



**2017 Du Quoin State Fair**  
**AUGUST 25 – SEPTEMBER 4, 2017**  
**RATES FOR CONCESSIONAIRE/EXHIBITS**

Minimum space size is 10 front footage. Depth maximum to be determined by Department of AG. **Footage must include awnings, tie-ons, overhangs, trailer hitch, prep area, and anything extending from unit.** Footage is calculated as follows: One working side-front footage, two or more working sides-front footage plus serving footage of one side. Only outside space available.

**PER FRONT FOOT (See Map)**

Direct Sales (over counter)	
Zone A	\$95.00
Zone B	\$85.00
Zone C	\$75.00
Exhibits (not selling)	\$75.00
Expo Hall 10' X 10'	\$600.00

**ALL FEES MUST BE PAID IN FULL BY JULY 1, 2017**

**INSURANCE**

Public liability insurance is required on **ALL** Concessionaires. Public liability insuring Concessionaires in the minimum amount of \$250,000 per person, \$500,000 per occurrence and \$50,000 property damage against claims arising out of or in connection with the concessions which are subject of the Agreement. Concessionaire shall supply said public liability insurance policy in form of a Certificate of Insurance or other form satisfactory to the Department. In addition, Concessionaire should have Worker's Compensation Insurance in the amount required by law.

**ELECTRICAL RATES**

30 AMPS	\$150.00
60 AMPS	\$300.00
100 AMPS	\$450.00
EXPO HALL	\$75.00

**THE FOLLOWING POINTS ARE IMPERATIVE FOR YOUR PARTICIPATION IN THE DUQUOIN STATE FAIR**

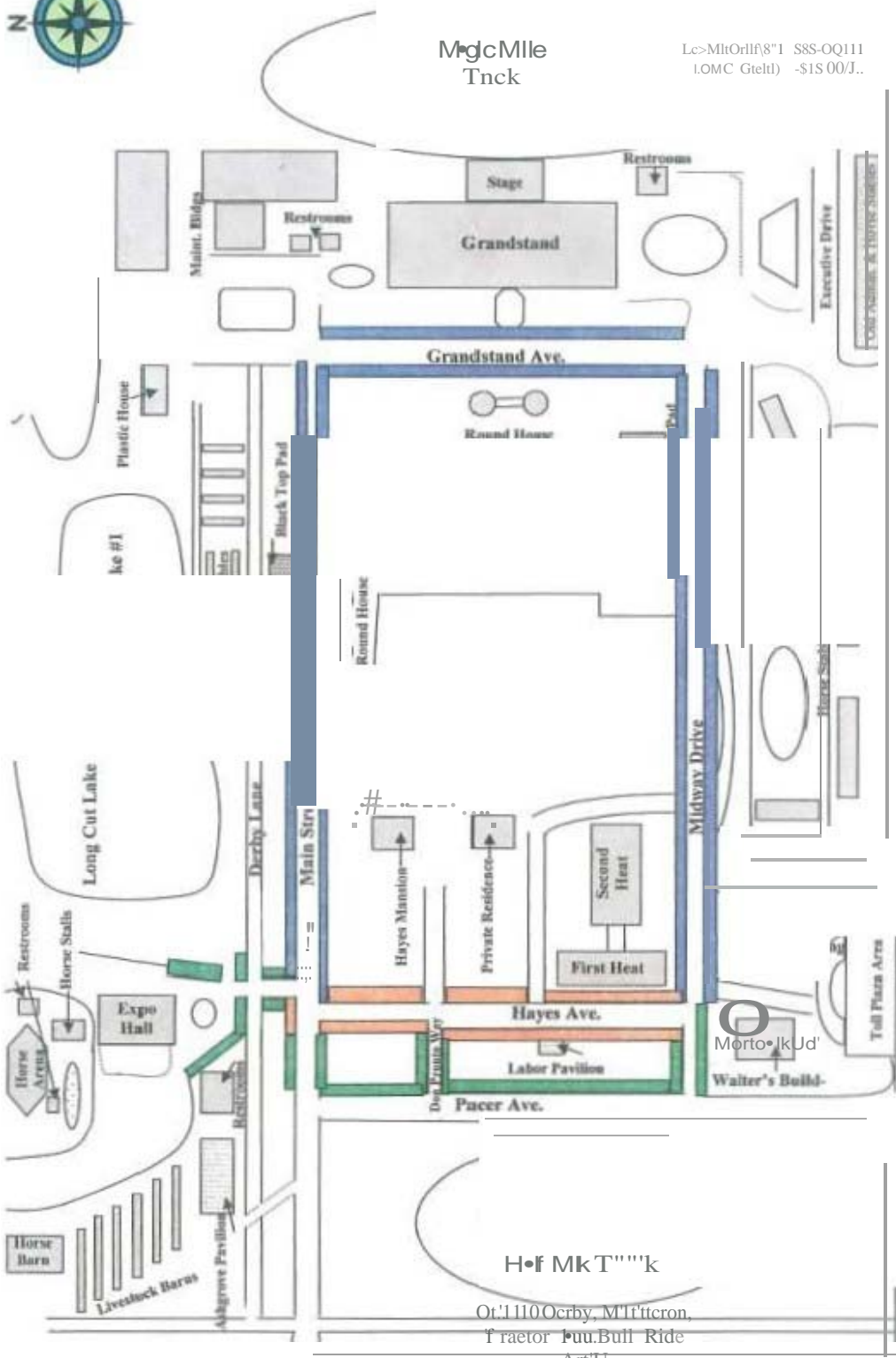
- TRAILERS MUST HAVE PROFESSIONAL VINYL SKIRTING
- LP GAS TANKS AND SOFT DRINK CANISTERS MUST HAVE HOSES LONG ENOUGH SO THAT THE CANISTERS CAN BE STORED IN THE BACK OF STAND
  - ALL SIGNS MUST BE ATTRACTIVE AND PROFESSIONALLY PAINTED
- STANDS AND TENTS MUST MEET THE APPROVAL OF SPACE RENTAL
  - ALL CONCESSIONS MUST BE STAFFED
- PICTURES OF STAND MUST ACCOMPANY APPLICATION

