



Dear La Plata County Fair Participant or Prospective Vendor:

The La Plata County Fair will be held August 8-12, 2012, in Durango, Colorado. The fair is a great opportunity to showcase and/or sell your items, get your name out, or spread the word about your organization or business. *We would love to have you join us at the 2021 La Plata County Fair.*

The prices this year for fair booths are as follows:

<b>Exhibit Hall</b>	10 ft wide by 6 ft deep	\$100.00
<b>Exhibit Hall corner booth (2 available)</b>	160 sq feet	\$250.00
<b>Outside Non-Profit Booth</b>	10 ft by 15 ft	\$50.00
<b>Outside</b>	10 ft by 15 ft	\$100.00
<i>Customize your size!! \$10.00 for each additional foot in length (minimum 10'x15')</i>		

**TO RESERVE YOUR SPACE**, complete and sign the enclosed contract and mail along with your deposit and booth payment to the La Plata County Fair. **Booth spaces will be sold on a first come, first served basis based on the date the signed contract and full rental payment is received in the office.** Rental fees must be paid in full prior to booth set-up. Written notice of cancellation must be received by the Fair Board by July 24, 2012, or all booth fees and deposits will be forfeited.

**Please note the provisions on pages 2 and 3 of the contract regarding care and use of Fairgrounds facilities and property. All vendors must comply with these provisions.**

**FIRST TIME VENDORS:** Receive 10% off booth rental if your application, deposit and booth fee are received by June 29<sup>th</sup>. 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 29<sup>th</sup>, you will be entered into a drawing for \$100.00.

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

Thanks for your interest in and support of the La Plata County Fair.

Very truly yours,

  
Randy McKee, Fair President

**RAFFLES:** 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 (LPCF). Please carefully read the "Raffle Regulations Section" of the contract near the signature line.

## At a glance:

**ALL BOOTHS MUST PAY A REFUNDABLE DEPOSIT OF \$100.00, PAYABLE UPON RETURN OF CONTRACT.** The deposit is returned if booth stays in place until 2:00 p.m. Sunday, August 12, 2012. In addition to booth deposit, booth fee must be paid prior to booth set-up.

- ◆ Exhibit Hall booths must be in place by 6:00 p.m. TUESDAY, AUGUST 7, 2012.
- ◆ Outside booths must be in place by NOON WEDNESDAY, AUGUST 8, 2012.
- ◆ Exhibit Hall - Please mark three choices for booth location from the enclosed diagram.
- ◆ Live animals in or around booths must have prior approval of the La Plata County Fair. No live animals are allowed in the Exhibit Hall.
- ◆ If you are selling food and/or beverages, please contact us for a different booth contract.
- ◆ It is strongly encouraged that all booths be "staffed" during the hours the Fair is open to the public. Traditionally, Wednesday and Thursday are slower than the other days.
- ◆ Any living quarters should not be visible to fair goers.
- ◆ All electrical hook-ups and extension cords must meet N.E.C. Codes.
- ◆ All booths are rented on a first come, first served basis according to the date a signed contract and money is received in the Fair Office.
- ◆ Renter is responsible for booth materials and all contents, as well as keeping booth area and aisles clean.
- ◆ Any food sales and/or giveaways must be pre-approved, and those vendors selling or marketing food are required to furnish proof of \$300,000 liability insurance.
- ◆ Vehicles not used in your display must park in the general public parking area.
- ◆ Each renter is responsible for collection and payment of any state and local sales tax.
- ◆ **ALL BOOTHS MUST REMAIN IN PLACE THROUGH 2:00 P.M. SUNDAY, AUGUST 12TH.** Booths may be taken down between 2:00 and 5:00 p.m. August 12th.
- ◆ **La Plata County Fair Hours:** Wednesday, August 8, 9:00 a.m. - 6:00 p.m.; Thursday, August 9, and Friday, August 10, 9:00 a.m.- 8:00 p.m.; Saturday, August 11, 9:00 a.m. to 6:00 p.m.; Sunday, August 12, 9:00 a.m. - 2:00 p.m. Outside booths may choose to stay open later Friday and Saturday evenings, at your discretion.
- ◆ All vendors must comply with La Plata County Fairgrounds requirements for care and use of Fairgrounds facilities and property located on pages 2 and 3 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.



FOR OFFICE USE	
Total Rent Due	_____
Amount Paid	_____ Date _____
Deposit Paid	_____ Date _____
Deposit Refunded	_____
Refund authorized by	_____
Refund received by	_____

## LA PLATA COUNTY FAIR 2012 BOOTH SPACE CONTRACT

Name of Business or Organization \_\_\_\_\_  
 Representative's Name \_\_\_\_\_  
 Complete Mailing Address \_\_\_\_\_  
 City, State & Zip \_\_\_\_\_ e-mail address \_\_\_\_\_  
 Phone (Days) \_\_\_\_\_ Evening & Weekends \_\_\_\_\_  
 Product or Service \_\_\_\_\_

