

STEPHENSON COUNTY FAIR

Freeport, Illinois

VENDOR & CONCESSIONS INFORMATION

JULY 22-26, 2025

2250 S Walnut Road

Freeport, IL

Phone: 815-235-2918

Email: info@stephensoncountyfair.org

www.stephensoncountyfair.org

ADMISSION DETAILS

FREE GRANDSTANDS!

\$10 Daily Admission

\$3 Throwback Thursday

\$20 Exhibitor Tickets

\$35 Season Pass

QUICK CHECK LIST

- Read over the vendor packet and ask questions if needed
- Read and Sign Contract
- Provide Certificate of Insurance
- Pay the 50% deposit
- Pay the final payment
- Provide logo, pictures or artwork
- Final menu and pictures for promotions
- Pick up vendor packet
- Read over the vendor packet again to be prepared

HOURS TO NOTE DURING THE FAIR

- 8am-10am: Vendor Office Hours
 - This is the time set aside to address any needs that you have.
- 8:30-10pm: Gate Hours
 - Deliveries must arrive outside of these hours or else admission will be charged or a day pass needed for entry
- 11am-9pm: Vendor Hours
 - We expect that your booth be open and ready for business by 11am
- 10am-12pm Sensory Hours
 - We ask that you keep your noise and music down for those who are visiting the fair for a quiet experience
- Carnival Hours
 - 5pm-close Tuesday-Friday
 - 1pm-close Saturday
 - 5-9pm Wristbands, Tues & Thur
 - 1-5 Sat, Wristbands

PARKING DETAILS Parking is free, but requires a parking pass to be displayed in your window. Enter through the South Gate and park in the Commercial lot.

VENDOR SERVICES

- Plumbing, Brinkmeier Plumbing, (815) 443-2323
- Septic Dumping, Freeport Septic (815) 443-2323
- Electric, Bordner, (815) 275-2836
- Fuel/Propane, Stephenson Service Company (815) 235-7400
- Grease Disposal, onsite
- First Aid, onsite
- Security, onsite
- Ice, onsite. Contact the office for the number to order ice and have it delivered to your site.

VENDOR DEADLINES

FEBRUARY Vendor application opens online at stephensoncountyfair.org/vendors on **Feb 1**
Renewal letters sent to qualifying vendors on **Feb 3**

MARCH Vendor applications will be open for all

APRIL Vendor renewal forms due back by **April 1**
This includes contract and final payment

MAY Certificate of liability insurance is due to the office no later than **May 1st**

JUNE Unique Food Contest deadline to be included in promotional materials, **June 1st**
Description & Picture
Email logo & product photos by **June 15th** for general advertising

JULY Vendor packet pick up and set up (Use South Gate):
Sunday, **July 20** 12pm-6pm
Monday, **July 21** 8am-6pm
Note, if you are a on-day vendor, please arrive between 7-10am on your assigned day to set up.

Vendor Tear Down

Saturday, **July 26** 10pm-Midnight
(Indoor vendors tear down at 9pm)

Sunday, **July 27** 8am-4pm

ABSOLUTELY NO vehicles permitted to drive up to the building doors on Saturday evening during tear-down.

AREA AMENITIES

- Pets: Let Fido run free at the Meadows Dog Park, located 1.3 miles away, brought to you by Pet Supplies Plus.
- Dental: Dental Connections: (815) 233-1215
- Gym: Lifestyle Fitness: (815) 233-2292
- Walmart: 2545 IL-26, Freeport
- Hardware: Blain's Farm & Fleet 1755 S West Ave, Freeport and Menards 2755 IL-26, Freeport
- Laundry & Dry Cleaning: Sanitary Cleaners (815) 232-5115
- Mechanic: Baumgartner Automotive (815) 233-9000
- Tires: FS Corp Tire (815) 369-2790
- Urgent Care: Physician Immediate Care (815) 986-4200
- Fire Department: (815) 235-8217
- Police, Non Emergency: (815) 235-8222



Unique Food COMPETITION



2023 WINNER
MEAT CANDY
WHISKY HOTEL BBQ



2024 WINNER
DEEP-FRIED
CHEESECAKE
THE WAFFLE WAGON

VENDOR PROMOTIONS

Overview: Participate in the Unique Fair Food Competition and showcase your best, most creative dish! On July 22nd, visitors will taste and vote for their favorite. The vendor with the most votes will be crowned the Unique Fair Food Champion and awarded free rent at next year's fair along with a champion banner displayed on their booth throughout the event. It's a fantastic opportunity to boost visibility, attract more customers, and earn bragging rights!

