

ILLINOIS DEPARTMENT OF AGRICULTURE
ILLINOIS STATE FAIRGROUNDS – NON-FAIR EVENTS
FACILITY RENTAL USAGE RATES
(217) 782-1698 TOLL FREE (866) 807-7918 TDD (866) 287-2999 FAX (217) 557-5729

FACILITY	DAILY RATE	PROVISIONS INCLUDED IN RATE	ADDITIONAL EXPENSES
Agri-Expo Area (Old Happy Hollow)	\$ 385.00	----	----
Artisans Building	\$ 1,375.00	55 round, 15 rectangle tables, 420 chairs	----
Bandstand (Ethnic Village Area)	\$ 250.00	10 tables, 14 picnic tables	----
Barn 13 Arena	\$ 350.00	No charge if renting Coliseum same day	Metered electric
Barn 14 Arena	\$ 350.00	No charge if renting Coliseum same day	Metered electric
Coliseum – NO HEAT <u>Non-Income Producing Events</u> <i>prior to 8/1/2020</i> <i>after 8/1/2020</i> <u>Income Producing Events</u> <i>prior to 8/1/2020</i> <i>after 8/1/2020</i>	\$ 750.00 \$1,000.00 \$1,500.00 guarantee and negotiated % \$1,750.00 guarantee and negotiated %	15 tables, 90 chairs	Metered electric
Coliseum Covered Arena	\$ 500.00	\$250.00 if renting Coliseum same day	Metered electric
Commodity Pavilion	\$ 350.00	10 tables, 60 chairs, 100 picnic tables	----
Exposition Building –NO HEAT	\$ 975.00	200 tables, 600 chairs	----
Garden Pavilion	\$ 150.00	5 tables, 20 chairs	----
Gate 2 Area	\$ 250.00	----	----
Goat Barn	\$ 300.00	5 tables	----
Grandstand <u>Non-Income Producing Events</u> <u>Income Producing Events</u>	\$1,870.00 \$1,870.00 guarantee and negotiated %	10 tables, 60 chairs	Metered electric
Illinois Building Main Floor Theater Roof Top	\$ 975.00 \$ 325.00 \$ 500.00	200 tables, 600 chairs (Main Floor only)	----
Infield of One-Mile Track	\$ 600.00	----	----
Infield of One-Half Mile Track	\$ 300.00	----	----
Labor Pavilion	\$ 150.00	5 tables, 20 chairs	----
Lincoln Stage	\$ 250.00	----	----
Livestock Center Upstairs Show Ring Downstairs - Sale Ring Downstairs - Exhibit/Tie Out Area	\$ 750.00 \$ 350.00 \$ 650.00	15 tables, 90 chairs (Upstairs only)	Metered electric
Midway Area	\$ 165.00	----	----
Multi-Purpose Arena Non-Income Producing Events Income Producing Events	\$1,400.00 \$1,400.00 guarantee and negotiated %	20 tables, 60 chairs, 25 picnic tables	Metered electric
Orion Samuelson Jr. Building 30 Upstairs Pens & Inside Show Ring Downstairs Ties & South Show Ring	\$ 725.00 \$ 725.00		
Orr Building	\$1,175.00	200 tables, 600 chairs	----
Parking Lot #1	\$ 330.00	----	----
Reisch Pavilion formerly Food-A-Rama	\$ 350.00	10 tables, 60 chairs, 100 picnic tables	Metered electric
Sale Barn 26	\$ 250.00	5 tables, 20 chairs	----
Sheep Barn North	\$ 400.00	5 tables, pens	----
Sheep Barn South	\$ 400.00	5 tables, pens	----
Swine Barn	\$ 575.00	10 tables, pens	----
The Shed	\$ 250.00	25 tables, 50 chairs	----

RATES ARE SUBJECT TO CHANGE AT ANY TIME WITHOUT PRIOR NOTIFICATION TO LESSEES--EFFECTIVE 1.1.19

*Janitorial services are required for all events and are an additional expense.