PROPOSED SPACE RENTAL ZONING



McMillan Track

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gc1lh11

Bob Green's Drive

Southern Illinois Center

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Bob Green's Drive

Parking

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## General Information

### **Applications:**

Please complete and return the enclosed application June 6<sup>th</sup>, 2017, along with your insurance. Payment will be made at a later date. Entering large numbers of contracts close to the fair becomes challenging for the staff. Additionally, signed contracts must be in and signed, mailed to Springfield, and return to Du Quoin prior to the start of the fair.

### **Contracts:**

Contracts are separate from the attached application. Vendors complete the applications first. Once the Space Rental office receives the application, it is entered into the database that generates the contract. The amount on the contract will reflect payment due. The contract must be returned back to our office.

### **Renewal and New Applicants:**

Past concessionaires and exhibitors are given the first opportunity to renew, given satisfactory performance in the past, or a long term vendor of the space was out sick in 2016.

### **Americans with Disabilities:**

By signing the concession/exhibitor/sponsor contract your signature signifies that you agree that it is your responsibility to assure the Du Quoin State Fair Management that your activity during the fair complies with the Americans with Disability Act. You may not pass on any expenses incurred to meet the requirement with this Act. Any questions you may have concerning the Act can be answered by going online to the ADA website.

### **Arrival at the Fairgrounds:**

Vendors **MUST** report to the Space Rental office upon arrival. Do not pull your equipment onto the grass until your movement is guided by a Fairgrounds' staff member. When you arrive, go to the Space Rental office in the Grandstand to pick up your vendor packet. The office will have staff to guide you into your space and will call the electrician once you are in place.

