

## 2021 ILLINOIS STATE FAIR

### SERVICE PROVIDER PERMIT AND SUPPLY UNIT RENTER REQUIREMENTS

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#### SERVICE PROVIDER PERMIT HOLDERS ONLY

**Service Provider Permit:** Every person or entity that makes deliveries of supplies or products on/to the Illinois State Fairgrounds during the Illinois State Fair ("ISF") must submit an *Application for Service Provider Permit* ("Application") to the Illinois Department of Agriculture ("Department"), along with payment of \$500 per vehicle used to make such deliveries. Permits will be issued after Applications are reviewed and approved. No permit will be issued without the Department first receiving payment. Each delivery vehicle **MUST** be identified with the business logo and have the permit properly displayed upon entrance to the Fairgrounds.

**Delivery Times:** Deliveries are permitted from 7:00 a.m. until 10:00 am each day. ***After 10:00 am, all delivery trucks must be off the Fairgrounds.***

**Gate:** All delivery vehicles **MUST** enter and exit through GATE 4 only.

**Driver Admission:** Driver must purchase advance discount admission tickets in the Space Rental Office or purchase daily admission tickets at the Gate when entering the Fairgrounds. A Service Provider permit does not provide the permit holder free admission to the Fairgrounds.

**Permit:** All delivery drivers must have a permit during the ISF.

#### SUPPLY UNIT RENTERS ONLY

**Supply Unit Parking Space:** There is limited supply unit parking space available on the Fairgrounds and permits are granted on a first applied, first granted basis. All supply units must park in their designated supply unit lots. Persons desiring to rent supply unit parking space for supply units during the ISF must complete the *Application for Supply Unit Permit*. Each supply unit must be properly identified – permits must match the license plate on the Application and must be displayed so that they are clearly visible from the outside. Supply units **CANNOT** be moved for the duration of the ISF. Sleeping in a supply unit is *not allowed* and violators are subject to immediate removal.

**Supply Unit Permit Fee:** The fee to permanently park a supply unit on the fairgrounds for the ISF is \$200 per unit for Lots A, B, D, E, & F (electric hook-up available) and \$100 per unit for Lot C (no electric hook-up).

**Supply Lot Selection:** Applicants can select a specific supply unit lot on the Application. Specific requests will be granted if available.

**Electric Fee:** If the supply unit requires electric hook-up, the appropriate electric information must be provided on the Application and the appropriate fee must be submitted.

**Water Hook-up:** Water is not available in any Supply Lots.

***Please read reverse side***

## **INFORMATION FOR BOTH SERVICE PROVIDER PERMIT HOLDERS AND SUPPLY UNIT RENTERS**

**Food Safety and Security:** Food safety and security are of utmost importance. Food should not be left unattended, unrefrigerated, or exposed to the elements. It will be the Service Provider's responsibility to coordinate with the vendor to ensure immediate custody and proper storage of products when they are delivered. To ensure proper storage and delivery, Service Providers and Vendors are encouraged to follow these suggestions:

- a) A pre-arranged time for delivery with the vendor/exhibitor to ensure that an employee will be at the site at the time of delivery.
- b) The vendor/exhibitor provides the supplier a key to the storage area and refrigerator units.
- c) The vendor/exhibitor provides a realtor-type lock box with a combination and key to allow supplier access to the storage area. These types of lock boxes are available at home improvement stores.

**Insurance:** When the Application is filed with the Department, the applicant must produce evidence of public liability insurance in the minimum amounts of \$300,000 per person, \$500,000 per occurrence and \$50,000 for property damage against claims arising out of or in connection with the deliveries or operations, which are the subject of the Application. Applicants must provide a Certificate of Insurance that lists the Illinois Department of Agriculture and its officers, employees, agents, and directors as additional insured.

**Application:** Applications must be submitted to the Department on or before **July 1, 2021**.

**Fees:** All Service Provider permit fees and Supply Unit permit fees (including applicable electric fees) must be submitted to the Department on or before **July 1, 2021**.

**Assignment:** Permit shall not be assigned without the prior written consent of and upon such terms as required by the Department.

**Compliance With Law:** Permits are granted based on the content of the Application and Applicants are bound by those terms. This Permit and all activities conducted pursuant to this Permit must be performed in compliance with all applicable Federal, State, county and local laws, rules, ordinances, and regulations, including the Department's rules and regulations. Department's Administrative Rules as found at 8 Ill. Adm. Code 270, General Operations of the State Fairs and Fairgrounds, are incorporated by reference as a condition of this Permit. Failure to abide by any of the aforementioned laws, regulations, and rules could result in the revocation of the Permit.

**Non-interference and Cooperation:** Applicant shall do nothing to interfere with or prejudice the Department's right to recover damages or seek other relief against a third party, and shall furnish all reasonable assistance and cooperation to the Department in connection with the Department's action against such third party, including assistance in the prosecution of suit and the execution of instruments of assignment in favor of the Department.

**Independent Status and Taxes:** Applicant is an independent contractor. Supplies provided and services performed pursuant to the permit are not rendered as an employee of the Department or of the State of Illinois. Applicant shall maintain sufficient supervision and control over the services that it is to provide under the permit to ensure that services shall be performed in a good and workmanlike manner at all times. Applicant is responsible for the collection and payment of all Federal, State, county, and local taxes applicable to each provision of services under the permit and shall remit same to the proper collecting authorities in accord with applicable law or regulation.

### **Releases and Indemnification:**

- a. The Applicant agrees to assume all risk of loss and to indemnify and hold the State, its officers, agents and employees, harmless from and against any and all liabilities, demands, claims, suits, losses, damages, causation of action, fines or judgments, including costs, attorneys' and witnesses' fees, and expenses incident thereto, for injuries to persons (including death) and for loss of, damage to, or destruction of property (including property of the State) resulting from the negligence or misconduct of Applicant, its employees, agents, or subcontractors in the performance of the permit.
- b. The Department **assumes no liability for actions of Applicant and is unable to indemnify or hold Applicant harmless for** claims based on this permit or use of Applicant provided supplies or services. Any claim made against the Department is subject to the provisions of the Illinois Court of Claims Act (705 ILCS 505/1).

**Revocation:** The Department may revoke the Permit without penalty at any time for any violation of the applicable requirements, rules and laws relating to the issuance of such permit, sticker or placard.