**Fair & Exposition**

**Premium Grand Summary Report Checklist**

REPORT DUE: DECEMBER 31.
TO: IDOA, COUNTY FAIR OFFICE, P.O. BOX 19281, SPRINGFIELD, IL 62794-9281
ALL FAIRS MUST WRITE ALL PREMIUM CHECKS TO BE ELIGIBLE FOR REIMBURSEMENT
(unless approved otherwise by County Fair Office).

8 STEPS: SUBMISSION of F & E PREMIUM GRAND SUMMARY REPORT AS FOLLOWS:

1.-Please utilize an **ACCORDIAN FOLDER** (if possible)

2.-**SIGNED PREMIUM GRAND SUMMARY REPORT**


3.-**PREMIUM BOOK**;

4.-**RIBBON & TROPHY RECEIPTS** (if you wish to claim them);

5.-**EXHIBITOR SIGNATURES** (to aid in reducing the amount of paperwork): Submit IN THIS ORDER FOR EXHIBITORS TO SIGN ONLY ONCE:

   **MARTECH USERS**
   1.—“PRE-CHECK REPORT BY EXHIBITOR” including Signatures; and
   2.—“INDEX OF EXHIBITORS BY DEPARTMENT” (Reflecting departmental totals—A NECESSITY).

   **NON-MARTECH & OTHER USERS**
   1.—“Exhibitor Signature Summary Report” (such as “PRE-CHECK REPORT BY EXHIBITOR” utilized by MARTECH USERS reflecting Signatures—A NECESSITY;
   2.—Similar “INDEX OF EXHIBITORS BY DEPARTMENT” utilized by MARTECH USERS reflecting Departmental Totals—A NECESSITY); or
   3.—LAST RESORT: CALCULATOR TAPE(S).

   Arrage all in Departmental order.

6.-**HARNESS RACING** (IF APPLICABLE) (MUST submit ALL of the following):

   **EXHIBITOR SIGNATURES & TOTALS**
   (Signatures and Totals MUST be submitted by one of the above referenced manners in #’s 5 and 6);
   “Department S & T” form on website:
   www.agr.state.il.us, FORMS & APPLICATIONS / COUNTY FAIRS; and
   1 Set of Marked Programs.

   REIMBURSEMENT WILL FOLLOW MORE QUICKLY IF ORGANIZED IN THIS MANNER.

7.-**BOND and DECLARATION OF INTENTION** (including **AUDIT** if available)

8.-**OTHER PERTINENT RECEIPTS** AS CLAIMED ON YOUR F & E DECLARATION OF INTENTION ARE TO BE SUBMITTED AS FOLLOWS:

   **RECEIPTS** accompanied by CALCULATOR TAPE(S) or COMPUTER PRINTOUT(S)

   (Attach to each individual set of EXHIBIT or CONSTRUCTION/LAND/OPERATIONAL receipts reflecting totals).

   REIMBURSEMENT WILL FOLLOW MORE QUICKLY IF ORGANIZED IN THIS MANNER. **Thank You!**