BARN USAGE RATES

STABLING BARN	1 – 3 DAY EVENT	4 DAY EVENT	5 DAY EVENT	6 DAY EVENT	PROVISIONS INCLUDED	ADDITIONAL EXPENSES
14 - Stalls	\$27.50/stall	\$30.00/stall	\$32.00/stall	\$34.00/stall	122 stalls	Metered electric
16 A	\$220.00	\$250.00	\$275.00	\$300.00	22 stalls	Metered electric
16 B	\$220.00	\$250.00	\$275.00	\$300.00	22 stalls	Metered electric
18 A	\$550.00	\$625.00	\$675.00	\$725.00	22 stalls	Metered electric
18 B	\$660.00	\$725.00	\$775.00	\$825.00	27 stalls	Metered electric
18 C	\$660.00	\$725.00	\$775.00	\$825.00	27 stalls	Metered electric
18 D	\$660.00	\$725.00	\$775.00	\$825.00	27 stalls	Metered electric
18 E	\$440.00	\$500.00	\$550.00	\$600.00	18 stalls	Metered electric
18 F	\$330.00	\$375.00	\$425.00	\$475.00	15 stalls (portables)	Metered electric
18 G	\$440.00	\$500.00	\$550.00	\$600.00	18 stalls (portables)	Metered electric
18 H	\$660.00	\$725.00	\$775.00	\$825.00	27 stalls (portables)	Metered electric
19	\$550.00	\$625.00	\$675.00	\$725.00	23 stalls	Metered electric
20 A	\$220.00	\$250.00	\$275.00	\$300.00	0 stalls	Metered electric
20 B	\$220.00	\$250.00	\$275.00	\$300.00	0 stalls	Metered electric
21	\$220.00	\$250.00	\$275.00	\$300.00	0 stalls	Metered electric
25 A	\$550.00	\$625.00	\$675.00	\$725.00	23 stalls	Metered electric
25 B	\$660.00	\$725.00	\$775.00	\$825.00	25 stalls	Metered electric
25 C	\$660.00	\$725.00	\$775.00	\$825.00	25 stalls	Metered electric
25 D	\$660.00	\$725.00	\$775.00	\$825.00	25 stalls	Metered electric
25 E	\$660.00	\$725.00	\$775.00	\$825.00	30 stalls	Metered electric
25 F	\$660.00	\$725.00	\$775.00	\$825.00	30 stalls	Metered electric
25 G	\$660.00	\$725.00	\$775.00	\$825.00	30 stalls	Metered electric
25 H	\$660.00	\$725.00	\$775.00	\$825.00	30 stalls	Metered electric
25 J	\$660.00	\$725.00	\$775.00	\$825.00	30 stalls	Metered electric
25 K	\$660.00	\$725.00	\$775.00	\$825.00	30 stalls	Metered electric
36	\$330.00	\$375.00	\$425.00	\$475.00	35 stalls	Metered electric
36 E	\$220.00	\$250.00	\$275.00	\$300.00	36 stalls	Metered electric
TIE OUT BARN	1 – 3 DAY EVENT	4 DAY EVENT	5 DAY EVENT	6 DAY EVENT	PROVISIONS INCLUDED	ADDITIONAL EXPENSES
18 F	\$220.00	\$250.00	\$275.00	\$300.00	50 ties	Labor to set up and take down stalls; Metered electric
18 G	\$220.00	\$250.00	\$275.00	\$300.00	50 ties	Labor to set up and take down stalls; Metered electric
18 H	\$220.00	\$250.00	\$275.00	\$300.00	50 ties	Labor to set up and take down stalls; Metered electric
18 J	\$110.00	\$140.00	\$165.00	\$190.00		Metered electric
25 L	\$220.00	\$250.00	\$275.00	\$300.00	60 ties	Metered electric
25 M	\$220.00	\$250.00	\$275.00	\$300.00	60 ties	Metered electric
25 N	\$220.00	\$250.00	\$275.00	\$300.00	60 ties	Metered electric
25 O	\$220.00	\$250.00	\$275.00	\$300.00	60 ties	Metered electric
25 P	\$220.00	\$250.00	\$275.00	\$300.00	60 ties	Metered electric
25 Q	\$220.00	\$250.00	\$275.00	\$300.00	60 ties	Metered electric
36 A	\$220.00	\$250.00	\$275.00	\$300.00	120 ties	Metered electric
36 B	\$220.00	\$250.00	\$275.00	\$300.00	120 ties	Metered electric
36 C	\$220.00	\$250.00	\$275.00	\$300.00	120 ties	Metered electric
36 D	\$220.00	\$250.00	\$275.00	\$300.00	120 ties	Metered electric
36 F	\$220.00	\$250.00	\$275.00	\$300.00	120 ties	Metered electric
47	\$220.00	\$250.00	\$275.00	\$300.00	40 ties	Metered electric
110	\$550.00	\$625.00	\$675.00	\$725.00	265 ties	Metered electric
112	\$220.00	\$250.00	\$275.00	\$300.00		Metered electric
113	\$220.00	\$250.00	\$275.00	\$300.00	80 ties	Metered electric
114	\$220.00	\$250.00	\$275.00	\$300.00	70 ties	Metered electric
118	\$220.00	\$250.00	\$275.00	\$300.00	70 ties	Metered electric

RATES ARE SUBJECT TO CHANGE AT ANY TIME WITHOUT PRIOR NOTIFICATION TO LESSEES--EFFECTIVE 1.1.19

*Janitorial services are required for all events and are an additional expense.

