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2024 GENERAL HOUSEKEEPING INFORMATION

Welcome to the Illinois State Fair! Your cooperation & assistance are vital to the operation of another outstanding showcase Fair. The following information is meant to assist you as we strive to attain our goal.

1. **ELECTRIC SERVICE** - When ready for electrical service, notify the Space Rental Office and they will contact the Electric Shop for hook-up. Any vendor utilizing a tent must report that information to Space Rental so our team can mark the underground electrical lines and water pipes prior to set-up. Vendors who need electricity before the Saturday prior to opening day will be charged an additional \$25/day. Any electrical power problems should be reported to the Electric Shop at 217-782-0791. The Electric Shop is located at the North end of the Trades Building, near Gate 4.

2. **HOURS OF OPERATION** – All vendors / exhibitors **MUST** be staffed at all times and in operation during the *entire* Illinois State Fair. Building hours are 9:00 am - 9:00 pm daily. Outside locations should be open by 10:00 am at the latest every day. ALL vendors / exhibitors shall remain open and in operation on the last day until the beginning of the Grandstand Show at 8:00 pm.

3. **SALES TAX / PERCENTAGES** – Taxes for *each location* must be reported on a separate form. **Do not combine your locations and report all on one form.**

The IL Department of Revenue, Sales Tax Division, will once again be collecting Illinois Sales Tax for retail sales made during the Illinois State Fair *by mail*. The IL Department of Revenue will contact each vendor during the Fair to provide the reporting document, coupon, and return envelope to be used in reporting the sales tax. Forms are also available on the Fair website and in the Space Rental Office. **It is imperative that the document, coupon, and corresponding sales be reported and paid by August 30, 2024. Failure to do so will jeopardize your participation in the 2024 Illinois State Fair and other future Illinois events.**

4. **Vendors who are paying a percentage** of their sales must report and make payment on a daily basis to the Space Rental Office located in the North wing of the Emerson Building. Collection hours are 8:00 am – 3:00 pm daily. Please use the provided *Concessionaire Daily Sales Report* forms to record your sales. As the form instructs, vendors should indicate the amount of sales for each contract excluding taxes, rounded to the nearest dollar. Your assistance and cooperation in making sure the reporting form is **COMPLETED CORRECTLY** will expedite your time spent in our office.

Outside Vendors who are on a flat partial contract are reminded that the balance of their space cost is due no later than Monday, August 12, 2024. Payments are due in the Space Rental Office located in the North wing of the Emerson Building.

5. **DISPLAY CONTRACT CARDS / PRICES / SELLING** - ALL vendor / exhibitor contract cards must be visibly displayed *at all times* within the contracted vendor location. Food vendors must have ALL prices posted before opening. Any promotion, advertising or selling **MUST** be confined to the limits of the assigned space, as stipulated by your Space Rental Contract. Violation may result in removal from the fairgrounds.

6. **BUILDING SECURITY / CLEANUP** - Buildings are unlocked 7:15 am - 9:00 am daily to allow for daily set up. The Exposition Building will have security personnel at the east, west and south doors 7:15 am - 9:00 am. The Exposition Building is such, that in order to keep the public out until opening time, we need your cooperation in making sure that doors are not left propped open and unattended. We appreciate your help in assisting to monitor public access when the building is closed. Your cooperation is also appreciated at closing time to finalize sales when the building is closing to the public.

Cleanup in the Exposition Building will start at 8:00 pm each night and be completed by 9:00 pm closing. The cleanup crew will be accompanied with security personnel until the work is completed.

Cleanup in all other buildings will take place during the night. The cleanup crew will be accompanied with security personnel until the work is completed. To assist in cleanup of the building, please put any trash in the closest trash container to your booth.

7. **GENERAL SANITARY APPEARANCE & GARBAGE** - It is your responsibility to keep the area around your stand clean at all times and to provide suitable trash receptacles. Before leaving the fairgrounds, your area is to be cleaned, holes filled, the location free of refuse. All refuse should be put in garbage containers or set along side barrels for garbage pick up. **All FOOD VENDORS please note that payment for garbage will be paid directly to the Disposal Company during the Fair.**

8. **GREASE BARRELS / WATER BARRELS** - Any food vendor in need of a grease barrel must use the closest grease barrel to their stand. **Absolutely no grease or grey water is to be dumped in the sewers or on the ground.** Water barrels should be utilized in designated areas for wastewater only. Please note! Should you need additional grease barrels, water barrels, service, or removal call 217-782-0789.

9. **U.S. POSTAL SERVICE** - The U.S. Postal Service will be located at the west end of the Exposition Building. Weekday hours of operation during the Fair are: 9:00 am – 5:00 pm (closed noon to 1:00 pm for lunch). Vendors / exhibitors who expect to receive mail at the Fair should use the following address:

Company / Organization Name
Individual's Name
State Fair Post Office
P. O. Box 19499
Springfield, IL 62794-9499

For additional information, please call the Springfield Post Office @ 217-788-7290 before the Fair or during the Fair @ 217-785-2677.

If you have any additional questions, please contact the Space Rental office @ 217-785-1980 or review the posted information on the Illinois State Fair website, **www.illinoisstatefair.info**.