

July 23<sup>rd</sup> – 27<sup>th</sup>, 2025

# Vendor/Exhibitor Information Packet

## **WELCOME!**

The McLean County Fair Association officially became a county-based fair in 1932 when the organization was founded by the McLean County Farm Bureau. In its 93-year history the Fair has been in 7 locations throughout the county. The Fairground currently sits on the west side of Bloomington on 103 acres. These facilities were built in 1997 and host more than 85 events throughout the year besides the Fair.

The Fair focuses on representing youth-based activities as it is the home to the State's largest 4-H Show. Over 600 youth (ages 8-18) exhibit over 6,000 projects. This includes photography, visual arts, clothing, foods, woodworking, robotics, public speaking, cattle, sheep, goats, dairy, swine, horses, rabbits and poultry and many other areas of youth development. Kids from throughout the county come to showcase the skills they've learned over the past year.

There are also many other family-oriented options for attendees at the Fair. Guests can expect to attend grandstand acts, free grounds entertainment, commercial exhibitors, enjoy Fair food, carnival rides, and games.

Fair attendance varies a little from year to year based upon the weather, but most years numbers land between 30,000 to 35,000 during its five-day run.

McLean County has a population of over 170,000 with 75% of them residing in Bloomington-Normal. These twin cities are home to two universities, two hospitals, State Farm Insurance Company, Country Financial Insurance, Rivian Automotive, Bridgestone/Firestone, Heartland Community College and many organizations and businesses representing and supporting agriculture.

### **Physical Address**

1106 Interstate Drive  
Bloomington, IL 61705

### **Billing/Mailing Address**

2242 Westgate Drive  
Bloomington, IL 61705

Office Phone: 309-663-6497

Email: [info@mcleancountyfair.org](mailto:info@mcleancountyfair.org)

Website: [www.mcleancountyfair.org](http://www.mcleancountyfair.org)

### **Office Hours:**

Monday through Friday, 8:00 AM – 5:00 PM

### **Fair Operating Hours:**

Wednesday July 23, 2025, through Saturday July 26, 2025

7:00 AM – 9:00 PM, Carnival is open till 11:00 PM (no entry into grounds after 9:00 PM)

Sunday, July 27, 2025

12:00 PM – 7:00 PM, Carnival is open till 8:00 PM (no entry into grounds after 7:00 PM)

## Service Information

**Banking Services:** ATM machines are located at various spots at the Fair. They dispense cash only; no deposits can be made. Personal checks will not be cashed on the Fairgrounds.

**Deliveries/Parcels:** All deliveries must be made when you are on the grounds to receive shipment. Any deliveries made prior to the Fair must be coordinated with the Fair office. McLean County Fair will not store or be responsible for any shipments. The Fair staff is not responsible for searching for the intended recipient, you can pick-up your delivery at the office. Deliveries will be received at the McLean County Farm Bureau office which is not located on the Fairgrounds. The office is open Monday through Friday, 8:00 am till 5:00 pm. On Saturday parcels can be picked up from the Ticket Office. Parcels should be addressed as follows:

### Individual's Name/Business Name

McLean County Fair  
2242 Westgate Drive  
Bloomington, IL 61705

### Emergency Numbers:

First Aid stations are located throughout the Fairgrounds. First Aid boxes can be found by hand wash stations and the restrooms. Look for a sign and the Red Box.

EMT tent is located next to the Food Court.

For emergencies call 911.

### Local Hospitals:

OSF St. Joseph Medical Center  
2200 E Washington St.  
Bloomington, IL 61701  
(309) 662-3311

Carle BroMenn Medical Center  
1304 Franklin Ave.  
Normal, IL 61761  
(309) 454-1400

### Hotel/Motel Information:

Bloomington/Normal Convention & Visitors Bureau

[www.visitbn.org/visit/listings/hotels/](http://www.visitbn.org/visit/listings/hotels/)

### Lost and Found/Lost Child:

Items can be turned into/claimed from the Ticket Office. For lost children, find either a police officer or staff member to contact the police.

