

CHAMPAIGN COUNTY FAIR

Vendor Information, Rules, and Regulations

TICKETS: Everyone entering the Fairgrounds must have a ticket and present this ticket at the gate. Concessionaires are issued two season concessionaire gate tickets "gratis" for each space. Additional tickets are available at the Fair office; the cost for each additional season ticket is \$10.00

SET-UP: Vendors may begin setting up at 12:00pm on Monday, July 16, 2018. Please check-in with the fair office upon arrival. Vendor packets will be distributed at this time. Contact the office if you need directions or have unique set-up requirements.

TEAR DOWN: All vendor booth spaces must remain intact and operational until 11:00pm on Saturday, July 28, 2018. You may begin tearing down at the conclusion of the fair. A \$100.00 penalty will be charged for early departure. You will also forfeit your participation for future events. All exhibitor materials must be removed no later than 12:00pm on Monday, July 30, 2018. **Please make arrangements with the Fair Office if you can not be out by the specified time.**

HOURS OF OPERATION: The Kesler Hall exhibit building is unlocked each week day when the admission gate opens and locked at 9:00 p.m. each evening. YOU are responsible for your Exhibits/Merchandise. Concessionaires in Kesler Hall building must "MAN" their booth from 4:00 p.m. (M-F) or 11:00 a.m. (Saturday/Sunday) thru 9:00 p.m. each day. Not all spaces are guaranteed electrical outlets. You must furnish your own set-up equipment (i.e. tables/chairs, etc.)

SELECTION AND 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. We have also expanded our petting zoo for the 2018 season. This may result in past booth assignments getting shifted to the east, towards the midway.

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. Approved items will be included in the confirmation packet with your contract. Non-Food vendors or exhibitors **MAY NOT** sell or give away any food or beverage items – except for water – without prior Fair office approval.

CANCELLATIONS: Cancellations are without penalty until June 01, 2018. Cancellations received after this date will be charged in full without refund. Request for cancellation must be in writing to the Champaign County Fair Office: PO Box 544, Urbana, IL 61803.

DELIVERY OF SUPPLIES: Please have your supplies in place by 11:00 a.m. each day. The roadway in front of Concessionaire displays will be closed to traffic (except Emergency Vehicles) after 11:00 a.m. until closing time each day. **PLEASE NOTIFY YOUR SUPPLIERS.**

BACK FLO VALVE: Any concessionaire hooking up to Champaign County Fair water system **MUST** provide a Back-Flo Valve in their water line.

DISPLAY MATERIALS: All vendors are required to supply their own equipment – including tables, signage, chairs, canopies, tents, etc.

GOLF CARTS & ATV: For safety reasons, **ONLY** golf carts and ATV's operated by Champaign County Fair personnel can be used on the Fairgrounds.

PREMIUM BOOK: Each year we distribute approximately 3,000 Premium Books. Advertising space is available in this book. If you are interested, please contact the Champaign County Fair office for cost information. **DEADLINE: May 1, 2018.**

HEALTH DEPARTMENT: Enclosed is an informational flyer on Concessions & Privileges and the Champaign County Public Health Department requirements to operate a temporary food service at the Champaign County Fair. **PLEASE NOTE:** 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, prior to June 20, 2018 (four weeks before the event). See enclosed application and flyer with Champaign County Health Department address and telephone number, **please send this application directly to the Health Department.** Failure to submit this application with fee by the deadline will incur a \$25.00 late fee to the Champaign County Health Department.

LIABILITY: The Champaign County Fair will not be held liable 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 Champaign County Fair Board is not liable for claims made regarding value, quality or pricing. The Champaign County Fair provides security during fair hours of operation. The security officers will roam and cannot guard any specific booth or area. The Fair encourages all vendors to take extra precaution in securing their vending area when closing.

LIQUID WASTE: 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 for pick-up by 7:30 a.m. each morning.

CAMPING: There are a limited number of camping spaces available. If you would like to reserve a space, please indicate so on the vendor application. Allocation will be on a first-come first-served basis. The cost is \$25.00 per night. Stock trucks utilizing Fair electricity is subject to the same camping fee.

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, 2018.**

NEW IN 2018

TENTS: Tents will no longer be furnished by the Champaign County Fair Association. As a vendor you will be responsible for contacting Herriott's (c/o Maggie, 217-356-9713) to make the arrangements for any tents needed. If past information is needed, please contact the Fair Office. The fair will provide Herriott's with the layout map of the midway.

ICE: Ice sales will no longer be supplied by the Fair. Vendors will be responsible for their own ice.

TALENT SHOW/BIG GIVE AWAY: We are currently looking into an alternate grandstand event to replace Monday night's talent contest and big give away. If you would still like to participate, I have included our sponsorship packet for 2018. As always, we welcome donations of any kind. If you do not see a package for you, let the office know. We have other options such as premium/trophy sponsorships as well as picnic tables and benches. Please see the office for more information on our 501(c)(3) status.