

## **Welcome to the 2009 Colorado State Fair!**

The tradition continues in celebrating **137 years** of the Colorado State Fair in Pueblo! Attendance was over **486,000** in 2008 and plans are underway to make the 2009 fair even better!

The Colorado State Fair has established a tradition of providing high quality, enjoyable, clean family entertainment that is committed to total guest satisfaction. You have been contracted to help maintain these high standards. We look forward to working with you to carry on this tradition of excellence.

This year we will feature concerts, rodeo, the carnival, and tons of free entertainment. This year's free entertainment includes Live Shark Encounter, Sea Lions, Sheers Lumberjack Show, Wild About Monkeys and lots more!

In preparation for the 2009 fair we urge you and your staff to carefully review this Commercial Exhibits Manual so that you are familiar with all the State Fair rules, policies and procedures prior to signing your contract.

You will be arriving on the fairgrounds before you know it. We hope your experience at the fair is a pleasant one and thank you for being such an integral part of our fair and having such a positive impact on the city of Pueblo.

**Margaret Thornburg**

**COMMERCIAL EXHIBITS AND CONCESSIONS  
COORDINATOR**

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**Fair Dates**

The 2009 Colorado State Fair will run from  
**August 28<sup>th</sup> through September 7<sup>th</sup>**

**Exhibit Hours**

Daily - Outdoors      11:00AM to 11:00PM  
Indoors                    11:00AM to 10:00PM

Outdoor exhibits may choose to stay open until  
midnight. All exhibits must be closed by midnight.  
These hours will be strictly enforced. **Vendors will be  
fined if non-compliant.**

**Office Hours and Locations**

The **Commercial Exhibits Office** is located inside the  
Kitchen Craft Hall (see map for specific location)  
August 24-26            8:00 a.m. to 5:00 p.m.  
August 27                8:00 a.m. to 10:00 p.m.  
During Fair              8:00 a.m. to 4:00 p.m.  
                                  (On the grounds from 4p-7p)

The **CSF Administration Office** is located in the  
Kitchen Craft Hall (see map for specific location)  
August 24-27            8:00 a.m. to 5:00 p.m.  
August 28- September 7      8:00 a.m. to TBA

**General Gate Admission**

Fri-Sun Age 7 and up.....\$8.00  
Mon-Thurs Age 7 and up.....\$5.00  
Ages 6 and under.....FREE

**Important Telephone Numbers and  
Addresses**

**Colorado State Fairgrounds**.....1-800-876-4567

1001 Beulah Avenue, Pueblo CO 81004

Fax.....719-560-1952

Website.....[www.coloradostatefair.com](http://www.coloradostatefair.com)

**Margaret Thornburg**.....(719) 404-2028  
Commercial Exhibits and Concessions Coordinator

**Commercial Exhibits Office**..... Extension 2028

**Tracey Carlson** .....Extension 2023  
Maintenance and Camping

**Security**.....Extension 2405

**Colorado State Fair Police**.....Extension 2037

**First Aid**..... Extension 2436

## **COMMERCIAL EXHIBIT PROCEDURES**

### Applying for Space

**Previous Exhibitors** – Exhibitors from this year’s Fair must REAPPLY FOR SPACE if interested in re-exhibiting at the 2010 Colorado State Fair, by completing a 2010 Commercial Exhibits Application and postmarking it by March 1 2010. The Commercial Exhibits Brochure and Application will be mailed to all 2009 Exhibitors by February 1, 2010. If you have not received an application by this date, please contact Margaret at 719-404-2028.

**Every effort will be made to meet requests for specific sites, but such requests cannot be recognized as a condition for participation. No undertaking can be given with respect to exclusion of competitors. The Fair will attempt to honor all preferences for the best space to the best of our ability.**

**New Exhibitors** – New applicants must complete the 2010 Commercial Exhibits Application. The application and Commercial Exhibits brochure will be available by the end of January 2010. **New applicants will be required to include photos or a drawing of their display, including a list of products. COMMERCIAL EXHIBITORS MAY ONLY SELL THOSE ITEMS LISTED ON THEIR CONTRACT.**

**All new applicants are given equal consideration** based upon available space, and the applicant’s ability to (1) set up an attractive and professional looking display, (2) offer a unique product of great quality, (3) conduct business in an ethical and professional manner, and (4) meet financial responsibilities and all contractual obligations

**Right to Refusal:**

**In order to maintain product balance,** and as a means of encouraging new products, it sometimes becomes necessary for the fair to deny space requests when too many vendors wish to exhibit or sell the same or related products. Many new applicants also cannot be accepted because of specific location and or physical requirements, space availability or late application receipt.

**Notification of application acceptance** or denial is given as soon as is practical. However, the process of assigning spaces goes on through August as space cancellations are filled.

*The number of new applicants received annually is greater than the available space.*

Acceptance of any application does not imply endorsement by the Colorado State Fair of the Exhibitor's products or services.

