



PO Box 3669
Durango, CO 81301
970-946-6697

This document has changed! Please read carefully before signing!

We appreciate your interest in operating a food concession stand at the 2016 La Plata County Fair. **We give last year's concessionaires the first chance at returning for this year's fair, with a deadline of May 31st for reserving their spot.** After this date, any open spots will be made available at the discretion of the La Plata County Fair Board. Please complete and return the enclosed contract if you are interested in this year's fair. Also, the following information must be provided:

1. A menu, including prices of the food and beverages that will be offered,
2. A photograph of the concession stand that will be used,
3. Proof of liability insurance (copy of the coverage page reflecting policy coverage dates),
4. Completed application form,
5. Total space desired (length and width) for the stand and for your storage,
6. **\$100.00 refundable deposit, which will be returned before the Fair if you are not accepted or on Sunday if you are accepted and operate by the guidelines in this document.**

At a glance:

- Concessions may be set up Tuesday, August 9, 8:00 a.m.-6:00 p.m. or Wednesday, August 10, 8:00 a.m. - noon. **ALL VENDORS MUST BE IN PLACE BY NOON WEDNESDAY, AUGUST 10. There is no paid security until Wednesday morning.**
- A maximum of five (5) raffles will be allowed at the La Plata County Fair. Written confirmation by the La Plata County Fair Board will be given to each vendor who is allowed to hold their raffle and/or sell tickets at the La Plata County Fair.
- Each concessionaire is responsible for collection and payment of any state and local sales tax.
- All electrical hook-ups and extension cords must meet N.E.C. Codes. Electrical needs (both booth and personal) must be cleared by Booth Superintendent upon check-in to accommodate demand. Generators are allowed.
- Renter is responsible for keeping booth area and tables clean.
- **Camping is allowed ONLY in the designated camping area**, for which reservations will be taken, (first-come, first-served) at 970-382-6465 beginning at 8:00 a.m. June 6 (first Monday in June). There are also area RV parks.
- Deliveries during the fair must be made before 10:00 a.m.
- Food booths may be grouped in a food court area.
- Vendors may provide their own tables and chairs. Some tables and chairs may be provided.
- Vehicles that are not part of your display must park outside the midway in the general public parking area.
- Fair dates are August 10 through 14, 2016.
- All vendors must comply with La Plata County Fairgrounds requirements for care and use of Fairgrounds facilities and property located on page 2 of the contract and with "Requirements for Tents, Canopies, and Other Membrane Structures Located within the City of Durango City Limits" promulgated by the Durango Fire & Rescue Authority annexed as Exhibit A.

Looking forward to a great Fair,

Melinda Wood
Booth Superintendent
LPCFbooths@gmail.com, 970-946-6697



FOR OFFICE USE	
Deposit Paid _____	Date _____
Rent Paid _____	Date _____
Colorado Sales Tax License _____	
Proof of Liability Insurance _____	
Health License Displayed _____	

**LA PLATA COUNTY FAIR
 2016 FOOD CONCESSION STAND CONTRACT**

Name of Business or Organization _____

Representative's Name _____

Complete Mailing Address _____

City, State & ZIP _____ e-mail address _____

Phone, Days _____ Evenings & Weekends _____

Standard length: 20 feet - \$400.00 (\$150.00 for each additional 10 feet) \$ _____

Deposit (refundable if booth complies with regulations & hours): \$ 100.00

Total Amount Due: \$ _____

Size needed (including concession stand, seating, etc.) _____

Will you require an electrical outlet? Yes___ No___ If yes, voltage: 120v__240v__Amps___
 Electrical needs (both booth & personal) must be cleared by Booth Superintendent upon check-in to accommodate demand.

RULES AND REGULATIONS

1. A refundable deposit of \$100.00 is required, payable upon return of contract.
2. Concessionaires may cancel their contract 30 days or more before opening day of Fair and receive full refund of deposit & fees paid. Any cancellation within 30 days of opening day of Fair will not receive a refund.
3. The rental fee is \$400.00 for 20 feet long (approximately 12 feet wide), plus \$150.00 for each additional 10 feet. This fee needs to be received by the Fair Board by July 25, 2016. No booth may set up until its deposit and rental fees are paid in full.
4. A photograph of the concession stand to be used must be supplied to the Fair Board upon payment of the deposit if the concession stand has not been used at the La Plata County Fair in the last three years or if there are significant changes.
5. Stand must be set up by **NOON WEDNESDAY, AUGUST 10**. (There's no paid security Tuesday night.) Stand should be in operation no later than noon-6:00 p.m. on Wednesday, 9:00 a.m.-8:00 p.m. Thursday through Saturday, and 9:00 a.m.-2:00 p.m. Sunday. (Except food concession stands may close during the 4-H County Fair BBQ on Saturday, if you choose.)

