

**ILLINOIS DEPARTMENT OF AGRICULTURE  
ILLINOIS STATE FAIRGROUNDS  
NON-FAIR EVENTS**

**NON-FAIR EVENTS USAGE APPLICATIONS**

All events must submit an application. Please be sure to complete the entire application. Any application received by the Non-Fair Events Office that is not completely filled out will not be processed. Applications must be submitted with a photocopy of your current, unexpired State Identification Card or State Driver's License.

**FACILITY RESERVATIONS**

Facilities reserved require a non-refundable down payment of \$150.00 or 30% of the rental fee, whichever is greater. The down payment shall be payable to the Illinois Department of Agriculture and returned with the completed application. The down payment will be applied to the facility rental costs.

**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 \$250.00 per day will be assessed. The additional length of time allowed will be determined by The Department and subject to availability.

Use of any building/barn/facilities at the Illinois State Fairgrounds will require cleanup from an approved professional cleaning service of all areas that will be used. Multi-day events are required to have daily cleanup. The final cleanup must be done immediately after the event or by 12:00 noon the following 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.**

**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.

Auction Block	\$15.00	Concrete Barriers	\$ 20.00	Podiums	\$ 5.00
Barricades	\$ 5.00	Crowd Control Gates	\$ 10.00	Risers (4' x 8')	\$20.00
Bleachers (50 seats)	\$50.00	Easels	\$ 1.00	Rodeo Gates	\$10.00
Bleachers (143 seats)	\$75.00	Fans (box)	\$ 5.00	Tables (extra) 5' x 30"	\$ 3.00
Bulletin Boards	\$ 5.00	Fans (pedestal)	\$ 10.00	Ticket Booths	\$35.00
Bucking Chutes	\$50.00	Horse Jumps	\$ 10.00	White Picket Fence	\$10.00
Calf Chutes	\$50.00	Information Booths	\$ 35.00	Wood Counters	\$10.00
Cattle Head Chutes	\$25.00	Judges Tables	\$ 5.00	Stage (4' x 4" section)	\$10.00
Cattle Panels	\$10.00	Livestock Scales	\$250.00	Metal Round Counters	\$10.00
Chairs (extra)	\$ 1.00	Livestock Tanks	\$ 5.00	Metal Counters	\$15.00
Coat Racks	\$ 5.00	Picnic Tables	\$ 5.00		

Limited 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.**

<b><u>LABOR CHARGES</u></b>	<b><u>HOURLY RATE</u></b>	<b><u>OVERTIME RATE</u></b>
Carpenter	\$32.91	\$49.37
Electrician	\$36.86	\$55.29
Laborer	\$29.76	\$44.64
Operator	\$51.55	\$77.33
Painter	\$32.38	\$48.57
Plumber	\$44.03	\$66.05
Track Maintainer	\$27.09	\$40.64

**CONCESSION / VENDOR RATES**

If you desire food and/or beverage concessions at your event, please provide our office with the names, addresses, emails and telephone numbers of such concessionaires. All concessionaires must have a current Concession Contract on file with the Non-Fair Events office prior to the event. You will be assessed a \$25.00 fee per day, per vendor.

**CAMPING -- RATE IS \$25.00 PER NIGHT FOR CAMPERS AND \$15.00 PER NIGHT FOR TENTS**

Campground includes: some electricity, water, restrooms with showers, some sewer hook-ups and dump station. Campers **MUST** be parked in the campgrounds located in the southwest corner of the fairgrounds. The camping superintendent or Security will issue all camping permits. **If fees are not collected, your unit will be towed at your expense.** Leased campers left overnight and unoccupied will be charged \$10.00 per day. This fee must be paid to the Non-Fair Events Office before the camper is removed. An unoccupied camper will only be allowed at \$10.00 per day if the space is available. If the campground is full, the \$25.00 per day fee will be assessed. Unoccupied trailers should be locked. The Department will not be responsible for the keys or an unlocked camper.

**DISCOUNTED CAMPING RATES:** Weekly Rate: \$125.00, Monthly Rate: \$425.00; Seniors (age 60 and up) & Veterans: \$20 per day. These rates are not applicable during special events and are subject to availability.

**GOLF CART RENTALS-** The Illinois State Fairgrounds has an exclusive contract with Battery Specialists for golf cart rental. Golf cart rental fees are as follows:

2 passenger                \$50.00 per day  
4 passenger or box car    \$65.00 per day

DELIVERY FEE:            \$20.00 for orders of four carts or less  
                                     \$50.00 for orders of five carts or more

If you or anyone associated with your event is interested in renting a golf cart, please contact the Non-Fair Events Office at 217-782-1698. **Rentals must be secured and pre-paid with a credit card at least three working days before delivery date.** All golf carts must be picked up and returned to the Fairgrounds Security Office. If you are renting golf carts through the Department of Agriculture, you will not be required to obtain a permit.

