



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

Non-Food Booths

This document has changed! Please read carefully before signing!

Dear La Plata County Fair Participant:

The La Plata County Fair will be held August 4-13, 2023 (booths only August 9-13) 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 2023 La Plata County Fair, celebrating "75 years of kids, critters and cowboys".*

The prices this year for fair booths are as follow:

Exhibit Hall 10 ft. wide by 6 ft. deep \$100.00 **Exhibit Hall** corner booth (2 available) 160 sq. feet \$250.00 **Outside Not-for-Profit Booth** 10 ft. by 15 ft. \$50.00 **Outside** 10 ft. by 15 ft. \$100.00 *Customize your size (outside only): \$10 for each additional foot in length*

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 or leave contract and payment at the Extension Office, 2500 Main Avenue. **Booth spaces will be assigned on a first-come, first- served basis based on the date the signed contract with full rental payment is received by the Booth Superintendent (or postmark date).** Rental fees must be paid in full prior to booth set-up. Written notice of cancellation must be received by the Booth Superintendent by July 25, 2023, or all booth fees and deposits will be forfeited. (NOTE: A "carried-over" deposit does not guarantee a space; it simply means no additional deposit is required this year.)

Please note the requirements which follow regarding care and use of fairgrounds facilities and property. All vendors must comply with these requirements.

If you have any questions, please e-mail (info below).

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

Sincerely,

Randi Orris

Booth Superintendent

LPCFbooths@gmail.com

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 up and operating normally until 2:00 p.m. Sunday, August 13, 2023 and abides by the guidelines in this document. 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 8, 2023** or space may be reassigned to another vendor and any fees paid will be forfeited.
- Outside booths must be in place by **NOON WEDNESDAY, AUGUST 8, 2023. There is no paid security until Wednesday morning, but the Exhibit Hall will be locked Tuesday night.** ● 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** except service dogs are allowed in the Exhibit Hall.
- If you are selling food or beverages, please read and use the food 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. La Plata County Fair and Fairgrounds are not responsible for any loss or damages.
- **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.
- 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, deposit & rental fee is received by the Booth Superintendent (or postmarked).
- Vendor 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 packaged food items 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 vendor is responsible for collection and payment of any state and local sales tax ● **Any vendor selling goods MUST obtain a Durango City Sales Permit and have it displayed.** ● **ALL BOOTHS MUST REMAIN UP AND OPERATING NORMALLY THROUGH 2:00 P.M. SUNDAY, AUGUST 13.** Booths may be taken down between 2:00 and 5:00 p.m. August 13. ● **La Plata County Fair Public Hours:** Wednesday, August 9, 9:00 a.m.- 6:00 p.m.; Thursday & Friday, August 10 & 11, 9:00 a.m.- 8:00 p.m.; Saturday, August 12, 9:00 a.m.- 6:30 p.m.; Sunday, August 13, 9:00 a.m.- 2:00 p.m. Outside booths may choose to stay open later those days, 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).

Please Initial _____

FOR OFFICE USE	
Deposit received:	_____
Rent amount paid:	_____
Date received:	_____
Received by:	_____ Space #: _____



LA PLATA COUNTY FAIR 2023 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 _____

Preferred 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 Not-for-Profit 10'x15' = \$50.00

Outside 10'x15' = \$100.00 (\$10.00 each additional foot)

Refundable Deposit \$ 100.00 Total Amount Due: \$

Will you require an electrical outlet? Yes__ No__ (Indoor is 120v, 20 amp; outdoor 20 or 30 amp.)

Electrical needs (both booth and personal) must be cleared by Booth Superintendent at check-in to accommodate demand. Electrical needs will be met, as able, in the order requested and paid.

Will you be sponsoring a raffle or give-away? (See raffle regulations near signature line)

Yes _____ No _____

Please Initial _____

TERMS AND CONDITIONS

1. Any individual, business or organization is welcome (except see #11 below).
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. Full booth payment is required prior to booth set-up. Written notice of cancellation must be received by the Booth Superintendent by July 25, 2023, or fees and deposits will be 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 a raffle and/or sell tickets at the La Plata County Fair (LPCF). Please carefully read the "Raffle Regulations" 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 8, 2023.** Booths may be set up from noon to 8:00 p.m., MONDAY, August 7 and from 9:00 a.m. to 6:00 p.m., TUESDAY, August 8. **EXHIBIT HALL DOORS WILL BE LOCKED AT 6:00 P.M. ON TUESDAY, AUGUST 8, 2023. Space may be given away if not filled by the deadline.**
6. **OUTSIDE BOOTH SET-UP.** Booths must be in place by noon Wednesday, August 9, 2023. Booths may be set up from 9:00 a.m. to 6:00 p.m., Tuesday, August 8 and 8:00 a.m. to noon on Wednesday, August 9. **There is no paid security until Wednesday morning.**
7. **LA PLATA COUNTY FAIR PUBLIC HOURS:** Wednesday, August 9, 9:00 a.m. - 6:00 p.m.; Thursday and Friday, August 10 & 11, 9:00 a.m.- 8:00 p.m.; Saturday, August 12, 9:00 a.m. – 6:30 p.m.; Sunday, August 13, 9:00 a.m. - 2:00 p.m. Outside booths may choose to stay open later those days, at your discretion. **BOOTHS MUST REMAIN UP AND OPERATING NORMALLY UNTIL 2:00 P.M. ON SUNDAY, AUGUST 13.** 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 9 THROUGH AUGUST 13, 2023,** but no other days.
10. Live animals in or around booths must have prior approval of the Fair Booth Superintendent.
11. Knives, water guns, firecrackers and sound-making devices require prior approval by Booth Superintendent. 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.)**
12. 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.
13. Vendors will be solely responsible for booth materials and all contents, as well as keeping booth area and aisles clean.
14. Any pre-packaged 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 must be received before the booth is set up.

Please Initial _____

15. Each concessionaire is responsible for the collection and payment of any state and local sales tax.

Any vendor selling goods MUST obtain a Durango City Sales Permit and have it displayed. 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. If a vendor is not complying with regulations or intent of the Fair to provide education and family entertainment, the booth may be shut down and all fees retained by the Fair.

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 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 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.

11. Booths in the Exhibit Hall may not use anything that will damage or mar the building (examples: nails, tacks, most tape). If in doubt, please ask! Noncompliance may result in deposit forfeiture and prohibition of your future involvement in LPCFair.

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 “piggybacking” 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, PO Box 3669, Durango CO 81302