	Space Numbers	Total Due
*Exhibit Hall                      6'x10' = \$100.00	_____	_____
* List three choices for booth location. If it doesn't matter, leave blank.		
Exhibit Hall corner booths (2 available) 160 sq feet each = \$250.00	_____	_____
Outside Non-profit                10'x15' = \$50.00	_____	_____
Outside                                10'x15' = \$100.00 (\$10.00 each additional foot)	_____	_____
Deposit (refundable if booth stays in place until 2:00 p.m., Sunday)	\$ _____	100.00
Total Amount Due:	\$ _____	_____

**Will you require an electrical outlet? Yes\_\_ No\_\_ . If yes, what voltage? 120v\_\_ 240v\_\_ Amps\_\_**  
**Electrical needs (both booth and personal) must be cleared by Booth Superintendent at check-in to accommodate demand.**

**Will you be sponsoring a raffle or give-away? Yes \_\_\_\_\_ No \_\_\_\_\_**  
**Date and time of raffle/give-away \_\_\_\_\_**

### TERMS AND CONDITIONS

1. Any individual, business or organization (agriculture or other) is welcome.
2. Booths will be rented and reserved on a first come, first served basis based on date full payment, deposit and signed contract are received. **ALL PLACEMENTS ARE FINAL.**
3. **All booths must pay a refundable deposit of \$100.00, payable upon return of contract in addition to booth fee.** Full booth payment is required prior to booth set-up. Written notice of

Please Initial _____
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cancellation must be received in the Fairgrounds Office by July 24, 2012, or booth fees and deposits are forfeited.

4. **RAFFLES:** 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 (LPCF). Please carefully read the "Raffle Section" of this contract near the signature line.
5. **EXHIBIT HALL BOOTH SET-UP.** Booths must be in place by 6:00 p.m. Tuesday, August 07, 2012. Booths may be set-up from noon to 8:00 p.m., MONDAY, August 6<sup>th</sup> and from 9:00 a.m. to 6:00 p.m., TUESDAY, August 7<sup>th</sup>. **EXHIBIT HALL DOORS WILL BE LOCKED AT 6:00 P.M. ON TUESDAY, AUGUST 07, 2011.**
6. **OUTSIDE BOOTH SET-UP.** Booths must be place by NOON WEDNESDAY, August 8, 2012. Booths may be set-up from 9:00 a.m. to 6:00 p.m., TUESDAY, August 07<sup>th</sup> and/or 8:00 a.m. to noon on WEDNESDAY, August 8<sup>th</sup>.
7. **LA PLATA COUNTY FAIR HOURS:** Wednesday, August 8, 9:00 a.m. - 6:00 p.m.; Thursday, August 9, and Friday, August 10, 9:00 a.m.- 8:00 p.m.; Saturday, August 11, 9:00 a.m. – 6:00 p.m.; Sunday, August 12, 9:00 a.m. - 2:00 p.m. Outside booths may choose to stay open later Friday and Saturday evenings, at your discretion. **BOOTHS MUST REMAIN IN PLACE UNTIL 2:00 P.M. ON SUNDAY, AUGUST 12th.** Any booth dismantled prior to 2:00 p.m. on Sunday will forfeit their \$100.00 deposit.
8. One 8' table and two chairs will be available ON A FIRST COME, FIRST SERVED BASIS. The booth renter must supply all other booth material.
9. **SECURITY WILL BE PROVIDED FROM AUGUST 8 THROUGH AUGUST 12, 2012.**
10. Live animals in or around booths must have prior approval of the LPCF.
11. Knives, water guns, firecrackers and sound-making devices require prior approval by Booth Superintendent.
12. All electrical hook-ups and extension cords must meet N.E.C. Codes.
13. Renters will be solely responsible for booth materials and all contents, as well as keeping booth area and aisles clean.
14. Any food sales or give-a-ways must be pre-approved, and those vendors selling or marketing food items are required to furnish proof of \$300,000 liability insurance. Proof of insurance shall be sent with contract.
15. Each concessionaire is responsible for the collection and payment of any state and local sales tax.
16. The LPCF shall retain the right to review any and all booths/displays/merchandise associated with booths. LPCF shall make recommendations to vendors if booths/displays/merchandise and/or actions are considered inappropriate. In the event a vendor is refused booth space, full payment will be returned.
17. 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.

Please Initial \_\_\_\_\_

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.
8. **No parking is allowed in marked fire lanes.** All vendors must comply with local fire codes.
9. Unless specifically authorized in writing, no open fires of any sort or burning candles are allowed.

#### LA PLATA COUNTY FAIR RAFFLE REGULATIONS

- a. Raffles will be limited to five (5) in any given year at the La Plata County Fair.
- b. Raffle tickets must meet Colorado State Licensing regulations.
- c. A photocopy of your current raffle license must be returned with the signed contract and also be displayed in your booth.
- d. 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.
- e. 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.)
- f. **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 is received in the office.**
- g. 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 2007

**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 m<sup>2</sup>) and canopies in excess of 400 square feet (37 m<sup>2</sup>) 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 m<sup>2</sup>).
  - 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 m<sup>2</sup>) 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.**