Details: Create a unique offering and send a picture and description by June 15th for pre-promotions.

Promotion: The winner will be featured on Facebook, announced throughout the fairgrounds, and have a banner hung at their booth.

Date/Time: Tuesday, July 22, 11 a.m. – 8 p.m. Ensure your unique item is available for purchase during this time so visitors can vote. If the item is not available, you will be disqualified—don't disappoint the public!

Overview: Participate in the Taste of Stephenson County Fair, an event where visitors can enjoy small “tastings” from as many food vendors as possible! This program allows fairgoers to try vendors they might not otherwise visit, giving you a great opportunity to attract new customers who may return for full portions and meals later.

Details: Select a menu item that works well as a \$1 tasting portion and submit your item by June 15th to be included in pre-event promotions.

Promotion: Your participation will be featured in the event program and on flyers distributed to all visitors Tuesday, Wednesday, and Thursday. Additional promotion includes Facebook posts, website features, and announcements during the event. You'll also receive a poster to display at your booth, indicating your participation.

Date/Time: The event takes place on Thursday, July 24, from 11 a.m. to 5 p.m. Ensure your poster is displayed and you are set up to serve by 11 a.m.—people will be looking for you!



TASTE OF
Stephenson County Fair



VENDOR EXPECTATIONS

1. Make use of lots of color for day
2. Make use of lots of lights for night
3. Use Flags
4. Sandwich boards are “ok”, but signage that is 4-5 foot tall gets much better visuals.
5. No utilities are to be seen, think of it as "Backstage" and "Onstage", screen everything that is backstage.
6. Do not have any handwritten signs, keep it all professional (unless this is a creative use)
7. Have less options on your menu, customers will have decision fatigue and you will lose money from too much product selection.
8. All tables should be skirted.
9. Umbrellas are encouraged but HAVE to be closed in the evening.
10. Consider having a front counter. Get out of the truck and interface with the customer directly, either with an apron and a clipboard or with a skirted table. Separating your business from cooking will increase sales by 18%. This means taking orders outside of your truck. If you don't do this, you should at least have two windows. One for orders and one for pick up.
11. Manage your lines with serpentine ropes.
12. Do you have condiments? Consider having a smaller table away from your booth for easy access to those who forgot to grab the.
13. Advertise your gluten free and sugar free menu, we can help with that.
14. Take advantage of our marketing opportunities. We will provide you two season passes to give away on your social media as a part of a joint promotion.

Certificate of Liability Requirements

Your agent must include the following information on the insurance certificate:

Liability Insurance:

All vendors shall obtain and provide proof of appropriate public liability insurance acceptable to Stephenson County Fair Association prior to April 1 of the applicable year. Stephenson County Fair Association reserves the right to refuse any insurance policy, for any reason, in Stephenson County Fair Association’s sole discretion.

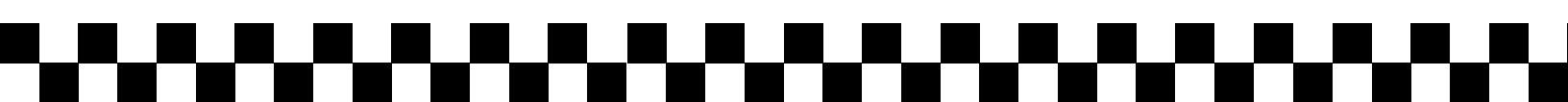
A certificate of liability insurance naming the Stephenson County Fair Association as additional insured with a minimum limit of \$1 million, is required.

If no satisfactory proof of insurance is provided prior to April 1, Stephenson County Fair Association may at Stephenson County Fair Association’s sole option declare a natural default in this lease, terminate vendor rights, and pursue any other remedies available pursuant to a default hereunder.

Please upload the proof of insurance in this folder on Event Hub.

You can also provide it via email: info@stephensoncountyfair.org

Or Mail: Stephenson County Fair 2250 S Walnut Road Freeport, IL 61032



STEPHENSON COUNTY FAIR ASSOCIATION COMMERCIAL CONTRACT

This agreement is between the Stephenson County Fair Association, an Illinois not-for-profit and,

CONTACT INFORMATION

Business Name	
Contact Name	
Street Address	
City, State, Zip	
Contact Phone #	
Email	
Best Method of Communication	<input type="checkbox"/> Call <input type="checkbox"/> Text <input type="checkbox"/> Email
Social Media Links	

Email logo and product to info@stephensoncountyfair.org by April 1 to be included in promotions and competitions.

