

**ILLINOIS DEPARTMENT OF AGRICULTURE
DU QUOIN STATE FAIRGROUNDS
NON-FAIR EVENTS
FACILITY RENTAL USAGE RATES AND INFORMATION**

NON-FAIR EVENTS USAGE APPLICATIONS

Any application received by the Non-Fair Events Office that is not filled out will be returned immediately. Please be sure to complete the entire application, indicating set up times, event times, dates and clean up times. Also, be sure to indicate if you will be serving or selling alcohol. Number of tables and chairs **MUST** be indicated. The non-fair office will contact the Lessee two weeks before the event to go over final numbers and equipment needed.

SET UP / CLEAN UP

Lessee shall be allowed one set up day for preparation for the event. If more than one day is requested for set up or clean up, the rate of one-half of the daily rate per day will be assessed. The Department will determine the additional length of time allowed. If using a beer wagon for an event, it must be out **NO LATER** than by noon on the 1st business day.

EQUIPMENT AND LABOR RATES – (EQUIPMENT SUBJECT TO AVAILABILITY)

The following equipment is available from the Illinois State Fairgrounds upon request. All equipment **MUST** be requested on the Non-Fair Events Usage Application. The equipment rental fee, plus labor fees for delivery/pick-up are additional expenses.

Ag Room Dividers	\$ 5.00	Concrete Barriers	\$ 20.00	Snow Fencing (per roll)	\$ 3.00
Barricades	\$ 5.00	Crowd Control Gates	\$ 9.00	Tables (extra) 5' x 30'	\$ 3.00
Bleachers (50 seats)	\$50.00	Fans (pedestal)	\$ 10.00	Ticket Booths	\$25.00
Bleachers (143 seats)	\$75.00	Picnic Tables	\$ 4.00	White Picket Fence	\$8.00
Cattle Head Chutes	\$25.00	Podiums	\$ 10.00	Stage (4' x 4" section)	\$10.00
Cattle Panels	\$10.00	Risers (4' x 8')	\$ 20.00		
Chairs (extra)	\$ 1.00	Rodeo Gates	\$ 10.00		

Limited six-foot long and five-foot long banquet tables and chairs are available in designated facilities on the fairgrounds. If additional tables and chairs are desired, you **MUST** request them in advance through the Non-Fair Events Office. If approved, there is a cost for rental and labor to deliver and pick up any additional equipment or items requested. **Any special utilities, crafts labor, services, materials, delivery or pick up will be additional expenses.**

THE FOLLOWING RATES ARE PREVAILING WAGE RATES APPROVED BY CMS AND ARE SUBJECT TO CHANGE.

<u>LABOR CHARGES</u>	<u>HOURLY RATE</u>	<u>OVERTIME RATE</u>
Carpenter	\$35.99	\$53.99
Electrician	\$44.44	\$66.66
Grounds Crew Labor	\$24.56	\$36.84
Laborer	\$27.61	\$41.42
Painter	\$30.43	\$45.65
Plumber	\$45.86	\$68.79
Track Maintainer	\$27.09	\$40.64

CONCESSION / VENDOR RATES

Lessees of facilities desiring food and/or beverage concession space must provide the Non-Fair Events Office with the names and addresses of such concessions. Such concessions shall contract directly with the Non-Fair Events Office. The fee is 15% of gross sales and electric. \$ 1 million general liability insurance with the IL Dept. of Agriculture listed as additional insured is required for all such concessions. All concessionaires must contract with the Non-Fair Events Office prior to event. **All food vendors offering food at an event that is open to the public must contact the Illinois Department of Public Health at least two weeks prior to event.**

ELECTRIC FEES FOR ALL CONCESSIONS/VENDORS/EXHIBITS -- \$30.00 ELECTRICAL HOOKUP FEE FOR ALL OUTSIDE HOOK-UPS PLUS DAILY ELECTRIC CHARGES AS FOLLOWS: 30 amps - \$10.00 per day, 60 amps - \$15.00 per day, and 100 amps - \$25.00 per day

INSURANCE -- \$1 MILLION DOLLAR POLICY IS REQUIRED

General Liability - \$250,000.00 per person; \$500,000.00 per occurrence and \$250,000.00 property damage. In addition, Lessee should have Workmen's Compensation in the amount required by law, if applicable.

Dram Shop - \$500,000.00 per person; \$500,000.00 combined; \$500,000.00 property damage and \$500,000.00 loss of support. **THE IL DEPARTMENT OF AGRICULTURE, ITS OFFICERS, EMPLOYEES, AGENTS AND DIRECTORS MUST BE LISTED AS ADDITIONAL INSURED FOR GENERAL LIABILITY AND DRAM SHOP.**

CAMPING – Camping Rates vary depending on time of year. Please see camping rate schedule at DuQuoinStateFair.net

Campground includes: some electricity, water, restrooms with showers, limited number of sewer hook-ups and dump station. Campers **MUST** be parked in the campground. Security will issue all camping permits. **If fees are not collected, your unit will be towed at your expense.** Unoccupied trailers should be locked. The Department will not be responsible for the keys or an unlocked camper.

DISCOUNTED CAMPING RATES: Please see camping rate schedule at Duquoinstatefair.net.

BARN AREAS

THERE IS ABSOLUTELY NO CAR, PICK-UP TRUCK, TRAILER OR CAMPER PARKING ALLOWED NEAR BARNs. ALL FIRE LANES MUST BE LEFT OPEN. ANY VIOLATIONS ARE SUBJECT TO TOWING OFF THE GROUNDS AT OWNER'S EXPENSE. PLEASE NOTIFY ALL SHOW PARTICIPANTS.

SECURITY

Lessee shall be responsible for all costs of additional Du Quoin State Fairgrounds Security deemed necessary by the Department. The Department reserves the right to determine the level of security staffing needed. Primary security is to be provided by the Illinois State Police. It is the Lessee's responsibility to contact the appropriate police authority. Illinois State Police - (618) 542-2171.

DU QUOIN STATE FAIRGROUNDS SECURITY

You may reach Security by calling (618) 521-2935.

SOUND AND LIGHT EQUIPMENT - The Horse Arena and the SIC Building are the only facilities with a permanent sound system. It is the responsibility of the Lessee to make all arrangements for rental of sound with a separate contractor and operation of any such equipment with Stage Hands Local 138, c/o Noel Dalbey, (217) 787-5440.

SIGNAGE AND BANNERS - The Du Quoin State Fairgrounds Maintenance Shop must be utilized when hanging signage or banners on existing structures on the State Fairgrounds. This includes, but is not limited to, interior and exterior walls, fencing and posts, cables, rails, Department owned equipment, and flag and banner poles. Items that need to be hung for your event must be listed on the space rental application and approved by the Non-Fair Events Office. All signage or banners must be removed by the Maintenance Shop immediately following the event for which space is leased. Failure to follow this procedure will result in a charge to the non-fair event for the estimated time that it would take to hang and take down the signage.

TELEPHONE SERVICE

Complimentary telephone service lines are no longer provided in the buildings.

ADVERTISING

All non-fair events that are open to the public will need to be advertised by the promotor.

ALL RATES ARE SUBJECT TO CHANGE AT ANYTIME WITHOUT PRIOR NOTIFICATION TO LESSEES