



**SD State Fair Park, division of the  
SD Department of Agriculture  
Facility Use Request**

**Nordby Exhibit Hall Use Guidelines**

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**Facility Description**

The Nordby Exhibit Hall is located at 1060 3<sup>rd</sup> Street SW in Huron, SD and sits on the west side of the 170 acre State Fair Park. The Nordby Exhibit Hall is a 48,000 square foot facility with four conference rooms, a large kitchen, restrooms, and a 30,000 square foot open space exhibit hall.

**Application for Use**

- No activity or event may occur at the Nordby Exhibit Hall without an approved Application for Use of the facility (application form).
- A completed and signed application form must be submitted at least two weeks prior to the requested date of use.
- Completed and signed application forms and fees must be submitted to:  
SD State Fair  
Attn: Event Services Assistant  
1060 3<sup>rd</sup> Street SW  
Huron, SD 57350
- Contact the Events Services Assistant with questions regarding use of the Nordby Exhibit Hall by calling 605-353-7347 weekdays between 8:00 a.m. - 5:00 p.m. (CST).

**Tables, Chairs, Staging & Equipment**

- Tables & Chairs: Each individual room is allocated up to a specified amount of tables and chairs free of charge. Additional tables and chairs are available upon request for an additional fee (see Rental Fees below for specifics).
- Risers: 4'x8' risers are available (15" high) upon request (see Rental Fees).
- Sounds System: The main exhibit hall has an overhead sound system available and must be requested in advance. Facility users are responsible for their own sound needs in the conference rooms.
- Bleachers: The main exhibit hall has four sets of bleachers that seat 93 people each. The bleachers must be requested two weeks in advance (see Rental Fees).
- Podium: Available upon request (no charge).
- Pipe and Drape: Available upon request (see Rental Fees).

**Accordion Folding Doors**

- The BankWest and First Dakota National Bank Conference Rooms have a set of accordion folding doors that divide the two rooms. The accordion folding doors are mechanically operated, and require a key for operation. Facility users may not open or close them. The facility users are responsible for notifying State Fair personnel in advance if they wish to have use of the folding doors.

**Technology**

- Internet access is available but is password protected for facility users only.
- No other technology or electronic device or service is available for use. The person or group requesting use is responsible for providing any other audio, video or computer device, network or service; projector or projector screen; or any cabling and power cords.

**Decorations, Displays & Signage**

- Displays or exhibits must be self-supporting and may not be leaned against or attached to any part of the building.

- No decoration, signage, or banner may be attached to interior walls, support columns, ceilings or windows by tape, sticky-tack, rope, twine, fishing line without consultation and pre-approval from State Fair personnel. Nails, glue, paste, staples, pins or tacks are not allowed.
- Ground-staked or self-supporting signage or other items may only be placed on the State Fairgrounds upon approved request. Prior approval of signage locations is required to avoid damage to underground wires, cables, irrigation and other infrastructure systems.

### **Kitchen & Food**

- The kitchen is available for rent and can only be used in conjunction with the conference room or main exhibit hall upon approved request. It is not suited for food preparation for large groups. Catered food is recommended.
- The kitchen is equipped with a residential sized refrigerator/freezer, stove/oven, sink and cabinetry. Any other item needed for preparation, service or consumption of food must be provided by the person or group requesting use of the facility. No silverware, dinnerware, drinkware, cookware, coffee pots, coolers, or kitchen or table linens are provided.
- Grilling indoors is prohibited. If the user wishes to grill outdoors, this requires pre-approval.

### **General Rules of Conduct**

- Activities or events may not interfere with the normal functions of state government or other activities on the fairgrounds.
- Noise created by activities or events at the Nordby Exhibit Hall may not be disruptive to state government or the neighborhood without approved request.
- Candles, flammable or combustible materials, or hazardous, corrosive or toxic liquids or gasses that could cause danger or discomfort to people or damage public property are prohibited.
- Pets, livestock and other animals are prohibited, with the exception of service animals and animals used in approved educational events or activities.
- General set-up and tear-down are the responsibility of the facility user including sweeping and vacuuming (vacuum provided). However, arrangements can be made to have State Fair personnel set-up and tear-down for an additional fee (fee varies depending on set-up needs).
- Garbage cans will be provided. The facility user is responsible for emptying all garbage into the waste dumpster located on the southwest side of the facility.

### **Weddings**

- Wedding ceremonies may be held in the conference rooms or main exhibit hall.
- Wedding ceremonies require a \$1,000,000 Certificate of Liability Insurance policy with the SD State Fairgrounds named as additional insured.

### **Alcohol & Tobacco**

- The State Fairgrounds reserves all rights for beverage sales (pop, water, beer and liquor). Arrangements can be made for a malt beverage bar (require a minimum of \$200 in sales) or malt beverages and alcohol (require minimum of \$400 in sales). If the minimum dollar value is not met, the difference will be paid by the facility user. Three week notice is required to ensure proper licenses can be obtained as well as staffing.
- Use of tobacco is prohibited.

### **Security & Responsibility**

- Nordby Exhibit Hall users are liable for any and all damages to the building or grounds, or for personal injury caused by the activity or event held on or in the Nordby Exhibit Hall.
- Nordby Exhibit Hall users must agree to hold harmless and indemnify the State of South Dakota by understanding and agreeing to the terms contained in the application form.
- Appropriate insurance coverage and a certificate of proof of such coverage may be required based on the nature of the activity or event and may be required prior to application approval.
- The State of South Dakota is not responsible for the theft, destruction, damage or loss of materials related to activities or events held at the Nordby Exhibit Hall or on the grounds.

- Nordby Exhibit Hall users must provide supervision of displays or exhibits included in the activity or event at all times during the period shown.
- Nordby Exhibit Hall users must immediately report any security or safety problems to Building & Grounds by calling 605-350-5451.
- Cleanliness and service issues should be reported to Buildings & Grounds during normal weekday business hours at 605-350-5451.

### **Rental Fees & Terms**

- Miscellaneous Rental Items:
  - Tables: additional tables: 8' Tables - \$4 each; 5' Round Tables - \$4 each
  - Chairs: additional chairs: \$1 each
  - Risers: 4'x8' risers are available (15" high) upon request: \$2.50 each
  - Bleachers: The main exhibit hall has four sets of bleachers that seat 93 people each. The bleachers must be requested two weeks in advance: \$25 each
  - Pipe and Drape: 75¢ per foot
- Deposit: Submit deposit of 50% of the event fee along with the completed application. This deposit will be refunded if the event is cancelled by the facility user less than 30 days prior to the event. After 30 days this deposit is non-refundable.
- Remaining balance of event fees and fees for use of state fair equipment will be billed to facility user following the event and must be paid within ten days. Checks or money orders shall be made payable to SD State Fair, 1060 3<sup>rd</sup> Street SW, Huron, SD 57350. Credit cards are also accepted.
- Facility user is responsible for restoring the premises to the condition in which they were received unless an approved upon request has been made with SD State Fair. If the facility user fails to restore the premises, restoration will be done by the State, and the facility user agrees to pay clean up and restoration costs, billed at \$15 per man-hour, plus material cost.
- Subletting is not allowed.

### **Use Discretion**

The SD State Fair may cancel any scheduled activity or event, add or waive any conditions for facility use, and may waive any fees at his or her discretion. Use of any other buildings or grounds on the SD State Fairgrounds must be requested using an application form and subject to additional use guidelines. Contact the Event Services Assistant at 605-353-7347 weekdays between 8:00 a.m. – 5:00 p.m. (CT) or visit [www.SDStateFair.com](http://www.SDStateFair.com).