### **Post Space Contract Number:**

Inside your packet is a bright colored space rental card. This card must be posted in a visible location for the duration of the fair. State Auditors are on the grounds throughout the fair to insure compliance.

### **Days and Hours of Operation:**

Concessionaires and exhibitors **MUST** be open for business during the **ENTIRE FAIR DATES AND TIMES**. Times will be determined before the 2017 fair.

**Vendor Equipment, Space Appearance, and Pictures:**

The Du Quoin Fair has not received pictures of equipment from our long-time vendors. Pictures are **REQUIRED** for 2017. There will be no exceptions. Please write the name of your company on the back of each picture. Trailers and tables must be skirted, clean, attractive, and professional. Vendors with tables as their sign-in or work space **MUST** also be skirted. Supplies and trash under non-skirted tables are **NOT** acceptable.

**LP Tanks and Drink Canisters:**

They must have hoses long enough so that the canisters can be stored in the back of the stand.

**Five (5) Foot Rule:**

All trailers, tables, display extensions, display bins, racks, or boxes must be at least 5 feet from the curb. Please bring a ruler to assure the 5 foot rule is met. Fairgrounds' staff will require you to dismantle and move back to the 5 feet at any time that the vendor is not compliant. Not compliant vendors will void their contract and may be asked to leave the premises.

**Equipment Measurement, Space Needed:**

Measure your equipment and space needed accurately. Trailer measurement **MUST** include tongue length if it uses front footage. Tents must include the footage needed for tie downs for both sides. In accurate measurement have taken space away from other paid vendors and is not acceptable.

**Stakes:**

**NEVER** hammer a stake into the ground until an electrician has been to your space and approved the location. High voltage lines, gas lines, and water are throughout the Fairgrounds. Damage to these lines is the least of the problem; **YOUR** safety is what is important.

**Electrical Service:**

Electrical work orders will not be issued until the concessionaire has picked up the space rental packet, with their rental card. Space rental will call the electrician. Vendors must be present for hook up. Electric hook up **MUST** be done before 5:00 PM before the electrician leaves the grounds for the evening.

**Electrical Materials:**

Vendors must provide their own electrical materials to reach the electrical sources. The Fair Electrician will not splice or retrofit vendors' electrical materials. Exhibitors may **NOT** connect or disconnect themselves. A four-wire supply cord is required on voltages of 220 or above. A three-phase supply cord is required on 110 volts. Increase in amperage, after the fair, is priced at regular cost plus an additional \$100 fee.

**Insurance Requirements:**

Vendor's insurance should state "Additional insured party is the Illinois Department of Agriculture, its Directors, officers, and employees." Please assure that your insurance agent that in the "Description of Operations" section. Vendors need public liability insurance insuring Concessionaire/Exhibitor in the minimum amounts of \$250,000 per person, \$500,000 per occurrence and \$50,000 property damage against claims arising out of or in connection with the concessions/exhibits/rentals that are the subject of the Agreement. All must also have Worker's Compensation insurance in an amount required by law. Details will be <https://www.illinois.gov/sites/dsf/Pages/default.aspx> in your contract under Insurance/Liability.

**Trash Pickup:**

A \$50 trash fee is due from all concessionaires/Exhibitors. The trash company will collect directly. The Fairgrounds does not collect this fee.

**Camping:**

Vendor Camping will be at numbered sites in the Du Quoin State Fair Campground on a reserved basis this year. Camping application obtained at: <https://www.illinois.gov/sites/dsf/Pages/default.aspx>; Camping is \$25 per night. Patrolling will be on a daily basis to insure compliance on fees and spaces.

**Public Health:**

Food prep areas must be enclosed by screens, air screens, glass or other material approved by the Illinois Public Health Department. Food vendors **MUST** attend one health safety class. Classes are held Wednesday and Thursday before the first day of the fair at 10:00 AM and 2:00 PM. Call the Perry County Health Department for additional questions: Krista Mulholland 618-357-5371 ext #117.