**\*Insurance Requirements\***

**\*\*YOU MUST LIST THE COLORADO STATE FAIR AND THE STATE OF COLORADO AS ADDITIONAL INSUREDS**

**No Exhibitor shall be permitted to set up for the Colorado State Fair without proper copies of insurance certificates being on file. State Statutes require the following insurance coverage:**

**1. Comprehensive General Public Liability and Property Damage Insurance, including Personal Injury.**

- **Bodily Injury: \$1,000,000 each occurrence**
- **Property Damage: \$1,000,000 each occurrence**
- **Aggregate Property Damage 1\$1,000,000**

**Haas & Wilkerson Insurance** will provide general liability coverage for exhibitors at the Colorado State Fair under a master insurance policy. The Haas & Wilkerson Insurance offered to Exhibitors meets the requirements of the Colorado State Fair. Should you choose to participate in this insurance program, please call the Commercial Exhibits Office to request a form. The form must be completed, and mailed to **Haas & Wilkerson**. The cost is \$88.00. (price subject to change)

**2. Standard Colorado Workers' Compensation Insurance and Employer's Liability (if you have employees) or Standard Worker's Compensation that covers employees in the State of Colorado.**

- **Including occupational disease**
- **Covering all individuals engaged in performance of the work at the site**
- **In the amount required by State Statutes**
- **Valid During the Fair dates**

A Worker's Compensation Exemption Form is available from the Commercial Exhibits Office, for those Exhibitor's who are exempt from Workers' Compensation Insurance.

**Exhibitors must comply with all state and local laws and regulations, including but not limited to, laws**

**and regulations concerning taxation, health, safety, labor, employment, and licensing.**

The exhibitor understands that it is an independent contractor, and is not covered by the Fair's worker's compensation insurance. The Exhibitor agrees to indemnify and hold harmless, and defend the Fair, it's officers, agents and suits resulting from any damage, injury or loss to any person or persons, including all persons to whom an Exhibitor may be liable under any workers' compensation law, social security law, and contractor itself, from any loss, damage, cause of actions, claims or suit for damages of any nature whatsoever, including but not limited to, loss of property, goods, wares or merchandise, caused by or arising out of or in any way whatsoever connected with the exercise by the Exhibitor of this contract.

### **Set-Up Schedule and Arrival**

August 24<sup>th</sup> -27<sup>th</sup> 2009

#### **Set-Up Hours**

Indoor Locations:

Monday-Wednesday  
Thursday

8 a.m. to 5p.m.  
8 a.m. to 10 p.m.

Outdoor Locations:

Monday-Thursday

8 a.m. to 10 p.m.

*(Approval is required to set up prior to the above schedule)*

**Arrival:** Upon arrival at the fairgrounds for set-up, please report to the Commercial Exhibits Office in the Kitchen Craft Hall to verify your space location, and get your credentials and exhibitor information.

- **Please do not attempt to locate your space first.** Should an Exhibitor set up in the wrong space, the Exhibitor agrees to move to the proper location at the Exhibitor's own expense, and without protest!

- **All Exhibits must be in place by 10 p.m. Thursday, August 27<sup>th</sup>** prior to the opening of the Fair, and fully operational by 11 a.m. opening day of the Fair, August 28<sup>th</sup>. **Any Exhibitor not in space and operational by 11 a.m. may be charged a late penalty fee or the space will be cancelled.**
- **Due to the placement of the ramp to drive down to the lower level of the the Kitchen Craft Hall, the following booths will not be able to set up their booths until after 3pm on August 21<sup>st</sup>: # 23 thru #26, #93 and #94, and #127 and #128. If you are located in one of these booths and would prefer not to be, please notify Margaret ASAP so that we can move you! The Ramp will be **REMOVED promptly at 3:00 p.m.** Vendors in the area of the ramp can begin setting up their booths immediately after the ramp is removed.**
- **REMINDER TO ALL VENDORS ON THE LOWER LEVEL OF THE KITCHEN CRAFT HALL: the drive in ramp will be removed at 3p on August 27th . Only the handicap ramp can be used after this time to bring your product in**

### **Teardown Schedule and Release**

**Teardown:** All exhibits must remain totally intact and operational until 10 p.m. the final night of the Fair, September 7<sup>th</sup> - (Excluding booths located in the area of the ramp). Exhibits inside the Kitchen Craft Hall must be removed prior to 5 p.m. Tuesday, September 8, 2009. All outside exhibits must be removed prior to 5 p.m. Friday, September 11, 2009.

Any articles left on the Fairgrounds after these times and dates, may be disposed of by the *Colorado State Fair*, in any manner deemed in the best interest of the Fair.