GENERAL INFORMATION

FACILITY RESERVATIONS

To reserve a facility, you will need to submit an application as well as a non-refundable deposit and a photocopy of your current, unexpired State Identification Card or State Driver's License.

Application – The entire application must be completed. Any application that is not completely filled out will not be processed. Please mark N/A (not applicable) if necessary. You can also mark TBD (to be determined) if necessary. Please keep a copy of the document to review prior to the event and update the Non-Fair Office with any changes. The application is part of the Space Rental Agreement contract, and any information provided that is later determined to be false will constitute a breach of contract. In the event of a breach, the Department reserves the right to terminate the contract.

Deposit – Reservations require a non-refundable deposit equal to 30% of the rental fee or \$150.00, whichever is greater. The deposit should be made payable to the Illinois Department of Agriculture and returned with the completed application. The deposit will be applied to the facility rental costs. (Remainder of rental fees are due no less than three weeks prior to the event date.)

ADDITIONAL FEES

In addition to the facility rental fee, you may have the following additional fees.

Concessions – If you desire food and/or beverage concessions at your event, you must notify the Sangamon County Department of Public Health at least two business days prior to your event.

Equipment Rental – The following equipment is available from the Illinois State Fairgrounds upon request. All equipment must be requested on the event application. Equipment rental is subject to availability. All equipment rental will incur a separate labor fee for delivery and removal.

Auction Block	\$15.00	Concrete Barriers	\$ 20.00	Podiums	\$ 5.00
Barricades	\$ 5.00	Crowd Control Gates	\$ 10.00	Risers (4' x 8')	\$20.00
Bleachers (50 seats)	\$50.00	Easels	\$ 1.00	Rodeo Gates	\$10.00
Bleachers (143 seats)	\$75.00	Fans (box)	\$ 5.00	Tables (extra) 5' x 30"	\$ 3.00
Bulletin Boards	\$ 5.00	Fans (pedestal)	\$ 10.00	Ticket Booths	\$35.00
Bucking Chutes	\$50.00	Horse Jumps	\$ 10.00	White Picket Fence	\$10.00
Calf Chutes	\$50.00	Information Booths	\$ 35.00	Wood Counters	\$10.00
Cattle Head Chutes	\$25.00	Judges Tables	\$ 5.00	Stage (4' x 4" section)	\$10.00
Cattle Panels	\$10.00	Livestock Scales	\$250.00	Metal Round Counters	\$10.00
Chairs (extra)	\$ 1.00	Livestock Tanks	\$ 5.00	Metal Counters	\$15.00
Coat Racks	\$ 5.00	Picnic Tables	\$ 5.00		

Labor Fees – Labor fees will be charged for delivery and removal of all equipment rented from the Illinois State Fairgrounds. There will also be labor fees charged for any additional work required for set-up or tear-down on the event, including hanging banners and/or signage.

The following are prevailing wage rates approved by CMS. Rates are subject to change.

<u>LABOR CHARGES</u>	<u>HOURLY RATE</u>	<u>OVERTIME RATE</u>
Carpenter	\$34.69	\$52.04
Electrician	\$38.40	\$57.60
Laborer	\$30.44	\$45.66
Operator	\$61.56	\$92.34
Painter	\$33.05	\$49.58
Plumber	\$45.02	\$67.53
Track Maintainer	\$27.09	\$40.64

Limited banquet tables and chairs are available in designated facilities on the fairgrounds. If additional tables and chairs are desired, you **MUST** request them in advance through the Non-Fair Events Office. If approved, there is a cost for rental and labor to deliver and pick up additional equipment or items requested.

Extra Set-up/Tear-Down Days – Events are allowed one day (7:00am-11:59pm) prior to the event for set-up purposes and a partial day following the event (7:00am-12noon) for clean up purposes. If more than one day is requested for set up or clean up, the rate of \$250.00 per day will be assessed. The additional length of time allowed will be determined by The Department and subject to availability.

Golf Carts - The Illinois State Fairgrounds has an exclusive contract with Battery Specialists for golf cart rental. Golf cart rental fees are as follows:

2 passenger	\$60.00 per day
4 passenger or box car	\$75.00 per day
6 passenger	\$110.00 per day

DELIVERY FEE: \$20.00 for orders of four carts or less, \$50.00 for orders of five carts or more

If you or anyone associated with your event is interested in renting a golf cart, please contact the Non-Fair Events Office. Rentals must be secured and pre-paid with a credit card at least three working days before delivery date. All golf carts must be picked up and returned to the Fairgrounds Security Office.

