

SET UP/TEAR DOWN

- Vendors may begin setting up no earlier than noon, Monday, July 20.
– *Please stop by the Fair Office upon arrival to check-in and pick up your vendor packet.*
- Vendors must have their space clean by the end of the day, Monday, August 3.
– *Vendor must leave the event with a zero-balance owed to Fair or forfeit spot in 2021.*

DEADLINES

- May 1 – Premium Book Advertising Due
- May 15 – Vendor Application and Deposit Due
- June 21 – Health Certificate Application Due to Health Dept.
- July 1 – Certificate of Insurance Due to Fair Office

FEES

A deposit of \$100 per booth is **required** with contract. Deposit will be put towards final balance due.

2020 Booth Fees:

Large Food Concessionaire	\$850	Up to 25x15 Space
Small Food Concessionaire	\$750	10x10 Space– includes food trucks utilizing fair’s electrical/water source
Self-Sufficient Food Truck	\$650	Does NOT utilize fair electrical and water source
Outdoor Commercial Vendor	\$450	10x10 Space
Inside Commercial Vendor	\$350	10x10 Space
Inside Informational Vendor	\$250	Static Displays 10x10

**Booth fees are nonrefundable.*

***Our electrician will be on-site for set up and to address any concerns and/or specials needs. Additional fees may apply.*

SUPPLEMENTAL DOCUMENTS REQUIRED

- **Certificate of Insurance** – Personal and Property in the amount of \$1,000,000.00 naming “Champaign County Fair Association” as additionally insured.
- **Temporary Health Permit** – Vendors must obtain a Temporary Health Permit from the Champaign County Health Department. Additional fees apply.

2020 Champaign County Fair *Vendor Contact Information*

To reserve your space at this year's Champaign County Fair, please complete all sections of the Vendor Application and submit no later than May 15th, along with your security deposit. Vendor applications will only be accepted if all sections are filled in completely, including signatures where indicated.

BUSINESS INFORMATION

Business Name: _____ Contact Name: _____

Business Address: _____

Email: _____ Phone: _____

**Retailers Sales Tax Forms will be furnished during the Fair.*

SOCIAL MEDIA INFORMATION

The Fair would love to promote your presence at our 2019 Fair on our website, social media platforms, and fair book. Please submit your social media information.

Opt out of social media promotion

Web Address: _____

Facebook Username: _____

Specialty Food Offered: _____

FOOD SPECIALS

Every year the Fair offers food specials on their delegated days. Should you wish to participate, check the box and the fair office will reimburse you for any "dollars" spent on those days. A sign will also be provided for display on said days.

Opt out of specials

Military Bucks (First Saturday 12pm-3pm)

Senior Citizen Bucks (Tuesday 10am-1pm)

N/A

2020 Champaign County Fair *Rules of Operation*

We aim to make the fair a fun, yet safe community event. We ask for your assistance to ensure a positive experience for all. The following pertains to the rules and policies of the fair. Please initial that you've read and agree to abide by each item listed below.

____ **Hours of Operation:**

Vendor booths must be open on time at the start of each day and remain open until the fair closes each night. Please refer to the Daily Schedule for hours of operation. The Kesler Hall exhibit building is unlocked each day when the admission gate opens and locked at 9:00pm each evening. The Vendor is responsible for their exhibits/merchandise. Not all spaces are guaranteed electrical outlets. All vendors are required to supply their own equipment – including tables, signage, chairs, canopies, tents, etc.

____ **Selection & Location:**

Spaces are assigned based upon electrical needs as well as historical participation. The Fair Office will attempt to honor any requested booth location, although the final location of any vendor remains the decision of the Champaign County Fair Board along-side the Fair's electrician. All assigned vendor spaces are final and will not be changed.

____ **Product Vendors:**

The Champaign County Fair **will not** guarantee you are the sole vendor of a product. However, to reduce over saturation of products, not all proposed items will be approved. Non-Food vendors or exhibitors **MAY NOT** sell or give away any food or beverage items – except for water – without prior Fair office approval.

____ **Professionalism**

You and your employees are expected to act in a professional manner, both on and off duty, as representatives of your company or organization. Disruptive behavior by you or your employees will not be permitted and could lead to your immediate termination. The vendor will conduct all business within the area assigned and will not engage in roving solicitation.

____ **Staff:**

As a vendor participating at our Fair and to ensure that our Fair is in compliance with 720 ILCS 5/11-9.3. Please be advised that it is unlawful for a child sex offender to knowingly operate, manage, be employed by, or be associated with any county fair when persons under the age of 18 are present.