**OWNED GOLF CART PERMITS-** Golf carts not rented through the Illinois Department of Agriculture must obtain a permit. The permit fee is \$25.00 per event. Permits may be purchased at the Non-Fair Events Office in the Emerson Building on the Illinois State Fairgrounds or from the campground superintendent.

**SECURITY** - Lessee shall be responsible for all costs of additional Illinois 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 or Sangamon County Sheriff's Office. It is the Lessee's responsibility to contact the appropriate police authority. Sangamon County Sheriff's Office – Deputy Lee Rowden, (217) 753-6635. Illinois State Police - (217) 786-7110.

**ILLINOIS STATE FAIRGROUNDS SECURITY** - You may reach the Illinois State Fairgrounds Security by calling their office at (217) 782-2622 or their cell at (217) 725-0120.

**SOUND AND LIGHT EQUIPMENT** - The Coliseum and barns, Livestock Center and Multi-Purpose Arena 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 Brian Aarup, (217) 415-4810.

**SIGNAGE AND BANNERS** - The Illinois State Fairgrounds Paint Shop must be utilized when hanging signage or banners on existing structures on the Illinois 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 Paint 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, with the exception of the Coliseum. The telephone line in the Coliseum is restricted to local or toll free calls only. If telephone service is needed for any other location within the facilities or elsewhere on the grounds, a TELEPHONE SERVICE REQUEST FORM must be completed and submitted with payment **at least three weeks prior to requested installation date**. Telephone service may be provided solely through the Department of Agriculture system, or jointly with AT&T. Contact the Non-Fair Events Office at (217) 782-1698 or toll free: 1(866) 807-7918 for further information.

### **PARKING**

Agri-Expo Area: West End – Coliseum/Livestock Center car and pick-up truck parking  
(Old Happy Hollow) Center – Artisans Building parking  
East End – Illinois Building and Exposition Building parking  
Central Avenue: During horse/cattle events, Central Avenue becomes **ONE WAY** beginning at the Livestock Center east to the Coliseum. Central Avenue east of the Coliseum may be used for car and pick-up truck parking only – **NO TRAILERS OR CAMPER**s.  
Islands: Islands north of the Coliseum may be used for car/pick-up truck parking only – **NO TRAILERS OR CAMPER**s.  
Lot 3: Lot 3 west of the Livestock Center may be used for car and pick-up truck parking only – **NO TRAILERS OR CAMPER**s.

**LIVESTOCK TRAILER PARKING** – All Livestock trailers must be parked in the designated area indicated by the Department. Livestock trailers will only be allowed to park in this area. Trailer or camper parking is not allowed in Lot 21 or in island parking area north of the Coliseum. Any questions, contact Security.

**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.

**LIVESTOCK SHOWS** - Livestock may not arrive or stable more than two days prior to the actual show date. Livestock must be removed from the fairgrounds no later than 12:00 p.m. (noon) the following day after the end show date. Prior approval must be received from the Non-Fair Events Office or Security for early arrivals and late departures for scheduling purposes. Please inform your exhibitors of this policy, maintain a list of early arrivals and late departures and collect the additional fees, as your show will be billed for any early arrivals and late departures. Stall rent will be charged for livestock that are stabled more than two days prior to the actual show date or more than one day after the show date. This fee will be \$10.00 per stall per day.

**LIVESTOCK SCALES** - If the Department's livestock scales are requested, the fee for use, testing and calibrating is \$250.00. Please advise the Department of your need on the Non-Fair Events Usage Application.

**FOOTING MATERIALS** - Footing materials are not provided by the Department and are not included in rental. If you wish to add additional footing material for your show, it is at lessee's expense, and it cannot be removed after the show. Labor hours are also charged to the show for watering and dragging arenas during your show.

**MANURE REMOVAL**

You will be billed by the Illinois Department of Agriculture after your event for manure removal services as follows:

Horse, Cattle or Llama Show Fee - \$19.00 per stall

Other Livestock Fee - (swine, sheep, goats) - \$7.00 per stall

Tack stalls that are bedded will be charged at the above rates.

