



We appreciate your interest in operating a concession stand at the 2012 La Plata County Fair. **We give last year's concessionaires the first chance at returning for this year's fair. They have a deadline of June 29th 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/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).
6. **\$100.00 Refundable Deposit, which will be returned, if not accepted.**

At a glance:

- Concessions may be set up Tuesday, August 7th, 8:00 a.m.-6:00 p.m. or Wednesday, August 8th, 8:00 a.m. - Noon. **ALL VENDORS MUST BE IN PLACE BY NOON WEDNESDAY, AUGUST 8TH.**
- 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. Please carefully read the "Raffle Regulations Section" of the contract near the signature line.
- 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 provided clean.**
- Any living quarters should not be visible to fair goers. A list of RV Parks is available.
- 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 mid-way in the general public parking area.
- Fair Dates are August 8 through 12, 2012.
- Please note 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 to the contract as Exhibit A.

FIRST TIME VENDORS: Receive 10% off booth rental if your application, deposit and booth fee are received by June 29th. You may deduct the 10% from your booth fee if you are timely; however, full deposit is still required.

RETURNING VENDORS: If your application, deposit and booth fee are received by June 29th, you will be entered into a drawing for \$100.00.

Thank you for your interest,

Randy McKee, Fair President

If you have questions call, Melinda Wood, La Plata County Fair Booth Superintendent, at 970-749-3893.



FOR OFFICE USE	
Deposit Paid _____	Date _____
Rent Paid _____	Date _____
Colorado Sales Tax License _____	
Proof of Liability Insurance _____	
Health License Displayed _____	
Deposit Refunded _____	
Signature accepting refund _____	
Refund authorized by _____	

**LA PLATA COUNTY FAIR
2012 CONCESSION STAND CONTRACT**

Name of Business or Organization _____
 Representative's Name _____
 Complete Mailing Address _____
 City, State & ZIP _____ e-mail address _____
 Phone (Days) _____ Evenings & Weekends _____

Size: 20 feet - \$400.00 (\$150.00 for each additional 10 feet) Amount Due \$ _____
 Deposit (refundable if booth stays in place until 2:00 p.m., Sunday): \$ 100.00
 Total Amount Due: \$ _____

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

Will you require an electrical outlet? Yes ___ No ___ If yes what 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. 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, plus \$150.00 for each additional 10 feet. This assessment needs to be received by the Fair Board by July 27, 2012. No booths may set-up if deposit and rental fees are not paid in full!!
4. A photograph of the concession stand being used must be supplied to the Fair Board upon payment of the deposit if the concession stand has never been used at the La Plata County Fair in previous years.
5. Stand must be set-up by **NOON, WEDNESDAY, AUGUST 8th**. Stand should be in operation from noon until 6:00 p.m. on Wednesday and 9:00 a.m.-8:00 p.m. Thursday through Saturday. Concession stands may close (at your discretion) during the 4-H County Fair BBQ on Saturday. **Stands should be in operation until 2:00 p.m. on Sunday, August 12th. Stands that do not meet these requirements will forfeit their \$100.00 deposit.** Concessions stands may keep longer hours if desired.

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. 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 will be closed down.
8. Proof of liability insurance MUST be supplied.
9. No alcoholic beverages may be sold.
10. Food or other items may not be sold beyond the boundaries of the concession stand.
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. In the event a vendor is refused a booth space, full payment will be returned to the vendor applicant.
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 hereto and made a part hereof 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.
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 for information about electricity and water locations and for assistance with electrical problems.

Please Initial _____



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.