

## **State Fair Booth Set Up and Tear Down Instructions**

Thank you for helping represent Northern Star Scouting at the MN State Fair! If you are working a morning or evening shift, you will be responsible for setting up or tearing down the booth. We have really streamlined this process this year- see the pictures and descriptions below to help get the booth ready for participants!

**The combination for the lock is TENT**

## **SET UP**

1. When you arrive, the booth should look like this. The inflatables will be deflated and tarped, and the pop-up canopies will be lowered, but not taken all the way down. They are staked in place so they will not move.





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2. Raise the two canopies until you hear the legs click into place. Make sure that the ratchet straps are taught, and that the hooks are attached to the in-ground stake, indicated by a red eye loop sticking out of the ground. Also ensure that the black weight bags are secured around the legs of the canopies to hold them in place.



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3. Set up the two folding tables, found next to the brown metal bear box, under the first canopy shown in the image below. The canopies are now ready to go.



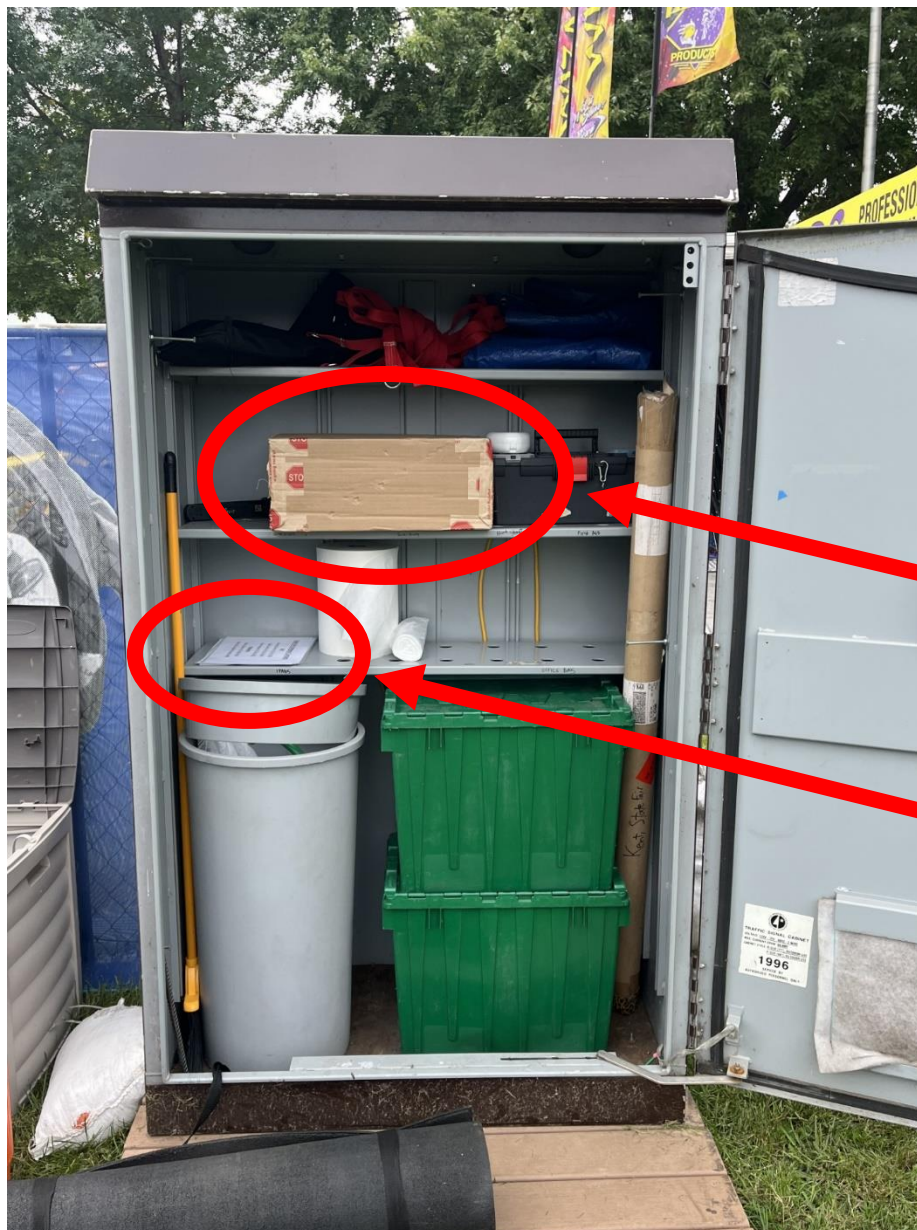


4. Inside the bear box are two laminated QR codes, boxes of knot cards, and paper versions of the form that the QR code directs to. Place the QR codes on the table along with the knot cards.

Keep a stack of the paper forms handy, but direct people to use the QR codes first if possible. There should be plenty of knot cards but notify John McDermid if more are needed ([jmcdermid@northernstar.org](mailto:jmcdermid@northernstar.org)).

The garbage can in the bear box can be put out for participants and volunteers to use. There is a roll of garbage bags in the bear box.