____ **Health Department:**

The Champaign County Health Department requires ALL food vendors at the Champaign County Fair to submit their temporary food permit application with a fee of \$75.00, four weeks before the event. Failure to submit application by the deadline will incur a \$25.00 late fee to the Champaign County Health Department.

Rules of Operation (continued)

Liability:

The Champaign County Fair will not be held reliable for the safety of exhibits against theft, fire, robbery, accident, or any other destructive cause, while on the Fairgrounds. Vendors are responsible for obtaining any insurance necessary for their own property loss or damage. Vendors and Exhibitors must secure their own property. The Fair Board is not liable for claims made regarding value, quality or pricing. The Fair provides security during fair hours of operation. The security officers will roam and cannot guard any specific booth or area, nor will they provide escorts. The Fair encourages all vendors to take extra precaution in securing their vending area when closing.

Liability Insurance:

ALL Concessionaires are required to have liability insurance for personal property in the amount of \$1,000,000.00. *Your certificate of liability insurance must name the "Champaign County Fair Association" as additional-insured.* This certificate can be secured from your insurance agent and mailed or faxed to the Fair office. Please have certificates sent to the Fair Office no later than July 1.

Set Up:

Vendors may begin setting up at 12PM on Monday, July 20 and must be set up by 4PM, Friday, July 23. Vendors are required to check-in with the fair office upon arrival. Vendor packets will be distributed at this time. Contact the office if you have unique set-up requirements.

Camping:

There are a limited number of camping spaces available. If you would like to reserve a space, please indicate so on the vendor contract. Allocation will be on a first-come first-served basis. The cost is \$25.00 per night. **Stock trucks utilizing Fair electricity are subject to the same camping fee.** Fees are due on or before time of arrival. Camping permits will be issued once fees are collected.

Electric Service Policy:

Under NO circumstances shall any individual other than an authorized employee of the Champaign County Fair Association or Aladdin Electric gain access to ANY electric service on the Champaign County Fair Grounds. If you require access to any electric service other than simply plugging something in, contact the fair office for assistance. Fees will be assessed for special electric service requirements. If you are found in violation of this policy, the Champaign County Fair Association reserves the right to collect monetary repair fees and/or asses a fine of \$100.00 per event. You assume all liabilities for damages and personal injuries.

Tear Down:

All vendor booth spaces must remain intact and operational until 11:00pm on Saturday, August 1. Vendors may begin tearing down only at the conclusion of the fair. A \$100.00 penalty will be charged for early closure, tear down, and/or departure. Early departure negatively affects the event as a whole and encourages others to leave early. Early departure may also forfeit vendor participation for future events. All vendor materials must be removed no later than the end of the day, Monday, August 3. Please make arrangements with the Fair Office if you cannot be out by the specified time.

Rules of Operation (continued)

____ **Back-Flo Valve:**

Any concessionaire hooking up to Fair water system MUST provide a functional Back-Flo Valve in their water line.

____ **Liquid Waste/Garbage:**

Liquid waste **CANNOT** be dumped into streets, storm drains or onto the ground. You must use containers to collect and discard waste in a sanitary manner. ALL trash, refuse & garbage must be placed in tightly closed trash bags and be set **out by 8:00 AM each morning** for pick-up.

____ **Supply Deliveries:**

Please have your supplies in place by 10am each day. The roadway in front of Concessionaire displays will be closed to traffic (except Emergency Vehicles) after 10am until closing time each day. ***All supplies must come through the East Gate by the beer pavilion.*** PLEASE NOTIFY YOUR SUPPLIERS.

____ **Gate Entry:**

The Fair Office will provide two season vendor passes that will authorize entry onto the fairgrounds. Additional passes are available for purchase in the Fair Office for \$10.00 each. Passes are nontransferable. Please ensure you have the correct number of wristbands for your employees.

____ **Parking**

Vendors and their employees are required to park personal vehicles on the east side of the fairgrounds. Livestock trailers and supply vehicles will also be permitted to park in this area.

____ **Golf Carts & ATVs:**

For safety reasons, ONLY golf carts and ATV's operated by Champaign County Fair personnel can be used on the Fairgrounds during hours of operation.

____ **Premium Book:**

Each year we distribute approximately 3,000 Premium Books. Advertising space is available. If you are interested, please contact the Fair Office for cost information. **DEADLINE: May 1.**