Insurance – The following insurance must be obtained, as applicable to Lessee’s event, and the Department supplied with a Certificate of Insurance (or other form as deemed acceptable by Department) at least 15 business days prior to the event. Certificates of Insurance shall name The Illinois Department of Agriculture and its officers, employees, agents, and directors as additional insured.

- Public liability insurance: in the minimum amounts of \$300,000.00 per person, \$500,000.00 per occurrence, and \$50,000.00 property damage, against claims arising out of or in connection with the concessions/exhibits/rentals which are the subject of the Contract. All Lessees must have this.
- Workers Compensation Insurance: in the amount required by law.
- Host liquor liability insurance: in the minimum amount of \$100,000.00 per person, \$300,000.00 per occurrence, \$100,000.00 property damage and \$100,000.00 loss of support against claims arising out of or in connection with dispensing of alcoholic beverages relating to this Contract. Host liquor liability is required if alcoholic beverages are dispensed and alcoholic beverages or tickets are NOT SOLD.
- Dram Shop insurance: in the minimum amount of \$500,000.00 per person, \$500,000.00 combined, \$500,000.00 property damage and \$500,000.00 loss of support against claims arising out of or in connection with the dispensing of alcoholic beverages relating to this Contract. Dram Shop insurance is required if alcoholic beverages are dispensed and alcoholic beverages or tickets are SOLD. If Lessee needs Dram Shop insurance, Lessee must also have applicable County and State licenses.

Janitorial Services – Use of any building/barn/facilities at the Illinois State Fairgrounds will require cleanup from an approved professional cleaning service. Multi-day events are required to have daily cleanup. Please check with the Non-Fair Events office for a current list of approved cleaning services. All charges for janitorial service are negotiated with the individual janitorial companies.

Signs/Banners – The Illinois State Fairgrounds Paint Shop must be utilized when hanging signage or banners on existing structures on the Fairgrounds. This includes, but is not limited to, interior and exterior walls, fencing and posts, cables, rails, Department owned equipment, and flag and banner poles. Items that need to be hung for your event must have been listed on the space rental application and approved by the Non-Fair Events Office. All signage or banners must be removed immediately following the event. The Paint Shop must be utilized for said removal. If you fail to make appropriate arrangements with the Paint Shop, you will be billed for the estimated time it would take to put up and take down the signage.

Security - Lessee shall be responsible for all costs of additional Illinois State Fairgrounds Security deemed necessary by the Department. The Department reserves the right to determine the level of security staffing needed. Primary security is to be provided by the Illinois State Police or Sangamon County Sheriff's Office. It is the Lessee's responsibility to contact the appropriate police authority.

The Illinois State Fairgrounds has 24/7 grounds security. You can reach them by calling their office at (217) 782-2622 or their cell phone at (217) 725-0120.

Sound Equipment – The Coliseum and barns, Livestock Center and Multi-Purpose Arena are the only facilities with permanent sound systems. Operating of the existing sound equipment must be arranged with Stage Hands Local 138, c/o Kevin Harms, (217) 622-7339 or harmskevin@hotmail.com. Otherwise, the Department does not rent out sound equipment. You are responsible for arranging for any desired sound equipment and personnel.

Telephones – Complimentary telephone service lines are no longer provided in the buildings, with the exception of the Coliseum. The telephone line in the Coliseum is restricted to local or toll-free calls only. If telephone service is needed for any other location within the facilities or elsewhere on the grounds, a TELEPHONE SERVICE REQUEST FORM must be completed and submitted with payment at least three weeks prior to requested installation date.

Utilities – Please see the Rate Sheet for information on which facilities have additional metered electric fees.

CAMPING

April-October RATE IS \$25.00 PER NIGHT FOR CAMPERS AND \$15.00 PER NIGHT FOR TENTS

November-March RATE IS \$15.00 PER NIGHT FOR CAMPERS, NO TENT CAMPING

Campground includes: some electricity, water, restrooms with showers, some sewer hook-ups and dump station. Campers **MUST** be parked in the campgrounds located in the southwest corner of the fairgrounds. The camping superintendent or Security will issue all camping permits. If fees are not collected, your unit will be towed at your expense. Leased campers left overnight and not hooked up will be charged \$10.00 per day. This fee must be paid to the Non-Fair Events Office before the camper is removed. An unoccupied camper will only be allowed at \$10.00 per day if the space is available. If the campground is full, the \$25.00 per day fee will be assessed. Unoccupied campers should be locked. The Department will not be responsible for the keys or an unlocked camper.

