

 **FAIR & EXPOSITION**
PREMIUM GRAND SUMMARY REPORT CHECKLIST

REPORT DUE: DECEMBER 31.
TO: IDDA, 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

Please fill in # of ALL "ANIMALS/ARTICLES ENTERED". Submit Pgs. 1 & 2 of Premium Grand Summary Report by November 15 for use in Recap. Book;

3-1 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).

Arrange 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!