## **Vendor/Exhibitor Information**

### **Facility/Grounds Questions:**

Need assistance with electricity, grounds/maintenance crew? Stop by the Ticket Office.

### **Campgrounds:**

If you plan on staying overnight on the campgrounds, a camping application form must be submitted separately. Please go to [www.mcleancountyfair.org/camping](http://www.mcleancountyfair.org/camping) to complete a form.

### **Cleanup:**

The McLean County Fair takes pride in the cleanliness of our Fairgrounds. It is your responsibility to always keep the areas around your stand clean. We provide trash receptacles and volunteers to empty the receptacles. If you have any issues with a near-by trash receptacle not being attended, please contact the Ticket Office. Absolutely no grease is to be dumped in the sewers on the Fairgrounds. If you need to dispose of grease or a large amount of trash, please contact the Ticket Office for assistance.

### **Electrical Service:**

McLean County Fair will provide one electrical connection for a food trailer/food truck/booth and one for a stock truck. We ask that vendors/exhibitors do not hookup or disconnect any electrical connections to any power boxes or electrical panels under any circumstances. Nor attempt to modify or change any circuit breaker in any electrical panel under any circumstance.

Vendors/Exhibitors must supply their own electrical cords of proper conductor size, length, and plug configuration for power needs and ampere capacity. No cords under 12-3 are allowed and all cords must be properly grounded.

Any special electrical needs must be approved by McLean County Fair management, work completed by a contracted McLean County Fair electrician, and paid for by the Vendor/Exhibitor.

### **Golf Cart Policies and Rules:**

Golfcart usage is for the McLean County Fair staff, Grounds crew, 4-H Extension staff, and for a limited amount of approved privately owned carts for accessibility reasons. If you require use of a golfcart for accessibility reasons, please contact the office at 309-663-6497 prior to May 8<sup>th</sup>, 2025. After that date we cannot guarantee we can meet your needs.

Golfcarts are not allowed on Main Street from 8:00 am till 9:00 pm.

No golfcarts or any other motorized vehicles can be operated on the Fairgrounds without a valid permit issued by the Fair Office.

**Insurance:**

Vendor/Exhibitor must provide a certificate of liability insurance naming MCF, McLean County Farm Bureau, McLean County Ag Expo, and Birkey's Farm Store as additional insured with policy limits of at least one million dollars (\$1,000,000). The insurance coverage must remain in force during the entire term of the events and be obtained from an insurance company licensed to transact business in the State of Illinois. A certificate of insurance must be on file with the McLean County Fair office by July 1, 2025. Failure to provide a certificate of insurance may result in Vendor/Exhibitor forfeiting any fees/deposits paid and relinquishes their spot back to McLean County Fair. A copy of the policy may also be required.

Vendor/Exhibitor is responsible for any damages to McLean County Fair's and Birkey's Farm Store premises and equipment while they are on the Fairgrounds. Any costs incurred to correct or repair any damage will be paid by Vendor/Exhibitor.

McLean County Fair is not responsible for any loss incurred through carelessness of vendor/exhibitor, power outages, or power surges.

**Public Health:**

Vendor/Exhibitor is subject to follow the rules and regulations of the State of Illinois, County of McLean, McLean County Health Department, City of Bloomington, Town of Normal, and McLean County Fair.

**Release Procedures:**

Vendors/Exhibitors must remain in place until 8:00 pm Sunday July 27<sup>th</sup> and must vacate by 12:00 pm Monday July 28<sup>th</sup>. If unable to leave by noon on Monday, please contact the office prior to the Fair to make arrangements.

**Sales Tax:**

Retail sales made at the McLean County Fair must be reported and paid to the State of Illinois and City of Bloomington Sales Tax on these sales. Each vendor contract location must be reported and paid separately. A copy of the forms will be provided at check-in.

**Signs/General Appearance:**

All Vendor/Exhibitor spaces should be attractive, colorful, and professionally run. As you set up your display, please keep the following points in mind:

- LP gas tanks and soft drink canisters must have hoses long enough so that the canisters can be stored in the back of the stand and concealed.
- All signs must be attractive and professionally painted. Professional signs should indicate the name of the business/organization as well as menu and prices for Food Vendor stands. Signs displayed perpendicular or hung from an awning must have a minimum clearance of seven (7) feet. Banners and signs must be properly displayed and not sagging or drooping.
- Trash should be bagged and left by trash bins every night.
- Display area must be open and manned at all times.
- Tables should be covered and items should be neatly displayed.