DISCOUNTED CAMPING RATES: Weekly Rate: \$125.00, Monthly Rate: \$425.00; Seniors (age 60 and up) & Veterans: \$20 per day. These rates are not applicable during special events and are subject to availability.

ILLINOIS DEPARTMENT OF AGRICULTURE - ILLINOIS STATE FAIRGROUNDS - NON-FAIR EVENTS

HOLIDAY CAMPING RATES: Holiday rates include Friday, Saturday and Sunday nights for both Memorial Day and Labor Day weekends. Campers: \$35.00; Seniors (age 60 and up) and Veterans (with ID): \$30.00; Tents \$20.00

PARKING

Agri-Expo Area: West End – Coliseum/Livestock Center car and pick-up truck parking
(Old Happy Hollow) Center – Artisans Building parking
East End – Illinois Building and Exposition Building parking

Central Avenue: During horse/cattle events, Central Avenue becomes **ONE WAY** beginning at the Livestock Center east to the Coliseum. Central Avenue east of the Coliseum may be used for car and pick-up truck parking only – NO TRAILERS OR CAMPERS.

Islands: Islands north of the Coliseum may be used for car/pick-up truck parking only – NO TRAILERS OR CAMPERS.

Lot 3: Lot 3 west of the Livestock Center may be used for car and pick-up truck parking only – NO TRAILERS OR CAMPERS.

LIVESTOCK SHOW INFORMATION

ARRIVALS & DEPARTURES

Livestock may not arrive or stable more than two days prior to the actual show date. Livestock must be removed from the fairgrounds no later than 12:00pm (noon) the following day after the end show date. Prior approval must be received from the Non-Fair Events Office or Security for early arrivals and late departures for scheduling purposes. Please inform your exhibitors of this policy, maintain a list of early arrivals and late departures and collect the additional fees, as your show will be billed for any early arrivals and late departures. Stall rent will be charged for livestock that are stabled more than two days prior to the actual show date or more than one day after the show date. This fee will be \$10.00 per stall per day.

BARN AREAS

There is absolutely no car, pick-up truck, trailer or camper parking allowed near barns. All fire lanes must be left open. Any violations are subject to towing off the grounds at owner's expense. Please notify all show participants.

FEED & BEDDING

Department has an exclusive contract with Evans Feed and Bedding of Springfield, IL to provide livestock and horse feed and bedding for Non-Fair Events. Evans Feed and Bedding is located on the Fairgrounds in Building #81. All exhibitors are to make any on site purchases of feed and bedding supplies and services only from Evans Feed and Bedding. It is the event's responsibility to inform exhibitors and ensure that delivery of feed and bedding to the show management or an exhibitor from any other source (including, but not limited to, sponsors, donors, businesses, etc.) is prohibited. Individual livestock exhibitors bringing in their own feed and bedding (not via any other person or entity) for their own personal livestock is not prohibited. If an exhibitor requires special feed or bedding supplies or services for their animal based upon medical reasons, and Evans Feed and Bedding is unable to provide the product for such sale, then the exhibitor must obtain written permission from Department to arrange for other feed or bedding supplies or services. Event management is required to comply with this section, as if it were an exhibitor.

FOOTING MATERIALS

Footing materials are not provided by the Department and are not included in rental. If you wish to add additional footing material for your show, it is at your expense, and it cannot be removed after the show. Labor hours are also charged to the show for watering and dragging arenas during your show.

LIVESTOCK SCALES

If the Department's livestock scales are requested, the fee for use, testing and calibrating is \$250.00. Please advise the Department of your need on the Non-Fair Events Usage Application.

LIVESTOCK TRAILER PARKING

All Livestock trailers must be parked in the designated area indicated by the Department. Livestock trailers will only be allowed to park in this area. Trailer or camper parking is not allowed in Lot 21 or in island parking area north of Coliseum. Contact Security with any questions.

MANURE REMOVAL

You will be billed by the Department after your event for manure removal services at the vendors' contracted rate.

*Tack stalls that are bedded will also be charged at these rates.

SHARPS DISPOSAL

The Illinois State Fairgrounds does not supply sharps disposal containers. If your show requires them, you must supply your own. Show management shall be responsible for removing and disposing of used syringes and needles from the fairgrounds upon completion of the show. Please check all barns and other areas and remove these items, as the janitorial companies are not licensed to dispose of them. If you do not remove these items, you will be billed for this service (\$10.00 per sharps container).

ALL RATES ARE SUBJECT TO CHANGE AT ANYTIME WITHOUT PRIOR NOTIFICATION TO LESSEES