Please Initial _____

6. All electrical hook-ups and extension cords must meet N.E.C. Codes and be approved by the Fair Board Booth Superintendent. Electrical cord covers are required for any cords that are in public areas and must be provided by the vendor. Vendors may supply their own generators.
7. Food concessions must have proper permits obtained from San Juan Basin Health Department. Concessions that fail to display health licenses will forfeit their deposit and rent and will be forced to cease serving.
8. Proof of liability insurance **MUST** be supplied before the event.
9. No alcoholic beverages may be sold.
10. Food or other items may not be sold beyond the boundaries of the concession stand without permission from the Booth Superintendent.
11. Each concessionaire is responsible for the collection and payment of any state and local sales tax.
12. The La Plata County Fair (LPCF) shall retain the right to review any and all concession stands and contents associated with the stand.
13. Please attach a copy of the menu and price list of the food items you will offer at the Fair.
14. Vendor acknowledges receipt of “Requirements for Tents, Canopies, and Other Membrane Structures Located within the City of Durango City Limits” promulgated by the Durango Fire & Rescue Authority annexed as Exhibit A and agrees to comply with same.

**LA PLATA COUNTY FAIRGROUNDS REQUIREMENTS FOR
CARE AND USE OF FAIRGROUNDS FACILITIES AND PROPERTY**

1. Vendors should coordinate with the La Plata County Fair well in advance of the event regarding their specific needs.
2. Tables and chairs will be provided in limited quantities. Vendors are responsible for setting up and tearing down tables and chairs, cleaning them after use, and returning them to their respective storage locations. (Please check with Fairgrounds staff for proper locations.) Tables and chairs should be protected from rain if used outside.
3. Vendors are responsible to provide labor and equipment for loading and unloading of materials, supplies and equipment associated with their booths.
4. Fairgrounds property and facilities must be returned in a clean and orderly condition. All event-related items must be removed from Fairgrounds facilities and parking lots at the conclusion of the event. Tape, staples, etc., must be removed from walls, tables, chairs and floors. All appliances, sinks and countertops used must be cleaned. Trash should be properly disposed in dumpsters or other trash receptacles. On-site cardboard recycling is available. Please collapse all boxes for easy disposal. Waste liquids may not be dumped on Fairgrounds property, and Fairgrounds staff should be advised of any spills.
5. Stakes shall not be driven into facility areas, including, but not limited to, the asphalt parking surface, concrete surfaces, landscaped areas or multi-purpose fields. Acceptable alternatives include 5-gallon buckets of concrete with an eyebolt anchor, 55-gallon barrels filled with sand or water with a closed lid, or cinder blocks.
6. Driving on medians, parking islands and landscaped areas is prohibited to avoid damage to curbs and landscaping. The fee to repair damage to these areas is no less than \$10 per square foot.

Please Initial _____

7. Electricity and water are available at certain locations on Fairgrounds property. Tampering with or in any way altering electrical outlets is prohibited. Vendors should take care to protect electrical appliances and cords from wet weather. Please contact Fairgrounds maintenance staff (970-769-3853) for information about electricity and water locations and for assistance with electrical problems.
8. The growing, production, possession, display, transfer, distribution, sale, transportation, and use of retail and medical marijuana, including retail and medical marijuana-infused products, is prohibited on or within the Facilities or anywhere else within the La Plata County Fairgrounds' premises pursuant to Resolution No. 2014-17, a Resolution of the Board of County Commissioners of La Plata County. (Also, no drug paraphernalia may be displayed or sold at the Fair.)
9. No parking is allowed in marked fire lanes. All vendors must comply with local fire codes.
10. Unless specifically authorized in writing, no open fires of any sort or burning candles are allowed.

LA PLATA COUNTY FAIR RAFFLE REGULATIONS

1. Raffles will be limited to five (5) in any given year at the La Plata County Fair.
2. Raffle tickets must meet Colorado State Licensing regulations.
3. A photocopy of your current raffle license must be returned with the signed contract and also be displayed in your booth.
4. One voided raffle ticket must be included with the completed contract. Raffle tickets must include the date, time and place the raffle will be held.
5. Ticket sales at the LPCF may take place only within the assigned booth space of the state raffle license holder. (No "piggy backing" or sales outside your designated space.)
6. The La Plata County Fair Board will pick the first five (5) booth vendors requesting to sell raffle tickets *according to the date* the signed contract, booth deposit AND full booth rental fee are received in the office.
7. The sale of **any tickets**, whether they are for a "drawing," a "door prize" or a "raffle," must meet all State and County laws.

Vendor's Signature

Date

La Plata County Fair Booth Supt.

Date

La Plata County Fair, P.O. Box 3669, Durango CO 81302



Durango Fire & Rescue Authority • Fire Prevention Bureau
142 Sheppard Drive • Durango, Colorado 81303 • Fax (970) 382-6028

March 1 2009

REQUIREMENTS FOR TENTS, CANOPIES AND OTHER MEMBRANE STRUCTURES LOCATED WITHIN THE CITY OF DURANGO CITY LIMITS

This document is intended to be used where a tent, canopy, or awning is assembled. These structures should be soundly designed so as not to present a hazard to its users, emergency responders, or the public during the time it is in place.