There is an orange drink dispenser in the yard storage container, along with some folding chairs. These can be used by volunteers and staff at the booth.



**Knot cards**

**QR Code  
sheets and  
paper forms**



5. The inflatable ranges are already staked in place and ready to be inflated. Remove the blue tarps from the top of the ranges and turn on the blower. Place the black weight bags off to the side.

**The tarps are staked into the ground behind the inflatables- DO NOT REMOVE THEM. This allows for easy set up and tear down.**



The ranges will look like this under the tarp. You may need to hold them up while they inflate.

**Make sure the air-escape port on the back of each inflatable is closed before inflating.**





These black mats should be under the tarps with the inflatables. Unroll them and place one in front of each target to make a throwing space for the participants.



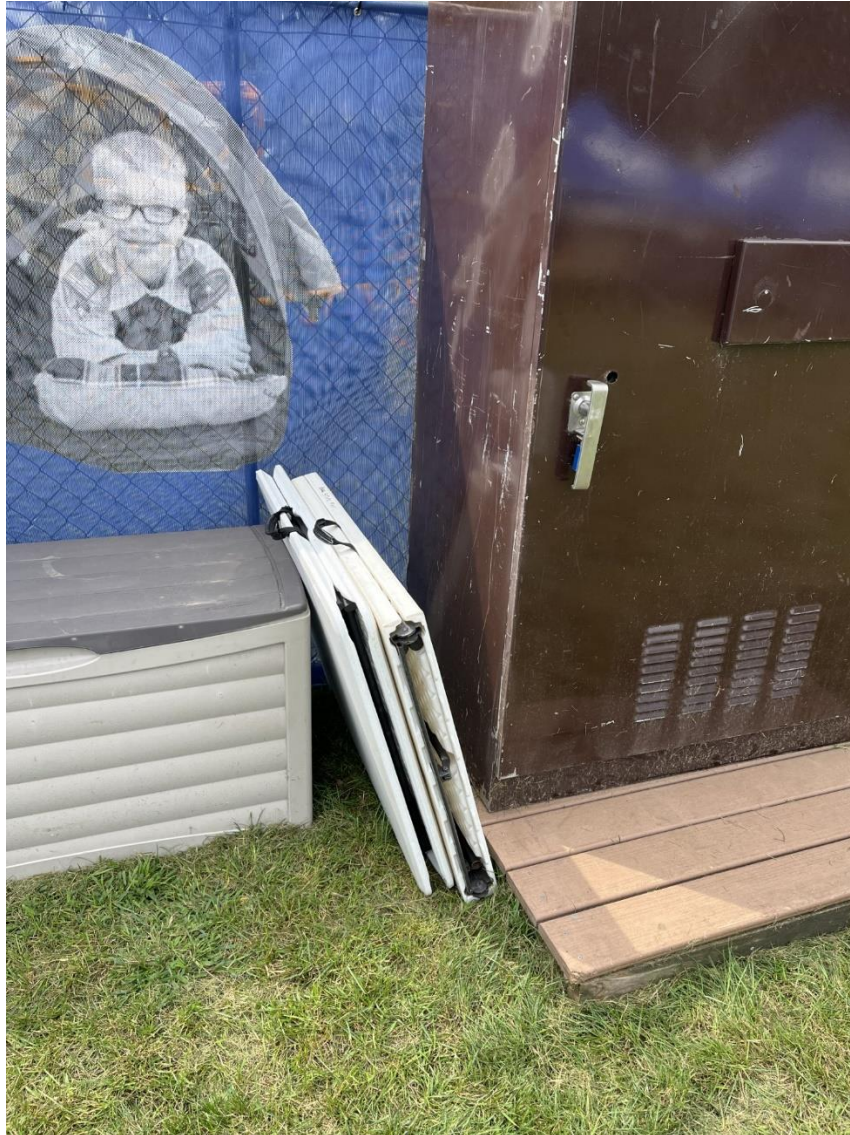
6. The ranges should look like this when inflated. There are axes and gold buckets to hold them in the plastic yard storage bin next to the bear box. Put three blue axes in one bucket and three red in the other. If the axes get worn out, there are replacements in one of the green totes in the bear box.



**Now you're ready to run the booth!**

## **TEAR DOWN**

1. Place any unused Knot Cards and paper info forms back into the bear box, along with the laminated QR code sheets.
2. Fold up the tables and place them next to the bear box, in between the bear box and the yard container.





3. Open the vent holes on the back of the inflatables and deflate them so they lay on top of themselves, as pictured below. They should stay roughly within the footprint of the white ground tarps.



4. Re-tarp the targets and use the black weight bags to keep them in place. **Make sure the blower is covered, but DO NOT UNPLUG IT.**





5. Drop the canopies back down- you may need to adjust the black weight bags around the red knobs on the legs. **Do not remove any of the stakes, ratchet straps, or ropes.**



6. Return the drink dispenser and folding chairs to the yard storage container. Place the axes and buckets into the bear box.



7. If the booth looks like this, you tore down correctly. Thanks for all of your help representing Northern Star Scouting at the MN State Fair!