- No vehicles will be permitted on the fairgrounds for load-out until **2:30 a.m.** September 8<sup>th</sup> or until State Fair Police deem it safe. Limited security is available at this time; therefore vendors must secure their own booths in a manner they are comfortable with.
- **The Ramp** used to drive down to the lower level of the Kitchen Craft Hall will be **PUT IN PLACE at 8:00 p.m. Monday, September 7, 2009.** Vendors in the area of the ramp MUST breakdown their booths and be completely moved out by that time. **Booths affected by the ramp removal are as follows: Booths #23 thru #26,# 93 and #94, and #127 and #128.** A *special vehicle pass* will be issued to those vendors, and they will be able to park their vehicles on the west side of the building prior to 8:00 a.m. Monday, Sept 7<sup>th</sup>. They will be allowed to leave the area when security deems it safe to do so. **No other vendors will be allowed to use the southwest drive-in door until the ramp construction is complete.**

Early Teardown may result in denial of future contracts

### **Credentials**

**Exhibitor Credentials:** Exhibitors will be issued season passes based on the value of the commercial space rented. A season pass includes 11 daily tickets. Parking permits in the South Parking Lot will also be issued on a similar scale.

**Additional Credentials** for Exhibitors and their employees only, will be available for purchase at \$45.00.

Children 6 and under are admitted free at any time. Parking permits are available for \$45.00 in the South lot.

**The Exhibitor is responsible for reporting all lost or stolen credentials to the Commercial Exhibits Office in the Kitchen Craft Hall. The fair will not replace any lost or stolen credentials.**

**These credentials are for those who work at the Fair.** Any attempt on the part of the Exhibitor, their employees, agents or representatives to sell, exchange, or barter any privilege or admission credential issued by the Fair, will be sufficient cause for termination of the contract, and ejection from the Fairgrounds.

**Credential Scale**

<b>Contracted</b>	<b>Under \$1000-</b>	<b>\$2000-</b>	<b>\$3000-</b>
<b>Space Value</b>	<b>\$1000</b>	<b>\$1999</b>	<b>\$2999</b>
<b>Season Pass/ID</b>	2	3	5
			7

(Season passes will increase by 2 per each additional \$1000 spent)

Parking Pass – 2 per separate location

Pick up Schedule: Credentials may be picked up in the Commercial Exhibits Office in the Kitchen Craft Hall.

Date	Time
Monday-Wednesday August 24 <sup>th</sup> -26 <sup>th</sup>	8 a.m. to 5 p.m
Thursday, August 27 <sup>th</sup>	8 a.m. to 10 p.m.
Credentials must be picked up by this time	

**Any Exhibitor who has not picked up credentials** by Thursday, August 27<sup>th</sup> will have to pay admission at the

gate starting Friday, August 28<sup>th</sup>, the opening day of the Fair. Once passes have been issued, it is the responsibility of the Exhibitor to distribute them.

*The Commercial Exhibit Office will not be responsible for admitting Exhibitor through the gate without a pass*

## **Utilities**

### **Electrical**

**Electrical Fee:** Each Exhibitor is required to pay a flat fee for electrical. This fee includes an electrical inspection fee.

**Electrical Inspection Fee:** For the health, safety, and welfare of those who participate in and attend the Colorado State Fair, it has become necessary to have ALL commercial exhibits inspected by the Pueblo Regional Building Department.

- Each location will be issued a permit that must be posted in a visible location within the exhibit space.
- All requests of the Pueblo Regional Building Department shall be complied with promptly, and no Commercial Exhibitor will be allowed to operate unless authorized to do so.

**Electrical Inspection:** The 2009 Commercial Exhibitors will be inspected to the 2002 National Electric Code. It is suggested that all exhibitors pay special attention to the following:

1. All equipment, regardless of source of power, must comply with all national, state, and local safety codes.
2. All cords used to connect to a power source shall be three (3) wire grounded UL approved type cord of appropriate gauge.

3. Cords shall be plugged **DIRECTLY** into approved receptacle.
4. Do not overload extension cords, or use octopus fixtures, which enable things to be run from a single outlet.
5. Do not repair damaged cords with tape. **REPLACE THEM!**
6. All wiring over a pedestrian walkway or aisle must be at least eight (8) feet above the floor.
7. All splices must be protected, and not touching the ground.
8. All extension cords, light strings, and temporary wiring must be UL approved for indoor or outdoor use.
9. Prior approval from the Colorado State Fair Authority is necessary before exposed cords may cross a public traffic area on the grounds.

\*\* The State Fair does not provide extension cords

**Electrician:** The Colorado State Fair’s electrician reserves the right to disconnect service to any exhibit space not safe or wired according to code.

- The Fair’s electrician will make all service connections. Under no circumstances, shall anyone other than the State Fair’s electrician make electrical connections.
- The Fair’s electrician will be available during business hours to adjust any difficulties with the power systems, but shall not repair or adjust any appliances or equipment.
- Installation of any new electrical services, or special wiring or line extensions to a structure must be done by a licensed electrician, and shall be at the **Exhibitor’s** sole cost and expense.

**The Fair shall not be responsible for any electrical power surges or any loss of business due to outages.**

## **Water**

Most exhibit areas do not have ready access to water. Exhibitors requiring occasional use of water must provide their own hoses and buckets etc. and shall not allow water to overflow, leak, or drain on the ground or floor. The Fair reserves the right to disconnect defective or damaged hoses.

## **Sewer**

No sewer facilities are available in any commercial exhibit area. Use of sinks, toilets, and other facilities not fully self-contained are strictly prohibited.

