



ILLINOIS STATE FAIR

August 08 - 18, 2019

OUTSIDE

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: _____

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: _____ (NOTE: 10' frontage is the minimum)

Maximum Request: Frontage: _____ x Depth: _____

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 participated in within the last three years

Event: _____ **Contact Name:** _____ **Telephone:** _____

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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 50 Amp 100 Amp

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:

Waste Water Barrel required: Grease Barrel required:

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.

Admission Booklets / Parking Permits / Supply Trailers

ALL VENDORS MUST PURCHASE ADMISSION BOOKLETS AND PARKING PERMITS

Supply Trailers will be assigned a lot depending on the location of booth

The Illinois 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: IL 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:

Illinois State Fair, Space Rental Office, P. O. Box 19427, Springfield, IL 62794-9427, 217 / 785-1980

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: _____