- TYPE OF EXHIBIT:**
- | | |
|--|--|
| <input type="checkbox"/> Concession/Food Service | <input type="checkbox"/> Informational |
| <input type="checkbox"/> Commercial Advertising | <input type="checkbox"/> Religious |
| <input type="checkbox"/> Sale of Retail Goods | <input type="checkbox"/> Political |

Description of exhibit, (what are you selling be specific, **especially menu items**) including exact outside dimensions of a self-contained unit: dimensions to include hitch and awnings. Lessor reserves the right to refuse admission to, or require removal of, any exhibitor whose exhibit does not substantially conform to the following description:

DESCRIPTION

Dimensions of self-contained units:
Description:
Items for Sale/Menu:

INITIALS _____

1. Leased Premises: Inside spaces will be approx. 8'x10' wide, and outside spaces are approx. 20'x20' unless otherwise noted.

2. Term of Contract: The term of the contract shall be from JULY 22, 2025 through JULY 26, 2025. Tear down of exhibits will be from 10pm - 11:59pm on Saturday, and after 8:00am -4pm on Sunday. Please be respectful of the fair attendees and your neighbors. We will be monitoring exhibit tear down.

3. Fees are as follows, 50% deposit due at the time of acceptance and balance due by April 1st.

BOOTH SPACES AVAILABLE

# of spaces needed	Type/Location	Size	Cost	Notes	Total
	Indoor Commercial all week	8'd x 10'w	\$225	includes 110 electrical	\$
	Indoor Tuesday Only	8'd x 10'w	\$10	Available for Schools and Government Orgs	\$
	Indoor Wednesday Only	8'd x 10'w	\$25	Available for Non-Profit Only	\$
	Indoor Thursday Only	8'd x 10'w	\$25	Available for Non-Profit Only	\$
	Indoor Friday Only	8'd x 10'w	\$75	Available to All	\$
	Indoor Saturday Only	8'd x 10'w	\$75	Available to All	\$
	Outdoor Commercial	20' x 20'	\$300	Includes 110 electrical	\$
	Implement/Vehicle Dealer	Custom Size	\$300	Includes 110 electrical	\$
	Shop Local Vendor	10' x 10'	\$50/day	Premium locations for booths that are there all week	\$
	Concessions/Food	20' x 20'	\$500	\$10/additional frontage	\$
	220 Electric Service	Food Service	\$3/amp	Will be verified upon set up	\$

INITIALS _____

BOOTH ADDITIONAL OPTIONS

Number/Size Needed	Item	Cost	Total
	8' Tables Rental	\$10	\$
	Chair Rental	\$3	\$
	Professional Tent Rental	10 x 10 \$200 20x20 \$550 30x30, \$725 40x40 \$1225	\$
	Additional Season Passes (Includes grandstands) *	\$35	\$
	Additional Day Passes (includes grandstands) * See below	\$10	\$
	Additional Thursday Passes	\$3	\$
*Your booth space comes with two season passes; daily booths come with two day passes per day. EACH PERSON HELPING AT YOUR BOOTH WILL NEED A PASS.			Total from both pages \$

YES | NO | NA

- Will you need grease disposal?
- Do you need access to water?
- Do you want to participate in Taste of the Fair for \$1 samples?
- Do you want to participate in the Unique Food Competition?
(Prize is fee space fees next year)
- Will you donate 10 meals to volunteers?
- Will you need ice during the fair?
- Will you have a supply trailer?
If yes, what are the dimensions of your trailer (including hitch)? _____
- Will you be camping onsite?
If yes, how many camping spots do you need? _____

CONTRACT SIGNATURE

Signature	
Title	
Date	

All sums set forth are NON-Refundable for any reason. The parties further agree that sums deposited pursuant to this paragraph shall constitute the fair measure of damages for a failure of Lessee to perform as required under this contract, that damages would otherwise be difficult or impossible to ascertain, and agrees that said sums shall constitute liquidated damages in the event of a breach of each party of this agreement by Lessee for failure to appear. Damages and remedies for any and all other breaches or violations concerning conduct of either party shall be governed by the other applicable terms governing such violations contained otherwise herein.

