



Booth Superintendent
LPCFbooths@gmail.com
PO Box 3669
Durango, CO 81302

Food Booths

We appreciate your interest in operating a food concession at the **2023** La Plata County Fair. **We give the past year's concessionaires the first chance at returning for this year's fair, with a deadline of May 25 for reserving their spot.** After this date, any open spots will be made available at the discretion of the La

Plata County Fair (LPCF) Board. Please complete and return the enclosed contract if you are interested in having a booth this year. The following information must also be provided:

1. A menu, including prices of the food and beverages you will offer;
2. A photograph of the concession stand you will use;
3. Proof of liability insurance (copy of the coverage page reflecting policy coverage dates);
4. Total space desired (length and width) for the stand and for your storage;
5. \$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 8, 8:00 a.m.-6:00 p.m. or Wednesday, August 9, 8:00 a.m.- noon. ALL VENDORS MUST BE IN PLACE BY NOON WEDNESDAY, AUGUST 9. 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 LPCF Board will be given to each vendor who is allowed to hold a 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. **Vendors MUST obtain a Durango City Sales permit and display it during the event.**
- 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.
- 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 5 (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 for booths are August 9- 13, 2023.**
- All vendors must comply with La Plata County Fairgrounds requirements for care and use of fairgrounds facilities and property (located on page 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 as Exhibit A).

Sincerely,
Randi Orris, Booth Superintendent
LPCFbooths@gmail.com



Booth Superintendent
LPCFbooths@gmail.com
PO Box 3669
Durango, CO 81302

LA PLATA COUNTY FAIR

2023 FOOD CONCESSION 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, 120v w/20 or 30 Amp is available)

Electrical needs (both booth & personal) must be cleared by Booth Superintendent upon check-in to accommodate demand.

Vendor's Signature

Date

La Plata County Fair Booth Supt. Date

La Plata County Fair, PO Box 3669, Durango CO 81302
FOR OFFICE USE

Deposit Paid _____ Date _____

Rent Paid _____ Date _____

Colorado Sales Tax License _____

Durango City Sales Tax License _____

Proof of Liability Insurance _____

Health License Displayed _____

Menu Provided _____

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 may 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 by July 25, 2023.** 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 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 9**. (There's no paid security Tuesday night.) Stand should be in operation at least noon-6:00 p.m. on Wednesday, 9:00 a.m.-8:00 p.m. Thursday and Friday, 9:00 a.m.-6:30 p.m. Saturday, and 9:00 a.m.-2:00 p.m. Sunday. (Except food concessions may close during the 4-H County Fair BBQ on Saturday, if you choose.)
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.
7. Food concessions must have proper permits obtained from San Juan Basin Public 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. 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.

PLEASE INITIAL _____

**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 of 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 (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.

PLEASE INITIAL _____

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