**SHARPS DISPOSAL** - The Illinois State Fairgrounds does not supply sharps disposal containers. If your show requires them, you must supply your own. Show management shall be responsible for removing and disposing of used syringes and needles from the fairgrounds upon completion of the show. Please check all barns and other areas and remove these items, as the janitorial companies are not licensed to dispose of them. If you do not remove these items, you will be billed for this service for this service (\$10.00 per sharps container).

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ILLINOIS DEPARTMENT OF AGRICULTURE  
ILLINOIS STATE FAIRGROUNDS – NON-FAIR EVENTS  
FACILITY RENTAL USAGE RATES  
(217) 782-1698 TOLL FREE (866) 807-7918 TDD (866) 287-2999 FAX (217) 557-5729

FACILITY	DAILY RATE	PROVISIONS INCLUDED IN RATE	ADDITIONAL EXPENSES
			Janitorial services are required for all events.
Agri-Expo Area (Old Happy Hollow)	\$ 385.00	----	----
Artisans Building	\$ 1,375.00	60 Round tables, 15 Rectangle tables, 450 chairs	----
Bandstand (Ethnic Village Area)	\$ 250.00	10 tables, 114 picnic tables	----
Barn 13 Arena	\$ 350.00		Metered electric
Barn 14 Arena	\$ 350.00		Metered electric
<u>Orion Samuelson Jr. Building 30</u>			
Upstairs Pens & Inside Show Ring	\$ 725.00		
Downstairs Ties & South Show Ring	\$ 725.00		
<u>Coliseum – NO HEAT</u>			
Non-Income Producing Events (no tickets sold)	\$ 750.00	15 tables, 90 chairs	Metered electric and barn usage (see reverse)
Income Producing Events (tickets sold)	\$1,500.00 guarantee and negotiated %	15 tables, 90 chairs	Metered electric
Coliseum Covered Arena	\$ 500.00		Metered electric
Commodity Pavilion	\$ 350.00	10 tables, 60 chairs, 100 picnic tables	----
Exposition Building –NO HEAT	\$ 975.00	200 tables, 600 chairs	----
Food-A-Rama	\$ 350.00	10 tables, 60 chairs, 100 picnic tables	Metered electric
Garden Pavilion	\$ 150.00	5 tables, 20 chairs	----
Gate 2 Area	\$ 250.00	----	----
Goat Barn	\$ 300.00	5 tables	----
<u>Grandstand</u>			
Income Producing Events (tickets sold)	\$1,870.00 guarantee and negotiated %	10 tables, 60 chairs	Metered electric
North End	\$ 330.00	----	----
South End	\$ 330.00	----	----
<u>Illinois Building</u>			
Main Floor	\$ 975.00	200 tables, 600 chairs	----
Theater	\$ 325.00	----	----
Roof Top	\$ 500.00	----	----
Infield of One-Mile Track	\$ 600.00	----	----
Infield of One-Half Mile Track	\$ 300.00	----	----
Labor Pavilion	\$ 150.00	5 tables, 20 chairs	----
Lincoln Stage	\$ 250.00	----	----
<u>Livestock Center</u>			
Upstairs Show Ring	\$ 750.00	15 tables, 90 chairs	Metered electric
Downstairs - Sale Ring	\$ 350.00	----	Metered electric
Downstairs - Exhibit/Tie Out Area	\$ 650.00	----	Metered electric
Midway Area	\$ 165.00	----	----
<u>Multi-Purpose Arena</u>			
Income Producing Events (tickets sold)	\$1,400.00 guarantee and negotiated %		
Orr Building	\$ 1,175.00	200 tables, 600 chairs	----
Parking Lot #1	\$ 330.00	----	----
Sale Barn 26	\$ 250.00	5 tables, 20 chairs	----
Sheep Barn North	\$ 400.00	5 tables, pens	----
Sheep Barn South	\$ 400.00	5 tables, pens	----
Swine Barn	\$ 575.00	10 tables, pens	----
The Shed	\$ 250.00	25 tables, 50 chairs	----