- **1. Liability Insurance:** Lessee shall obtain and provide proof of appropriate public liability insurance acceptable to Lessor prior to July 1 of the applicable year. Lessor reserves the right to refuse any insurance policy, for any reason, in Lessor's sole discretion. A certificate of liability insurance naming the Stephenson County Fair Association as additional insured with a minimum limit of \$1 million, is required. If no satisfactory proof of insurance is provided prior to July 1, Lessor may at Lessor's sole option declare a natural default in this lease, terminate Lessee rights, and pursue any other remedies available pursuant to a default hereunder.
- **2. Indemnity/Hold Harmless:** Lessee agrees to indemnify and hold harmless for any and all claims whatsoever arising out of Lessee's use of Lessor or the space leased hereby, including, but not limited to, claims asserted by third parties for costs of suit incurred by Lessor in defending any action subject to said indemnity. This indemnity shall further provide for repair of damage to property of Lessor or third parties occasioned by the acts of Lessee.
- **3. Lessor Not Responsible for Loss:** Lessee undertakes this lease at Lessee's sole risk. Any claims for damage, theft or injury to property owned by Lessee, or agents, employees, principals or other parties related to Lessee, are hereby waived by Lessee, both directly and on behalf of its agents and employees.
- **4. Compliance with Applicable Laws, Codes and Regulations:** Lessee shall at all times relevant hereto comply with any and all applicable Federal State and Local laws, rules, regulation and ordinances applicable to the conduct of Lessee's business conducted pursuant hereto. Said provisions shall specifically include, but are not limited to, applicable building and health codes, safety codes and laws or ordinance, criminal or otherwise, governing the conduct of individuals. In the event Lessee is given notice of any violation of any such provision, Lessee shall notify Lessor immediately of such notification.
- **5. Non-Assign Ability:** This agreement is a contract for personal services, exclusive to Lessee, and shall in no event to be assignable, in whole or in part, to any person or entity other than Lessee. Any attempted transfer of rights in violation of this paragraph shall be void, and shall be ineffective to transfer any rights to any third party, regardless of whether said third party had any actual notice of this provision.
- **6. Prohibited Uses:** Notwithstanding any other provision hereof, or any other discussions or representations actually or allegedly made by Lessor or its agents, the following uses are specifically prohibited upon the leased premises:
 - A. The conduct of any business which promotes lewd or obscene behavior.
 - B. The sale of any items of a distasteful, obscene or pornographic nature.
 - C. The sale of any dangerous items including, but not limited to, firearms, explosives, firecrackers, knives, compressed gas devices, spring guns, or any substance intended to be ignited, burned or otherwise producing excessive heat or smoke.
 - D. The sale of any agricultural items, including seeds and produce, other than those sold as food for consumption on the premises.
 - E. Permanent tattooing or body piercing services.
 - F. The conduct of games of chance.
- **7. Lessor's Remedies on Breach:** In the event of a violation of any term hereof, or any of the Exhibitor Rules included herein, Lessor may, at any time, terminate Lessee's right hereunder, declare a forfeiture of any sums deposited hereunder, require that Lessee immediately vacate the premises, and pursue such other further relief as may be available under Illinois Law. Notwithstanding any other remedy pursued or otherwise available hereunder. Lessee's refusal to vacate the premises after notice of a violation shall constitute a continuing trespass and Lessee hereby consents to enforcement of this provision obey the Sheriff of Stephenson County.
- **8. Jurisdiction and Venue:** Lessee hereby affirms that this agreement is to be deemed negotiated, executed and performed in the County of Stephenson, State of Illinois. Lessee hereby expressly consents to the jurisdiction of the Courts of the State of Illinois for adjudication of any dispute arising hereunder, and further stipulates that any such action shall be properly venued in the Circuit Court of the Fifteenth Judicial Circuit, Stephenson County, Freeport, Illinois.
- **9. Integrated Agreement:** This agreement and the documents expressly include herein, constitute the sole and complete understanding of the parties. No other representation, promise or statement expressed or implied, written or oral, made prior to the date of execution hereof shall be effective to alter or influence the interpretation of any term hereof. Any modification to this Agreement shall be made in writing and signed by all parties hereto or shall be void and of no effect.
- **10. Non-Discrimination:** Lessee shall in no event discriminate against, or refuse services to, any person by reason of said person's age, race, gender, religion, country of origin, veteran's status, handicap, disability, or sexual orientation.
- **11. Cancellation of Event:** Lessor reserves the right to cancel the event, or any portion thereof, for any reason, at the sole discretion of Lessor. If the schedule event is cancelled for any reason, Lessor shall immediately notify Lessee of said cancellation.
- **12. Default/Remedies:** Except as otherwise specifically set forth herein, each party shall have, in the event of a default in the terms of the Agreement by the other party, any and all remedies available under the Laws of the State of Illinois by reason of said breach. In the event litigation is necessary to enforce or construe any term or provision hereof, the party which substantially prevails shall be entitled to recover against the losing party its costs of such proceeding, including but not limited to, reasonable attorney's fees and cost of suit.