tailored to the exposures of local public entities in Minnesota, individualized risk management and loss control advice, and no-cost products that further help members understand and manage their risks.

NO-COST SERVICES INCLUDED IN MEMBERSHIP

MCIT understands the unique challenges facing its members and offers ways to address those risks.

Resources and tools:

- Best practices guides and resource books
- Defensive driving training
- Minnesota Safety Council membership
- Step Wisely slip, trip and fall prevention program
- Resource library of risk management and loss control articles
- QuickTake on Safety mini training scripts and handouts
- Video tutorials, webinars and training videos



Risk management consultation:

- Coverage discussions and explanations
- Advice about how members can best manage risks
- Contract review from a risk management perspective

Loss control consultation:

- Hazard identification, such as facility safety surveys and reports
- Members' specific safety concerns
- Written safety programs
- Injury data analysis

Many of the resources are available through the MCIT website at MCIT.org or can be requested by contacting MCIT toll-free at **1.866.547.6516** or info@mcit.org. MCIT members can reach their risk management and loss control consultants by contacting MCIT.



these topics cover a range of issues that could potentially be open to risk exposure and offer recommendations to limit or manage the exposures.

3. Safety recommendations (Chapters 13-32): Common activities and structures at fairgrounds are discussed. Topics covered target specific equipment, work processes and policies or programs that should be in place as part of an overall safety program. Best practices are outlined to help educate staff and volunteers to reduce those exposures.
4. Check lists (Appendix): These can be used to determine quickly how well the organization is complying with laws and safety programs, as well as can identify safety hazards and allow for action items to be developed to remedy the identified exposures.

When appropriate, references to additional resources have been included to help manage risks associated with agricultural society operations.

This guide does not provide resources to address liability arising out of human resources policies or insurance coverage. It addresses some nonemployee injury- or property damage-related exposures, but is not a complete discussion of these exposures, which are often specific to an organization and are not well-suited to a general guide.

FURTHER DISCUSSION

MCIT members are encouraged to contact their MCIT loss control and risk management consultants at **1.866.547.6516** with questions regarding fair operations from a safety and risk management standpoint.

Agricultural societies should work with legal counsel when setting up policies and procedures to ensure that they are in compliance with applicable federal, state and local laws.