## **Gas**

The Fair will not provide L.P.G. or any other flammable liquids. Exhibitors requiring gas must provide their own system. All L.P.G. installations must comply with state code NFPA-58, and must be approved in advance. **Absolutely no flammable liquids are allowed in any exhibit building.**

## **Telephone Service**

Exhibitors requiring phone service may choose from the following providers:

- **FOR LOCAL SERVICE ONLY.** Call the Exhibits Office any time prior to August 17, 2009 to request installation. Cost is \$75.00.
- **FOR LOCAL AND LONG DISTANCE SERVICE** you must contact Qwest at 1-866-997-9378 or McCleod at 1-800-211-9320. Approximately two weeks notice is required for installation.

## **Sales Tax**

**Sales Tax – 7.4%:** All product sales at the Fair are subject to Colorado State, Pueblo County, and Pueblo City sales taxes. Commercial Exhibitors making sales to the public must be properly licensed, and remit the following percentages.

State of Colorado 2.9% City of Pueblo 3.5% Pueblo County 1%

- The State of Colorado Department of Revenue requires each vendor to have a **sales tax license**. **Licenses can be purchased for \$8.00** on the final day of the fair.
- Temporary offices will be established in the Kitchen Craft Hall from 9:00a.m. to 8:00p.m. the final day of the Fair. Exhibitors must clear through these tax agencies
- If you should have any questions, please call:  
State Department of Revenue (719) 542-3735  
City of Pueblo Sales Tax Division  
(719) 553-2659  
Pueblo County Sales Tax Division  
(719) 583-6551

**Possessory Interest Tax**

The **Colorado Supreme Court** made a decision in February 2001 stating anyone who has a lease agreement with an exempt organization (Colorado State Fair) will be taxed based on the lease amount. This tax is not the same as the tax you incur from the Colorado State Fair.

In this law, it states that if you lease a space, you are in possession of that space and will be taxed as if you owned the property. There are three factors that indicate ownership. (1) An interest that provides a revenue generating capability to the private owner independent of the government property owner;(2) the ability of the possessory interest owner to exclude others from making the same use of the interest (3) sufficient duration of the possessory interest to realize a private benefit.

A tax statement will be sent to you in January of 2009. This tax statement is your property (space) value based on the **Lease** of the year indicated.

If you have any questions please contact the Pueblo County Assessor's Office at (719) 583-4418.

**Daily Sales Reports**

Daily Sales Reports are required of all Operators (Specialty Rides/Games) who are paying a percentage. Report forms are available from the Commercial Exhibits Office.

**Motorized Vehicles**

**Driving on the fairgrounds:** Anyone driving any type of motorized vehicle onto the fairgrounds must drive at a safe speed and must yield to pedestrian traffic. The speed limit on the fairgrounds is 5MPH at all times. Should an accident happen that could be attributed to the vendor, the vendor's employees or their operation, that vendor will be held liable. The use of any self or motor powered vehicle such as ATVs (4-wheelers), bicycles, scooters, skateboards, roller blades or other skates is NOT ALLOWED. Exceptions are made for the mobility impaired.

**Golf Carts and Carriers:** Use of golf carts or similar motorized vehicles are limited to the following suppliers, vendors who have contracted two or more locations, carnival owners and their authorized agents, State Fair officials and their authorized agents, regulatory agents and police & emergency personnel.

A special permit is required to operate golf carts on the fairgrounds. Any vendor desiring to use a golf cart or similar motorized vehicle during the Fair must complete an application form with the Security Office. Office hours are August 26<sup>th</sup> through September 7<sup>th</sup> from 8:00a.m. to 5:00p.m.

Application Requirement

1. Vendor's name, business name and locations.
2. Make, model, and serial number of cart(s) to be used.
3. Certificate of insurance covering comprehensive general public liability and property damage, including personal injury.
  - a. The certificate must **name the Colorado State Fair and The State of Colorado as Additional Insured.**
  - b. The certificate must cover the time of service vehicle is to be on the fairgrounds.

Applications will only be accepted at the discretion of the management of the Colorado State Fair. Upon arrival, a permit can be purchased for **\$50.00 per vehicle. This rate is subject to change.**

Golf cart usage is a privilege and carries tremendous responsibility. It is the responsibility of the vendor to instruct their employees in the safe use of a cart and to familiarize themselves with the rules regarding their use. If a vendor is allowed the privilege of using a golf cart, he or she will be given a set of rules to follow. If these rules are not followed, the privilege may be revoked without warning. Additional rules include: permits must be displayed on the front of the vehicle; a licensed driver shall operate the golf cart; driver must adhere to travel routes, one-ways and all other restrictions imposed by the Fair.

## RESTOCKING BOOTHS

1. With your vendor admission pass, you may enter the fairgrounds with your vehicle for restocking. Access the fairgrounds through GATE 1 and Gate 6 ONLY.
2. **You may drive on the fairgrounds during the following times ONLY-7:00a.m. to 9:30a.m. daily.**
3. When leaving the fairgrounds to park your vehicle, **remember** to get your hand stamped for re-entry.