2003 INTERNATIONAL FIRE CODE

CHAPTER 24: TENTS, CANOPIES AND OTHER MEMBRANE STRUCTURES

CANOPY. A structure, enclosure or shelter constructed of fabric or pliable materials supported by any manner, except by air or the contents it protects, and is open without sidewalls or drops on 75 percent or more of the perimeter.

MEMBRANE STRUCTURE. An air-inflated, air-supported, cable or frame-covered structure as defined by the *International Building Code* and not otherwise defined as a tent or canopy. See Chapter 31 of the *International Building Code*.

TENT. A structure, enclosure or shelter constructed of fabric or pliable material supported by any manner except by air or the contents that it protects.

Requirements for all Structures/ Permit Requirements:

- 2403.2 Approval required.** Tents and membrane structures having an area in excess of 200 square feet (19 m²) and canopies in excess of 400 square feet (37 m²) shall not be erected, operated or maintained for any purpose without first obtaining a permit and approval from the fire code official. **(An Operational Permit is required within the City of Durango City Limits when the above square footages are exceeded. A Permit Application can be obtained by contacting the Fire Prevention Bureau.)**

Exceptions:

1. Tents used exclusively for recreational camping purposes.
 2. Fabric canopies open on all sides which comply with all of the following:
 - 2.1. Individual canopies having a maximum size of 700 square feet (65 m²).
 - 2.2. The aggregate area of multiple canopies placed side by side without a fire break clearance of 12 feet (3658 mm), not exceeding 700 square feet (65 m²) total.
 - 2.3. A minimum clearance of 12 feet (3658mm) to all structures and other tents.
- 2404.2 Flame-resistant treatment.** Before a permit is granted, the owner or agent shall file with the fire code official a certificate executed by an approved testing laboratory, certifying that the tents, canopies and membrane structures and their appurtenances, sidewalls, drops and tarpaulins, floor coverings, bunting, combustible decorative materials and effects, including sawdust when used on floors or passageways, shall be composed of flame-resistant material or shall be treated with a flame retardant in an approved manner and meet the requirements for flame resistance as determined in

accordance with NFPA 701, and that such flame resistance is effective for the period specified by the permit. (Each tent or canopy shall bear this permanent label indicating the flame resistance rating).

- 2404.6 Smoking.** Smoking shall not be permitted in tents, canopies or membrane structures. Approved “No Smoking” signs shall be conspicuously posted in accordance with Section 310.
- Fire Extinguishers.** A minimum 2A-10BC (5lb ABC) fire extinguisher shall be provided for all tents, canopies and membrane structures.

Requirements for Outdoor Cooking: The Fire Code Official shall have the authority to approve limited cooking facilities using charcoal or LP-gas for fuel and located under a canopy that is open on at least three sides.

- 305.2 Hot ashes and spontaneous ignition sources.** Hot ashes, cinders, smoldering coals or greasy or oily materials subject to spontaneous ignition shall not be deposited in a combustible receptacle. (Such material shall be deposited in a covered, noncombustible receptacle placed on a noncombustible floor, ground surface or stand. The separation distance to other combustible materials shall be 2 feet.)
- 904.11.5 Commercial cooking equipment.** Portable fire extinguishers shall be provided within a 30-foot (9144 mm) travel distance of commercial-type cooking equipment. Cooking equipment involving vegetable or animal oils and fats shall be protected by a **Class K** rated portable extinguisher.

2404.15 Heating and cooking equipment. Heating and cooking equipment shall be in accordance with this section.

- 2404.15.1 Installation.** Heating or cooking equipment, tanks, piping, hoses, fittings, valves, tubing and other related components shall be installed as specified in the *International Mechanical Code* and the *International Fuel Gas Code*, and shall be approved by the fire code official.
- 2404.15.5 Cooking tents.** Tents where cooking is performed shall be separated from other tents, canopies or membrane structures by a minimum of 20 feet (6096 mm).
- 2404.16.2 Location of containers.** LP-gas containers shall be located outside (This applies to LP-gas containers greater than 2½ pounds). Safety release valves shall be pointed away from the tent, canopy or membrane structure. (Such containers shall be placed on a non-combustible surface.)
- 2404.16.3 Protection and security.** Portable LP-gas containers, piping, valves and fittings which are located outside and are being used to fuel equipment inside a tent, canopy or membrane structure shall be adequately protected to prevent tampering, damage by vehicles or other hazards and shall be located in an approved location. Portable LP-gas containers shall be securely fastened in place to prevent unauthorized movement.

NOTE: Additional requirements may apply for specific installations of tents and canopies.