



# ILLINOIS STATE FAIR

August 12 - 22, 2021

## OUTSIDE

### Application for Vendors / Exhibitors

(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. (\*required)

**Event:** \_\_\_\_\_ **Contact Name:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_

**Event:** \_\_\_\_\_ **Contact Name:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_

**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. No camping is allowed in these trailers/locations.

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 historically 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.**

**DO NOT** send a deposit with your application or obtain the required insurance prior to obtaining a space. This is *only an application*; it does not guarantee a space will be offered. You will be contacted once the decision is made to offer space.

**Mail Application To:**

Illinois State Fair, Space Rental Office, P. O. Box 19427, Springfield, IL 62794-9427, Fax: 217-782-8362

**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: \_\_\_\_\_