## SPECIAL SERVICES

### U.S Mail- UPS-FedEx

**U.S. Mail-**For your convenience, all regular mail will be taken to the *Colorado State Fair* mailroom in the Butler Building by 1 p.m. daily. Regular mail is brought to and picked up from there once a day. As a service to vendors, the commercial exhibits staff will deliver mail to you daily.

### **U.S. Mail-UPS –FedEx**

- From August 17<sup>th</sup> thru September 5<sup>th</sup>, 2009 all packages and U.S. mail will be delivered to the CSF mailroom
- The mailroom will be open from 8 a.m. to 5p.m. Monday thru Friday, and 9:00 a.m. to noon on Saturday. (Closed on Sunday & Labor Day).
- Packages can be picked up daily Monday thru Friday from 1:00p.m. to 4:00 p.m. at the mailroom
- All packages will be signed for by the Fair personnel and documented into a logbook. Vendors will be required to sign the CSF

logbook in order to receive their packages. (No COD packages will be accepted by the Fair)

- Packages not picked up within three days will be returned.

**Federal Express-** The Fair will provide a collection point for all Federal Express mail. This is how it works:

- You, the Exhibitor, are responsible for calling Federal Express at 1-800-238-5355 to arrange pickup.
- Then you can take your FedEx package to the mailroom by 2:00p.m. weekdays.
- Federal Express will pick up all collected FedEx letters and/or packages by the end of each day from the mailroom.

### **Freight Storage**

**Freight Storage: NO ROOM IS AVAILABLE ON THE GROUND FOR VENDOR STORAGE.** The Fair will not accept shipments to Exhibits either collect or prepaid. It will be the Exhibitor's responsibility to make arrangements to meet all deliveries. The Fair will not assume responsibility or liability for shipments.

Please arrange for any storage needs through the various shipping companies are listed below:

HVH Transportation Inc. (719) 545-3333  
Yellow Freight Systems (719) 545-3380

### **Photo Copy and Fax Center**

There will be a photo copy and fax center located at the Commercial Exhibits Office in the Kitchen Craft Hall.

- **Faxes-In/outgoing** faxes are \$1.00 per page.
- **Copies-0.25** per page

## **Banking Services**

Bank services will be available this year in the Kitchen Craft Hall. Services will be for change only. No personal checks cashed. Hours will be announced at the fair.

## **Fork Lift Services**

Fork Lift Services will be available through the Commercial Exhibits department on a first come, first serve basis. To request this service you must come to the office between 8a-5p. The forklift charge is \$35 per hour, including operator (minimum one hour charge.) Forklifts may not be rented without a State Fair operator. The fair cannot assume responsibility for damages or accidents involving the use of State Fair forklifts and personnel. Vendors assume responsibility for securing their load(s) as well as proper positioning and placement of the load on the forklift. To expedite forklift services, please know your space number. You may provide your own forklift as long as proof of vehicle liability insurance is on file with the fair.

**PAYMENT IS REQUIRED AT THE TIME OF SERVICE!**

**SHUTTLES** run from 8:00 a.m. to midnight from the South and Preferred parking lots to Gate #2 daily.

**STROLLERS AND WHEELCHAIRS** are available for rent by the hour, at the following locations: Gate #2, Gate #5, and Gate #9.

**MESSAGES** will be delivered to you. However, if you expect calls, please check the Commercial Exhibits Office in the Kitchen Craft Hall daily. We suggest that you leave the Colorado State Fair phone numbers (719) 561-8484 or 1-800-876-4567 with your family and associates, should it be necessary to contact you.

## **Commercial Exhibit Awards**

As a fun way to recognize our exhibitors, an award committee will be awarding ribbons for display in the winning booths, in the following categories:

**Inside:** Best Use of Space, Most Decorative Display, Best Large Exhibit, Most Creative Booth, Most Professional Booth, Best Mom & Pop Booth

**Outdoor:** Best Use of Space, Most Decorative Display, Best Large Exhibit, Most Creative Booth, Most Professional Booth, Best Mom & Pop Booth

The criteria will be determined solely by the committee

## **Booth Regulations**

### **Outdoor Booths**

- 1. Weather-**Exhibitors located outdoors should make provisions to protect their display from sun, wind, inclement weather, flooding, and sprinklers. It is suggested that you build your exhibit space up on raised floors, to avoid water damage should it rain.
- 2. Vehicles In Booth Space-**Vehicles may be located with outdoor exhibit spaces, if an integral part of the exhibit and parked within the confines of the rented space. Vehicles must remain in place throughout the duration of the Fair and must not be

moved. **Absolutely no overnight camping allowed.**

3. **Tents-**Vendors will be required to provide their own tents. Tents should be made with a durable, fire resistant material. NO TARPS WILL BE ALLOWED. Tents **MUST** be properly secured to the ground with appropriate weights. Contact the Commercial Exhibits department **PRIOR** to anchoring any tents into the asphalt!
4. **Sidewalks-**The sidewalks around your area must be kept open. No products can be displayed on the sidewalk. Please remember the sidewalk is not part of the area you paid for.
5. **Booth Height-**No outside space should exceed 15 feet in height unless approved by Fair Management.

