



The Application & Contracting Process

Submit Application

The vendor application tells the Fair what to put into your contract: Space size, items you will sell and/or display, electrical requirements, etc.

1

Applications For RETURNING Concessionaires/Exhibitors:

Please complete the application in its entirety and return it no later than **March 1, 2025** to be considered for reassignment to your prior fair year space.

Applications For NEW Concessionaires/Exhibitors:

Please complete the application, in its entirety and return it no later than **April 1, 2025**. New applications will be considered after returning applications are evaluated and assigned and the number of similar concessions/exhibits are determined. New vendors are REQUIRED to send pictures of their stand.

Review and Sign Contract

Once the vendor application info has been entered into the contracting system, the Fair will produce a Contract for you to review, modify if necessary, sign and return.

Contracts will be emailed (or in some cases mailed) for review, completion and signature. Instructions will be included on how to make the deposit payment and where to return the contract. Certificate of Insurance and EIN/SSN are required along with your signed contract. The Space Rental office will return a fully executed contract to you via email.

2

Pay Space Rental/Electrical Fees

3

OUTDOOR SPACE: One-third payment for space rental + full payment of electrical fees are due on July 15. The remainder two-thirds of space rental is due the Monday after the fair begins.

INDOOR SPACE: Space rental + full payment of electrical fees are due on July 15.

Cash, check, cashiers check, money orders or Credit Cards are accepted by phone, in-person or by mail. Checks should be made to IDOA. Credit card payments will incur a 2.25% fee and will appear on your statement as "IDOA".

Questions should be directed to Jill Fox, Space Rental
618.542.1511 Jill.Fox@illinois.gov