

## 2024 ILLINOIS STATE FAIR



### SERVICE PROVIDER PERMIT AND SUPPLY TRUCK PERMIT REQUIREMENTS

---

#### SERVICE PROVIDER PERMIT HOLDERS ONLY

**Service Provider Permit:** Every person or entity that makes deliveries of supplies or products on the fairgrounds during the 2024 Illinois State Fair ("ISF") must file the *Application for Service Provider Permit* ("Application") with the Department. Each delivery vehicle **MUST** be identified with the business logo and have an authorized merchant permit properly displayed upon entrance to the fairgrounds. Service providers need to have an executed contract and a Certificate of Insurance on file with the Space Rental Office.

**Delivery Times:** Deliveries are permitted from 7:00 a.m. until 10:00 am each day. ***After 10:00 am, all delivery trucks must be off the fairgrounds.***

**Gate:** All delivery vehicles **MUST** enter and exit through GATE 4 only.

**Driver Admission:** Driver must purchase advance discount admission tickets in the Space Rental Office or purchase daily admission tickets at the Gate when entering the fairgrounds. Parking permits will be necessary if service providers stay for an extended period.

**Permit:** All delivery drivers must have a permit during the ISF.

#### STOCK TRUCK PERMITS ONLY

**Stock Truck Parking Space:** There is limited supply lot parking space available on the fairgrounds, so all supply units/prep trailers/stock trucks ("stock truck") must be parked in designated supply unit lots. Persons desiring to rent supply unit parking space for a supply truck during the ISF must complete the *Stock Truck Permit Form*. Each stock truck must be properly identified with permit prominently displayed, and the supply units may NOT be moved for the duration of the ISF. Stock trucks located behind a stand's location should be approved by the Space Rental Office.

**Stock Truck Permit Fee:** The fee to permanently park a stock truck for the length ISF is \$200 per unit. Electricity is not included in this fee.

**Supply Lot Selection:** A particular supply unit lot may be selected on the Stock Truck Permit Application and will be assigned if available. A Supply Lot parking space will not be reserved until payment is received.

**Electric Fee:** If the supply unit requires electric hook-up, then the appropriate electric information should be provided to the Department on the Application and the appropriate fee paid to the Department.

#### INFORMATION FOR BOTH SERVICE PROVIDER PERMIT HOLDERS AND SUPPLY UNIT PERMIT RENTERS

**Food Safety and Security:** Concerns for food safety and security are of utmost importance. Food should not be left unattended, unrefrigerated, or exposed to the weather. It will be Service Providers' responsibility along with the vendor to assure immediate custody and proper storage of products when they are delivered. Proper storage of delivered food can be accomplished a few ways:

- 1) A pre-arranged time for delivery with the vendor/exhibitor to ensure that an employee will be at the site at the time of delivery. (This is the preferred method.)
- 2) The vendor/exhibitor provides the supplier a key to the storage area and refrigerator units.

***Please read reverse side***

3) The vendor/exhibitor provides a realtor-type lock box with a combination and key to allow supplier access to the storage area. These types of lock boxes are available at home improvement stores (i.e., Lowe's and Menard's).

**Insurance:** When the Application is filed with the Department, the applicant must produce evidence of public liability insurance in the minimum amounts of \$500,000 per person, \$1,000,000 per occurrence and \$250,000 for property damage against claims arising out of or in connection with the deliveries or operations, which are the subject of the Application. **The Department, its directors, officers, employees, and agents shall be listed as additional insured.** Said public liability insurance policy shall be in the form of a Certificate of Insurance or other form satisfactory to the Department.

**Application:** The Application must be submitted to the Department on or before **July 1, 2024**.

**Fees:** Any Service Provider fees and all Supply Unit permit fees (which include electric fees, if applicable) must be submitted to the Department on or before **July 1, 2024**.

**Assignment:** This permit shall not be assigned without the prior written consent of and upon such terms as required by the Department.

**Compliance With Law:** This Application and Applicant's obligations hereunder are hereby made and must be performed in compliance with all applicable Federal, State, county and local laws, ordinances, and regulations, including the Department's regulations. Applicant shall obtain all licenses or permits required under Federal, State, county or local laws, ordinances, or regulations necessary to fulfill this application and shall supply the Department with proof of compliance with all such license or permit requirements prior to issuance of the permit.

**Non-interference and Cooperation:** Applicant shall do nothing to interfere with or prejudice the Department's right to recover damages or seek other relief against a third party and shall furnish all reasonable assistance and cooperation to the Department in connection with the Department's action against such third party, including assistance in the prosecution of suit and the execution of instruments of assignment in favor of the Department.

**Status:**

- a. Applicant is not an independent contractor, and supplies provided, and services performed pursuant to the permit are not rendered as an employee of the Department or of the State of Illinois.
- b. The Department assumes no liability for actions of Applicant under this permit. Applicant shall remain fully responsible for his negligent acts and omissions, as well as of its agents, employees, and subcontractors, in the performance of the Applicant's duties under this permit. Applicant is not eligible for indemnity under the State Indemnification Act (5 ILCS 350/1 et seq.).
- c. The Applicant shall maintain sufficient supervision and control over the services that it is to provide under the permit to ensure that services shall be performed in a good and workmanlike manner at all times. Applicant is responsible for the collection and payment of all Federal, State, county, and local taxes applicable to each provision of services under the permit and shall remit same to the proper collecting authorities in accord with applicable law or regulation.

**Releases and Indemnification:**

- a. The Applicant agrees to assume all risk of loss and to indemnify and hold the State, its officers, agents and employees, harmless from and against any and all liabilities, demands, claims, suits, losses, damages, causation of action, fines or judgments, including costs, attorneys' and witnesses' fees, and expenses incident thereto, for injuries to persons (including death) and for loss of, damage to, or destruction of property (including property of the State) resulting from the negligence or misconduct of Applicant, its employees, agents, or subcontractors in the performance of the permit.
- b. **The Department assumes no liability for actions of Applicant and is unable to indemnify or hold Applicant harmless for** claims based on this permit or use of Applicant provided supplies or services. Unless provided by law, Applicant is not eligible for indemnity under the State Employee Indemnification Act (5 ILCS 350/1 et seq.). Any liability for damages that the State might have been expressly limited by and subject to the provisions of the Illinois Court of Claims Act (705 ILCS 505/1) and to the availability of suitable appropriations.

**Revocation:** The Department may revoke the merchant permit, parking permit or Stock Truck Permit without penalty at any time for a violation of the applicable requirements, rules and laws relating to the issuance of such permit.

***Please read reverse side***