### **Indoor Booths**

1. **Ramp-** The ramp used to drive down to the lower level for setup and teardown in the Kitchen Craft Hall will be removed on Thursday, August 27<sup>th</sup> at 3 p.m.
2. **Booth Division/Dimension-** All inside booths are divided on ten-foot centers to separate the Exhibitors.
  - Unless otherwise noted, all displays within the building shall not exceed ten (10) feet in height at the back wall, or extend past five (5) feet forward at the ten (10) foot height.
  - Displays in the forward five (5) feet of the booth space shall not exceed four (4) feet in height.
  - Display cases or custom made structures should not exceed nine (9) feet, ten (10)

inches in length, to allow exhibit placing within the ten (10) foot booth dimensions.

- Fair Management must approve any exception.
3. **Draping**-All the inside booths will be draped along the back wall to a height of 8 ft with the divider draping 3 ft in height
  4. **Exhibit Floors**-Rugs, mats, linoleum, etc. are suggested coverings for the exhibit floors. Floors are concrete, and are tiring to stand on for several hours at a time.

### **Booth Appearance All Areas**

1. The Exhibitor is responsible for the **appearance, maintenance, and attractive condition** of the exhibit space. You have only a few seconds to attract customers as they pass by your booth. Be creative in preparing your exhibit.
2. **The design of the exhibit space** should be unique and relate to the product exhibited. Showcases should be in good repair, and adequately lighted to highlight the product shown or exhibited. The exhibitor of the space shall provide all furnishings and equipment for the interior of the space. Lighting to highlight the overall exhibit is recommended. Exhibit construction shall be professional in appearance, and in good repair.
3. **Exhibit staff** should be neat, clean, and attentive to customers.
4. **All tables must be skirted or covered to the floor or ground** to adequately screen the underneath, rear and backside storage from public view. No bed sheets allowed as table covers!
5. **If an item is not related to your space's theme or products and does not enhance the appearance of your space or is not for sale- it does not belong in**

- the view of the public.** Bicycles, cardboard boxes, storage containers, novels, and miscellaneous sundries should become part of the “backstage” area, and not part of your space decoration.
6. **In booth construction**, positively no one shall alter, paint, change, or tamper with any Fair property, including buildings, signs, piping, locks, conduits and electrical or gas connections, without approval and supervision of the Fair Management. Materials and decorations used in booth construction are subject to inspection by the Fire Marshall.
  7. **The Exhibitor will maintain all equipment, trailers, stands, booths, or displays in a neat and orderly fashion.** The Exhibitor thereof, shall keep the premises and every part in a clean and wholesome condition- free of any objectionable noises, odors, or nuisances.
  8. **Each Exhibitor is responsible for cleaning his/her own exhibit area at the end of the day.** Exhibitors are requested to place all trash in the trash receptacles. Exhibitors in the building may place trash in the aisle at the end of each day. The night clean-up crew will dispose of it. Clean-up personnel will not enter the booth areas.
  9. **All signage shall conform to criteria set by the Fair. NO HANDMADE (LETTERED, WRITTEN, OR DRAWN) PAPER SIGNS ARE PERMITTED.**  
All signage must be professional and proportioned to the booth size. No signs outside the grounds are permitted. Signage/ banners cannot impede the view of other Exhibitors.
  10. **Cardboard boxes will not be allowed as display platforms for merchandise.**
  11. **Any cords or wiring on the ground must be covered to prevent being a trip hazard.**

### **Booth Operation for Exhibitors**

1. **Complaints, comments, or suggestions** can be written on an Exhibitor Assistance form, available in the Commercial Exhibits Office
2. **Booths must be properly manned during exhibit hours of operation.** No static (unmanned) displays are allowed. At least one representative of the exhibit shall be in the space from opening until the posted closing time unless a 5-minute break is needed. Exhibitors with unmanned booths shall be considered in breach of contract, will be fined, and will automatically forfeit rights to return.
3. **Camping in outdoor exhibits, staying overnight in building exhibits or in the vendor parking lot, will not be allowed.**
4. **Coolers and lunch supplies** are to be taken through the fairground gates, and to your space **NO Later Than 10:00 am** Daily. No alcohol can be brought onto the fairgrounds
5. **The exhibit space is a place to conduct business.** Exhibitors are encouraged to make off-premise childcare arrangements prior to fair time.
6. **All Exhibitors are equal regardless of size, and should be given equal opportunity, within reason, to present their product or service to the public.** The aisles/streets are the property of the entire Fair, and each Exhibitor has the responsibility to assure proper flow of traffic through the entire Fair. Aisles/streets cannot be blocked at any time.
7. **Exhibitors with demonstrations or sampling** must plan their display, so that those watching do not block aisles or interfere with neighboring exhibit areas.
8. **Exhibitors must confine all transactions to the space leased** and shall not display signs, placards, brochures, advertisements, or solicit prospective customers in any location on the fairgrounds, except within the contracted space. Operating, selling,

distributing handbills, posting advertising, hawking or conducting business within the aisles or anywhere outside of the Exhibitor's contracted space (including on buildings, trees, posts, parked vehicles) is prohibited. **Aggressive solicitation of Fair patrons walking by booth will not be tolerated.**

**9. Exhibitor shall not voluntarily or by operation, permit the premises to be occupied by anyone other than the Exhibitor or Exhibitor staff.** The Exhibitor shall not use or permit the premises or any part thereof, to be used for any purpose or under any other name whatsoever, except as listed on the contract. The Exhibitor enters into the contract on the condition that it shall terminate upon any transfer or change in ownership. The Exhibitor shall not assign, sub-lease, or apportion the whole or any part of the assigned exhibit space.