**Golf Car Permits & Rules Information:**

All vendors/concessionaires utilizing a golf car on the fairgrounds during the Du Quoin State Fair will be required to purchase a golf car permit. The cost of this permit is \$200, and can be purchased at the Central Cash Office inside the main grandstand. **T o e n s u r e t h e** safety of our fairgoers, golf cars **WILL NOT** be allowed to be driven on Main Street, Grandstand Avenue and Midway Drive, south of Hayes Avenue, once the Fair has opened for business on that day (vendors/concessionaires have several options to reach their stands without driving on these main thoroughfares). Violation of this rule could lead to the revocation of the Golf Car Permit. In addition, golf cars will **NOT** allowed to be parked on the street, but **WILL** be allowed to be parked behind the concessionaire/exhibitor's booth.

**Clean Up:**

Keep your area clean at all times. Waste water may not be drained onto the ground. Grease must be disposed of in grease barrels. A map of grease barrels will be provided upon arrival.

**If you have any questions regarding the above information, please do not hesitate to contact the Du Quoin State Fair management for clarification @ (618) 542-1515.**



# DU QUOIN STATE FAIR

August 25 – September 5, 2017

## Application for Vendors / Exhibitors

(Please print legibly or type)

(Incomplete/ Illegible Applications will not be considered)

### Business Information

Business Name: \_\_\_\_\_ Application Date: \_\_\_\_\_

Contact Person (Mr. / Ms.) \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip Code? \_\_\_\_\_

Social Security or FEIN Number \_\_\_\_\_

Work/Office Phone (\_\_\_\_\_) \_\_\_\_\_ Home Phone (\_\_\_\_\_) \_\_\_\_\_

Cellular Phone (required) (\_\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_\_) \_\_\_\_\_

Email Address (required) \_\_\_\_\_ Are you a member of NICA? Yes \_\_\_\_\_ No \_\_\_\_\_

### Product Listing

**Vendors:** Direct Sales (over the counter) \_\_\_\_\_ Indirect sales (taking orders/leads) \_\_\_\_\_

**Exhibitors:** Not selling / Display only \_\_\_\_\_

Name each specific item to be sold (include brand names), exhibited or promoted (use separate sheet if additional space is needed)

ALL PRODUCTS MUST BE APPROVED AND ONLY ITEMS LISTED ABOVE WILL BE CONSIDERED FOR INCLUSION IN A CONTRACT. ONLY ITEMS LISTED IN CONTRACT WILL BE ALLOWED TO BE SOLD / EXHIBITED – THIS IS CHECKED BY THE STATE AUDITORS

### Space Request (Must include all awnings, tie-ons, overhangs, trailer hitch, and service/ prep area)

**Minimum Request:** Frontage: \_\_\_\_\_ x Depth: \_\_\_\_\_ Street Used: \_\_\_\_\_

**Maximum Request:** Frontage: \_\_\_\_\_ x Depth: \_\_\_\_\_

**Zone A \$95 per ft** \_\_\_\_\_ **Zone B \$85 per ft** \_\_\_\_\_ **Zone C \$75 per ft** \_\_\_\_\_ Total \_\_\_\_\_

Please indicate the size of each that will be used within your location:

Concession Trailer: \_\_\_\_\_ Tent: \_\_\_\_\_ Stand: \_\_\_\_\_ Prep Area: \_\_\_\_\_

**NEW APPLICANT / NEW TRAILER: A color photo or detailed drawing of vendor / exhibit display, stand or trailer MUST be submitted with application. If photo or drawing is NOT included, the application will NOT be considered.**

### References

Please give three references of shows and fairs played within the last three years

Event: \_\_\_\_\_ Contact Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Event: \_\_\_\_\_ Contact Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Event: \_\_\_\_\_ Contact Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

### Insurance

General liability insurance is required.

