

Please send books, forms and reports on time!

1 NOTARY PUBLIC Effective 12/4/09

Notary Public signatures are no longer required on any IL Department of Agriculture (IDOA) County Fair Office's reporting requirement forms that your fair files per the IDOA County Fair Office and its Legislative Counsel.

2 LEASE

If your fairgrounds are leased and the language does NOT read as follows, "...that is at least 20 years in duration, the terms of which require the lessee to have continuous possession of the land during every day of the lease period" (per Sec. 13 of Ag. Fair Act), please submit a corrected copy or submit an Addendum to your Lease.

Email, fax or mail a copy of the correct lease to:

gina.merano@illinois.gov

217/524-6194 (fax)

IL Dept. of Agriculture

Bureau of County Fairs & Horse Racing

Attention: Gina Merano

P.O. Box 19281

Springfield, IL 62794-9281

3 FORMS ON IDOA WEBSITE

Via the Illinois Department of Agriculture (IDOA) website, you can access all county fair forms/information. To access the IDOA website and county fair Forms, go to:

www.agr.state.il.us

In this order:

* **click FORMS in the top left hand corner**

* **scroll down to COUNTY FAIRS**

* **click the form needed**

4 UPDATE YOUR COUNTY FAIR INFORMATION AND SCHEDULE OF EVENTS ON-LINE

This includes your e-mail, website, and physical fairground addresses. You can now update your fair's general information and specified list information and complete your schedule of events information on-line.

* Utilize the steps in #3 above to access the **Schedule of events on-line submission** to add/amend your events.

* Once you access the form, press "**Update General Information**" or press "**Update**" at bottom of screen.

* Enter your **Username** and **Password**. (Usernames and passwords are case sensitive.) Contact this office if you've misplaced your Username and Password.