**Section 260.15 Declaration of Intention**

a) On or before December 31 of the year preceding the year in which a fair association or agricultural society will participate in the Agricultural Premium Fund appropriation, the fair association or agricultural society shall file a Declaration of Intention with the Bureau. A fee of $25 will be deducted each day the Declaration is late from the total premiums claimed. The Bureau shall mail Declaration of Intention forms to each fair association or agricultural society that participated in the previous year's appropriation and to any newly organized fair that receives an appropriation in accordance with Section 6 of the Act.

b) The following information shall be submitted on the Declaration of Intention:

1) Names and addresses of the fair's officers.

2) The location of the fair.

3) The dates of the next year's fair.

4) The approximate amount of premiums to be offered in each department and the maximum amount of premiums to be offered by the fair.

5) Name, address and telephone number of the person who is responsible for filing the premium grand summary report if this person is other than the secretary of the fair association or agricultural society.

6) Signatures of the officers (i.e., President, Secretary and Treasurer) of the fair association or agricultural society.

c) The secretary or the designated contact person for the fair shall notify the Bureau in writing when changes occur in the fair's officers and/or the person designated as the contact person.

d) Once the Declaration of Intention is filed with the Bureau, the dates of exhibition may be changed only due to an emergency or because the wrong dates were submitted. Before the fair association or agricultural society may change the dates of exhibition or advertise such change, the fair association or agricultural society must notify the Bureau in writing and request the dates of the fair be changed, giving the new dates and the reason for such change. The Bureau shall approve the change in the dates when an emergency exists (e.g., the fair cannot get a carnival, events conflict with a neighboring fair or the State Fair, rehabilitation or repair projects are not completed, or severe weather caused destruction to the facilities) or if the change in the dates will avoid conflict with neighboring fairs or the State Fair.

e) Before any change is made in the amount of premiums offered in the fair's program from that amount as originally submitted on the Declaration of Intention, the fair association or agricultural society shall contact the Bureau. The Bureau shall approve changes in the amount of premiums offered when the number of participants in or lack of participation in classes indicates such change is needed or when costs, such as for trophies, ribbons, rosettes, or engraving, were omitted from the Declaration of Intention until the fair's premium book is printed.

(Source: Amended at 28 Ill. Reg. 11091, effective July 23, 2004)