- Display area must be inside the designated space and not extend into the main walkway or other Vendor/Exhibitor areas. This may include but is not limited to tables, chairs, sandwich boards, registration box, flags, display equipment, benches, and plants. Items placed on the concrete main walkway outside of the rented space are not allowed.
- Any reference to alcohol, tobacco, drugs, cannabis, cannabis products, gang/hate paraphernalia, race conflicts, sex, sexuality, gender, fireworks, firearms, or profanity is absolutely not allowed. McLean County Fair reserves the right to prohibit display and sales of any other items it deems inappropriate. Any vendor/exhibitor found not adhering to this rule may result in termination of the contract and immediate removal from Fair.
- No broadcasting devices of any kind are allowed without written permission from McLean County Fair and the volume of the same will be at the discretion of the Fair.
- Distribution or promotion of anything outside the immediate vicinity of vendor space is prohibited. McLean County Fair reserves the right to adjust or restrict vendor/exhibitor distributions and promotions.
- All giveaways must be registered with McLean County Fair by 5 PM, Tuesday, July 22, 2025, and the winner determined and reported by 6 PM Sunday, July 27, 2025.
- Distribution or sale of food and drink products by a Commercial exhibitor booth is prohibited.
- No ground cover such as wood chips or bark is allowed.

#### **Telephone/Internet:**

Vendors/exhibitors are responsible for providing their own way to connect their devices for payment services. McLean County Fair does not provide Wi-Fi or a hardline internet connection.

#### **Tents:**

Vendors/exhibitors are not allowed to stake their own tents without approval. The Fair Office must be notified 30 days in advance of the Fair if they intend to drive their own stakes into the ground so water and electric lines can be properly marked. Any damage to underground wires, cables, or plumbing is the responsibility of the vendor/exhibitor.

All tent fabric should be flame resistant and have a tag affixed showing the rating.

A canvas-sided tent can be rented through the McLean County Fair, 30 days' notice is needed to place the order on time.

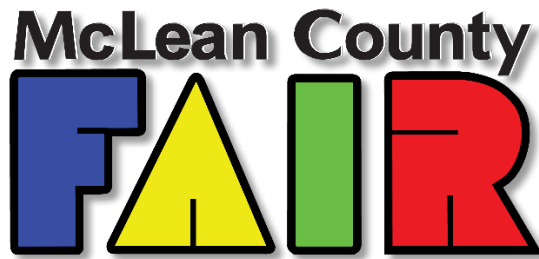
#### **Water:**

Water is available throughout the grounds. Vendors must supply their own hoses.

Gray water will not be released on the ground. Food Vendors will provide appropriate hoses and equipment for gray water discharge and collection. Violation of these rules and no immediate action to correct them will result in the immediate closure of the Food Vendor's service.

#### **Fire Extinguishers:**

Vendors are expected to have fire extinguishers and follow all rules and regulations.



## IMPORTANT

Please send with your contract to

EMAIL: [info@mcleancountyfair.org](mailto:info@mcleancountyfair.org)

### Certificate of Liability Insurance

DEADLINE: July 1st, 2025

**Minimum Coverage:** \$1,000,000 General Liability Coverage

**Coverage Dates:** July 23 – July 27, 2025

**Additional Insured Named:** MCF, McLean County Farm Bureau,  
McLean County Ag Expo, and Birkey's Farm Store

**Certificate Holder:** McLean County Fair, 1106 Interstate Drive,  
Bloomington, IL 61705

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*The insurance coverage must remain in force during the entire term of the Fair and be obtained from an insurance company licensed to transact business in the State of Illinois. A certificate of insurance must be on file with the Fair office ten days prior to the event. A copy of the policy may also be required. Failure to submit a Certificate of Insurance may result in the forfeit of Vendor/Exhibitor space and any deposits made.*