



Minimum space size is 10 front footage. Front footage space will be measured **from tie down to tie down, overhang to overhang, awning to awning, trailer hitch to bumper.**

ZONE-PER FRONT FOOT COST (see map)

Direct/Indirect Sales (over the counter sales)

Zone A	\$95
Zone B	\$85
Zone C	\$75

Expo Hall 10'x10'	\$600
Agriland 40'x70'	\$700

ELECTRICAL RATES

110 Volt – 30 AMP	\$150
220 Volt – 60 AMP	\$300
220 Volt – 100 AMP	\$450
Expo Hall	\$75

INSURANCE REQUIREMENT

ALL concessionaires/exhibitors are required to have public liability insurance in the minimum amount of \$300,000 per person, \$500,000 per occurrence and \$50,000 property damage against claims arising out of or in connection with the concessionaire/exhibitor/rentals which are subject of the Agreement. In addition, concessionaire/exhibitor shall agree to provide Workers' Compensation Insurance as required by the Workers' Compensation Act (Ill. Rev. Stat. 1991, ch. 48, par. 138.1 et seq.) [820 ILCS 305].

REQUIRED – CERTIFICATE OF INSURANCE is due to Space Rental office with deposit payment

Concessionaire/exhibitor shall supply proof of said public liability insurance policy in form of a Certificate of Insurance. Under the "Description of Operations" section it MUST read: *Illinois Department of Agriculture and its officers, employees, agents, and directors as additional insured.*

CAMPING

Camping is NOT included in space rental fees. Camping fee is \$25 per night. You will begin paying for camping when your camper is hooked up to utilities – DSF electricians/plumbers MUST do the hook up. DSF camping host will patrol the grounds to ensure compliance on fees and spaces.

GOLF CAR RENTAL

Information regarding golf car rental will be sent out closer to Fair time.

GOLF CAR PERMIT

All concessionaires/exhibitors UTILIZING a golf car on the Fairgrounds during the Du Quoin State Fair will be REQUIRED to purchase a golf car permit. The cost of the permit is \$200 for the 11 days of the Fair and is purchased in the Cash Office.

IMPORTANT INFORMATION CONCESSIONAIRES/EXHIBITORS NEED TO KNOW

Applications For RETURNING Du Quoin State Fair Concessionaires/Exhibitors:

Please complete the enclosed application, in it's entirety and return it, postmarked, no later than **February 1, 2023** to be considered for reassignment to your prior fair year space.

Applications for NEW Du Quoin State Fair Concessionaires/Exhibitors:

Please complete the enclosed application, in it's entirety and return it, postmarked, no later than **March 1, 2023**. 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.

Front Footage & Depth:

Front footage is the side of your trailer or tent that you will be serving the public from. Be accurate on your footage request. Trailer front footage measurement **MUST** include tie down to tie down, overhang to overhang, awning to awning or trailer hitch to bumper unless your trailer hitch is behind your trailer. Tent front footage measurement **MUST** include stakes and tie downs for both sides of the tent. Concessionaire/Exhibitor **MUST** be **INSIDE** the front footage they pay for. This includes condiment tables, coolers, decorations, etc. If you exceed the front footage you applied for, you may have the option of paying for additional front footage upon set up, if additional space is available. If additional space is not available, you will be required to make sure your footprint is within the front footage you purchased.

Contracts:

Concessionaires/Exhibitors will receive a contract for the 2023 Du Quoin State Fair. Contracts will be emailed or mailed for review, completion and signature. Instructions will be included on how to make the deposit payment and where to return the contract.

Five Foot From The Curb Rule:

Concessionaire/Exhibitor trailers, tents, tables, display extensions, display bins, racks, coolers, condiment tables, decorations, awnings, boxes, etc., **MUST** be a minimum of 5 (five) feet from the curb. Space Rental office staff will have a 5 foot line marked out for your convenience. Non-compliant Concessionaires/Exhibitors will be asked to dismantle and move the appropriate distance from the curb or risk being asked to leave the Fairgrounds.

Days/Hours of Operation:

Concessionaires/Exhibitors **MUST** be open for business during the set dates and times the Du Quoin State Fair is open.

Arrival At The Fairgrounds – Check-In:

Concessionaires/Exhibitors **MUST** report to the Space Rental office located in the Grandstand immediately upon pulling into the Fairgrounds. **DO NOT** pull your equipment onto the grass until you have picked up your vendor packet from Space Rental. After you have checked in, Space Rental staff will take you to your assigned location and notify the electrician that you are on the grounds and ready to be hooked up.

Electric Hook Up:

Electrical work orders will not be issued until the Concessionaire/Exhibitor has picked up their packet from the Space Rental office. Electricians will be notified by the Space Rental office that the Concessionaire/Exhibitor is ready to be hooked up.

Electrical Materials:

Vendors must provide their own electrical materials to reach the electrical source. DSF electricians will not splice or retrofit vendor's electrical materials. Concessionaire/Exhibitor may NOT connect or disconnect themselves. A four-wire supply cord is required on voltages of 220 or above. A three-phase supply cord is required on 110 volts.

Stakes & Tie Downs:

High voltage lines, gas lines and water run underground throughout the Fairgrounds. NEVER hammer a stake into the ground until an electrician has approved your site/location. Your safety is important. Repair to damaged lines is very expensive and will be your responsibility if you cause any damage.

Trash Collection:

The company that picks up trash during the fair will collect a fee from Concessionaire/Exhibitor directly. DSF does not collect this fee.

Americans With Disabilities:

By signing the Concession/Exhibitor contract you are signifying that you agree it is your responsibility to assure the Du Quoin State Fair Management that your activity during the fair complies with the Americans with Disability Act. You may not pass on any expenses incurred to meet the requirement with this Act. Any questions you have concerning the Act can be answered by going online to the ADA website.

Perry County Public Health:

Concessionaires are REQUIRED to familiarize themselves with the Perry County Public Health requirements located at: <https://dsf.illinois.gov/content/dam/soi/en/web/dsf/food/documents/publichealthguidelines.pdf>

Mark your calendar to attend one of the Food Concessionaire Training Classes:

Wednesday, August 23, 2023	10:00 a.m. and 2:00 p.m.	First Heat Building
Thursday, August 24, 2023	10:00 a.m. and 2:00 p.m.	First Heat Building
THERE WILL BE NO CLASSES ON Friday, August 25, 2023		

Concessionaires who attended the Illinois State Fair MUST come to a training session, sign-in and show proof of their training in Springfield.

Food Service Inspections:

Inspections will begin on Wednesday, August 23, 2023 and must be completed by 4:00 p.m. on Friday, August 25, 2023.

Office of the Illinois State Fire Marshal:

Concessionaires/Exhibitors are REQUIRED to familiarize themselves with the Office of the Illinois State Fire Marshal requirements located at: <https://dsf.illinois.gov/content/dam/soi/en/web/dsf/food/documents/firemarshal.pdf>

Fair Administrative Rules & Regulations:

Can be found at: <https://dsf.illinois.gov/content/dam/soi/en/web/dsf/food/documents/administrativerules.pdf>

Clean Up:

Keep your area clean at all times. Wastewater may NOT be drained onto the ground. Grease must be disposed of in grease barrels.

Questions regarding this information should be directed to Patsie Hopkins, Space Rental 618.542.1515