Agency: \_\_\_\_\_ Agent: \_\_\_\_\_ Telephone: \_\_\_\_\_

Workers Compensation (as required by law): \_\_\_\_\_

**Electricity/ Water/ Gas/ Waste & Grease Barrel Requirements**

Electricity required:  Yes  No  
If yes, please indicate appropriate Amp & Volt required:  
Single Phase:  110 Volt  220 Volt  
 30 Amp  60 Amp  100 Amp  
30 Amp - \$150.00  
60 Amp - \$300.00  
100 Amp - \$450.00

PLEASE NOTE: All vendors/exhibitors are required to supply all of their own electrical material (power cords, power strips, etc.) to the electrical source. Wire needs to be Rubber Cord ONLY – **NO ROMEX ALLOWED.**

Water required:  L.P. Gas required:  Garbage pickup is NOT an Option.  
Waste Water Barrel required:  Grease Barrel required:

Total \_\_\_\_\_

**Contests/ Microphones**

Do you plan to hold a contest, registration, award a prize or have a give-away?  Yes  No

If Yes, explain: \_\_\_\_\_

Do you plan to present a demonstration?  Yes  No Do you plan to use a microphone / pitch?  Yes  No

If Yes, the sound must be kept low enough so it does not interfere with surrounding booths.

Paid Raffles must have City of Du Quoin raffle license.

**Camping/ Parking Permits/ Supply Trailers/ Camping Applications location: <https://www.illinois.gov/sites/dsf/Pages/default.aspx>**

Camping is \$25.00 per night. Will you be camping? \_\_\_\_\_ Yes \_\_\_\_\_ No If yes, how many Days? \_\_\_\_\_

Daily Admissions are not included in space fee. Daily \$2.00 \_\_\_\_\_ # of Days Seasonal (all 11 days) \$22.00 \_\_\_\_\_  
Total \_\_\_\_\_

Parking Permits are not included in space fee. Daily \$7.00 \_\_\_\_\_ # of Days Seasonal (all 11 days) \$30.00 \_\_\_\_\_

SUPPLY TRUCK: \$120.00 permit  
110 Volt, Single Phase Service \_\_\_  30 amp \_\_\_  60 amp \_\_\_  100 amp  
220 Volt, Single Phase Service \_\_\_  30 amp \_\_\_  60 amp \_\_\_  100 amp  
Total \_\_\_\_\_

CAMPING TRAILER: \$25.00 per night-must be paid in full  
110 Volt, Single Phase Service \_\_\_  30 amp \_\_\_  60 amp \_\_\_  100 amp  
220 Volt, Single Phase Service \_\_\_  30 amp \_\_\_  60 amp \_\_\_  100 amp  
Total \_\_\_\_\_

The Du Quoin State Fair strives to maintain a product balance throughout the grounds and encourages new concessionaires to bring in products and/or services. The previous year's concessionaires, who leave in good standing, are invited to return. The concessionaire return rate tends to vary each year, but is generally very high. All new applicants should keep in mind our limitations.

**NOTE: Du Quoin State Fair reserves the right to accept or reject any applicant based on the uniqueness and/or quality of product or services, space availability, attractiveness of space or booth and references from other fairs or shows.**

Please **DO NOT** send a deposit with your application. This is only an application; it does not guarantee a space will be offered.

**Mail Application To:**

Du Quoin State Fair, Space Rental Office, 655 Executive Drive, Du Quoin, IL 62832 618/542-1511

**Signature of Applicant:** \_\_\_\_\_

IL406-0419(8-85) IMPORTANT NOTICE: This state agency is requesting disclosure of information that is necessary to accomplish the statutory purpose as outlined under Illinois Revised Statutes., Chapter 127, Paragraph 1701 through 1713 and Chapter 8, 31T1 through 37T4. Failure to provide this information shall prevent this form from being processed. The form has been approved by the State Forms Management Center.

For Office Use Only: Date Received: \_\_\_\_\_ Exhibitor: \_\_\_\_\_ Vendor: \_\_\_\_\_  
Total \_\_\_\_\_