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**BARN USAGE RATES**

STABLING BARN	1 – 3 DAY EVENT	4 DAY EVENT	5 DAY EVENT	6 DAY EVENT	PROVISIONS INCLUDED	ADDITIONAL EXPENSES
13 Arena	no charge if renting Coliseum on same day					Meters are read on move-in and move-out days
14 Arena	no charge if renting Coliseum on same day					
14 – per stall	\$27.50/stall	\$30.00/stall	\$32.00/stall	\$34.00/stall	122 stalls	Metered electric
16 A	\$220.00	\$250.00	\$275.00	\$300.00	22 stalls	Metered electric
16 B	\$220.00	\$250.00	\$275.00	\$300.00	22 stalls	Metered electric
18 A	\$550.00	\$625.00	\$675.00	\$725.00	22 stalls	Metered electric
18 B	\$660.00	\$725.00	\$775.00	\$825.00	27 stalls	Metered electric
18 C	\$660.00	\$725.00	\$775.00	\$825.00	27 stalls	Metered electric
18 D	\$660.00	\$725.00	\$775.00	\$825.00	27 stalls	Metered electric
18 E	\$440.00	\$500.00	\$550.00	\$600.00	18 stalls	Metered electric
18 F	\$330.00	\$375.00	\$425.00	\$475.00	15 stalls (portables)	Metered electric
18 G	\$440.00	\$500.00	\$550.00	\$600.00	18 stalls (portables)	Metered electric
18 H	\$660.00	\$725.00	\$775.00	\$825.00	27 stalls (portables)	Metered electric
19	\$550.00	\$625.00	\$675.00	\$725.00	23 stalls	Metered electric
20 A	\$220.00	\$250.00	\$275.00	\$300.00	0 stalls	Metered electric
20 B	\$220.00	\$250.00	\$275.00	\$300.00	0 stalls	Metered electric
21	\$220.00	\$250.00	\$275.00	\$300.00	0 stalls	Metered electric
25 A	\$550.00	\$625.00	\$675.00	\$725.00	23 stalls	Metered electric
25 B	\$660.00	\$725.00	\$775.00	\$825.00	25 stalls	Metered electric
25 C	\$660.00	\$725.00	\$775.00	\$825.00	25 stalls	Metered electric
25 D	\$660.00	\$725.00	\$775.00	\$825.00	25 stalls	Metered electric
25 E	\$660.00	\$725.00	\$775.00	\$825.00	30 stalls	Metered electric
25 F	\$660.00	\$725.00	\$775.00	\$825.00	30 stalls	Metered electric
25 G	\$660.00	\$725.00	\$775.00	\$825.00	30 stalls	Metered electric
25 H	\$660.00	\$725.00	\$775.00	\$825.00	30 stalls	Metered electric
25 J	\$660.00	\$725.00	\$775.00	\$825.00	30 stalls	Metered electric
25 K	\$660.00	\$725.00	\$775.00	\$825.00	30 stalls	Metered electric
36	\$330.00	\$375.00	\$425.00	\$475.00	35 stalls	Metered electric
36 E	\$220.00	\$250.00	\$275.00	\$300.00	36 stalls	Metered electric
<b>TIE OUT BARN</b>						
18 F	\$220.00	\$250.00	\$275.00	\$300.00	50 ties	Labor to set up and take down stalls; Metered electric
18 G	\$220.00	\$250.00	\$275.00	\$300.00	50 ties	Labor to set up and take down stalls; Metered electric
18 H	\$220.00	\$250.00	\$275.00	\$300.00	50 ties	Labor to set up and take down stalls; Metered electric
18 J	\$110.00	\$140.00	\$165.00	\$190.00		Metered electric
25 L	\$220.00	\$250.00	\$275.00	\$300.00	60 ties	Metered electric
25 M	\$220.00	\$250.00	\$275.00	\$300.00	60 ties	Metered electric
25 N	\$220.00	\$250.00	\$275.00	\$300.00	60 ties	Metered electric
25 O	\$220.00	\$250.00	\$275.00	\$300.00	60 ties	Metered electric
25 P	\$220.00	\$250.00	\$275.00	\$300.00	60 ties	Metered electric
25 Q	\$220.00	\$250.00	\$275.00	\$300.00	60 ties	Metered electric
36 A	\$220.00	\$250.00	\$275.00	\$300.00	120 ties	Metered electric
36 B	\$220.00	\$250.00	\$275.00	\$300.00	120 ties	Metered electric
36 C	\$220.00	\$250.00	\$275.00	\$300.00	120 ties	Metered electric
36 D	\$220.00	\$250.00	\$275.00	\$300.00	120 ties	Metered electric
36 F	\$220.00	\$250.00	\$275.00	\$300.00	120 ties	Metered electric
47	\$220.00	\$250.00	\$275.00	\$300.00	40 ties	Metered electric
110	\$550.00	\$625.00	\$675.00	\$725.00	265 ties	Metered electric
112	\$220.00	\$250.00	\$275.00	\$300.00		Metered electric
113	\$220.00	\$250.00	\$275.00	\$300.00	80 ties	Metered electric
114	\$220.00	\$250.00	\$275.00	\$300.00	70 ties	Metered electric
118	\$220.00	\$250.00	\$275.00	\$300.00	70 ties	Metered electric

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