**10. The Exhibitor is responsible for all costs,** for all labor, materials, equipment and supplies, and for any other items necessary for the performance of the contract. The Fair shall not be held liable for debt, tax, or assessment accrued by the Exhibitor in the operation of the said space, or for any salary or expense due to Exhibitor's employees or staff.

**11. To help resolve complaints, misunderstandings or problems between Exhibitors on the fairgrounds,** the commercial exhibit staff is available for assistance. We ask that you first try to resolve your differences between yourselves. If a dispute persists, an appointment will be scheduled in the Commercial Exhibits Office for all parties to meet and resolve the difference.

**12. Each agreement is issued to sell specific goods, products, and/or services.** Exhibitors may only sell or exhibit what is on the contract. **The sale or exhibit of unapproved product or service will result in the cancellation of the agreement.**

13. Exhibitors may not advertise or distribute information on behalf of a third party.
14. Once Exhibitor is in licensed spot there will be no moving of booth space!!

### **Other Booth Regulations**

1. **The Fair reserves the right without limitations to restrict the use of lights, microphones, demonstrators, or giveaways** which in the sole judgment of the Fair, detract from the overall appearance of the area, interfere with traffic flow, or block neighboring exhibitors. All sound devices such as radios, stereos, speakers, organs, and any other attention getting devices must be controlled, so as not to interfere with other Exhibitors. Any one selling C.D.'s or music of any kind will **not** be allowed to play music over a P.A. system or speaker. Music may only be demonstrated on headphones. Flashing colored lights and sirens are prohibited in all areas. The Fair reserves the right and privilege to inspect confines of said space at any time.
2. **Distribution of advertising novelties or other giveaways must be approved**, in advance of the Fair, by the commercial exhibits staff. The Fair grants concessions for the privilege of selling novelties at the Colorado State Fair. In order to protect this privilege, Exhibitors are not permitted to giveaway, sell or promote items deemed by the Fair, in its sole discretion, to be novelties of a type which are usually sold from novelty stands. No helium balloons permitted.

3. **Raffles**–Exhibitors may have raffles, provided they follow State regulations, and provide a copy of the applicable raffle license to the Fair. Names and addresses of winners, as well as prizes awarded must be submitted to the Commercial Exhibits Office by completion of the Fair.
4. **Drawings**–Participation for drawings **must be free** for those registering.
5. **To maintain good relations with our fairgoers,** and to promote customer service, the Fair does not support or condone a **No Refund Policy**. Exhibitors are encouraged to set a reasonable/return/exchange policy for use during the Fair.

#### **Fair Management**

*The Colorado State Fair exemplifies the highest standards of the Fair Industry. We strive to keep our grounds clean, and our facilities in excellent repair.*

#### **Colorado State Fair Rights**

1. The Colorado State Fair recognizes that the Fair is a proper forum for the free exchange of ideas necessary to free society, but **RESERVES THE RIGHT to regulate all activities and Exhibitors** on the fairgrounds with regard to time, manner, and place in pursuance of its valid interest in maintaining peace, order and protection of the general public.
2. **The Fair RESERVES THE RIGHT to prohibit or restrict any Exhibitor or any part thereof which, in the sole judgment of the Fair, detracts from the character of the Exhibitor of which may be objectionable or offensive to neighboring Exhibitors or the public.** This right extends without limitation to persons, things, conduct, signage, or printed material. In order to assure compliance by the Exhibitor, **the Fair hereby RESERVES THE**

**RIGHT to enter any location** the Exhibitor has on the fairgrounds for the purpose of inspection.

3. **The Fair RESERVES THE FINAL AND ABSOLUTE RIGHT to interpret rules and regulations, and settle and determine all matters, questions or differences in regard to the Fair.** Exhibitors agree to abide by the rules and regulations as set forth by the Fair, and to any additions or amendments that may be made. The Fair RESERVES THE RIGHT, and has the authority to either impose fines or terminate any Exhibitor immediately and without advance notice, upon violation of any of the Fair's applicable rules or regulations.

4. **The Fair RESERVES THE RIGHT AND AUTHORITY to arrange spaces or move Exhibitors to another location.** The Colorado State Fair will do its best to see that there is diversity in the assignment of commercial exhibit spaces; however there is no guarantee of an exclusive commercial exhibit space.

