

FAIR & EXPOSITION
PREMIUM GRAND SUMMARY REPORT INSTRUCTIONS

Due Date for the report is December 31

Mail to: Illinois Department of Agriculture
Bureau of County Fairs & Horse Racing
P.O. Box 19281
Springfield, IL 62794

F & E Grand Summary Report in the suggested order:

1. Signed Premium Grand Summary Report.
2. Index of Exhibitors- by Department in Department order (not by exhibitor--very important) reflecting departmental totals – **A NECESSITY.**
3. Check/Pre-Check Report by Department in Department order (utilize this report as format in obtaining winning exhibitor signatures to remain consistent).
4. Ribbon & trophy receipts (if applicable).
5. A copy of your Insurance Bond and Declaration of Intention
6. Receipts accompanied by a calculator tape(s) or computer printout(s) attached to each expense listed on your report.
7. 1 Premium Fair Book.

Non-Martech Users: Submit reports in similar/like order as Martech Users.

Dept. S & T Form: Form can be found @ www.agr.state.il.us/Forms.

Include with this form:

- 1 Set of Marked Programs;
- Dept. S Index of Exhibitors
- Including signatures & running Department Total(s).

Dept. Q & Z Forms: Forms can be found @ www.agr.state.il.us/Forms.