5. **The Fair RESERVES THE RIGHT to restrict exhibits which, become objectionable or otherwise detract from the character of the Fair as a whole. Examples of this would be: noise, method of operation, or any other reason State Fair authorities deem unacceptable.** The Fair may forbid installation or request removal or discontinuance of any exhibit or promotion that, if continued, departs substantially from the design and description given advance approval. In the event of such subscriptions or evictions, the Fair is not liable for any refund or other expenses. Advertising, displays, demonstrations, and conferences in the interest of business are not permitted, except by the firms that have rented space to participate, and

cleared plans in advance with the Commercial Exhibits Office.

**6. The Fair RESERVES THE RIGHT to remove any Exhibitor, and his/her exhibit from the fairgrounds, should the Fair Management feel the Exhibitor is not keeping with the overall purpose and policies of the Colorado State Fair. Intoxication, use or possession of any controlled substance, or impolite, discourteous or obscene speech or conduct toward, or in the hearing range of the public is grounds for termination of contract at the sole discretion of the Colorado State Fair.**

### **Exhibitor Compliance**

1. **The Exhibitor shall comply with all applicable state and federal laws, and be familiar with the procedures and information set forth in the Exhibitor's Manual and the Contract Agreement.**  
The Exhibitor further agrees not to use or permit the use of any said location on the fairgrounds
2. **The Exhibitor agrees to hold the Fair harmless** from any liability by reason of injury or loss to any person, equipment, or goods from cause whatsoever, and the Fair shall not be liable for any damage, loss, or injury to the person suffered on, in, or about the premises by reason of any present, future, latent, or other defects in the form, character, or condition of premises or by reason of and resulting from any carelessness, negligence or improper conduct on the part of the Exhibitor or their employees or agents.
3. **Violation of any portion of Exhibitor's contract** shall be considered grounds for permanent ejection from the Colorado State Fairgrounds, seizure of any

offending equipment, game or prizes, and federal prosecution under any applicable state statute.

**4. Citations will be issued to the Exhibitor** if the contract violations are not corrected once addressed by Fair Management. First Violation-written warning; Second Violation-\$100 fine; Third Violation-contract termination and eviction, future participation privilege revoked. Fair will enact these penalties at their sole discretion.

**Products/Practices Not Allowed**

- Laser lights, silly string, shocking devices, and drug paraphernalia will not be allowed on the fairgrounds.
- No weapons of any kind are allowed on the fairgrounds at any time.
- Due to security risk, the sale of the following items **will not be allowed: swords, hunting knives, pocket knives, firearms or items resembling firearms (including toy guns), noisemakers, and smoke bombs.**
- No tobacco products can be sold or distributed on the fairgrounds.
- Merchandise referring to alcohol abuse, drug use, violence or that are sexually explicit or suggestive in nature are not permitted to be sold by any contracted Exhibitor.
- Policy prohibits Colorado State Fair Staff from receiving free food, beverages, or gifts. Please do not embarrass the staff by offering gifts or goods at no charge.
- Due to an exclusive novelty contract, Exhibitors may not sell or give-away any novelty or souvenir articles, e.g., inflated balloons and toys,

foam animals, stick toys, novelty hats, hair paint, whips, and etc.

- Anyone selling C.D.'s or music of any kind will not be allowed to play music over a speaker or P.A. system. Music may only be demonstrated on headphones!
- The fair does not permit vendors to exhibit or sell items that are illegally obtained or are otherwise prohibited by state or federal law for sale or re-sale. This prohibition shall include the sale of counterfeit or "knock-off" items.

### **Other Fair Regulations**

**Solicitations** – All solicitations for either contributions or sales, and any distributions of literature must be made from within the confines of a rented booth. No roving vender, solicitor, demonstrator or distribution acting from either a profit or non-profit organization or on his own behalf shall be permitted on the fairgrounds.

### **Security**

**The Colorado State Fair will make every effort to provide adequate building and grounds security during the Fair.** Night security is provided in each building, in addition to roving grounds personnel. The Colorado State Fair, however, cannot be held responsible for any loss or damage or for injury by or for any cause.

**Exhibitors must make provision for the safe guarding of their displays** and are urged to insure themselves against property loss or damage, and against the liability for personal injury. Exhibitors need to secure their own property.

## Police

**The Colorado State Fair (CSF) Police or Pueblo County District Attorney may pre-inspect any game, booth, or prizes to determine their nature and acceptability. Either agency may further inspect any game, booth, or prize as may be deemed necessary or appropriate, and without prior notice.**

**The CSF Police are further authorized to inspect all exhibitors, vendors, solicitor, or distributors, at any time, and remove or cause to be removed any weapons or items that are not permitted on the fairgrounds pursuant to resolution, regulation state law, or which would affect the health or safety of any CSF patron.**

## Daily Fair Operation Information

**A FULL RANGE OF EXCITING LIVE ENTERTAINMENT** can be found daily throughout the Fair.

**THE 8,000 SEAT MULTI-PURPOSE EVENTS CENTER** will be the site for concerts, the Junior Livestock Sale and other exciting entertainment events throughout the 11-day Fair.

**THE GRANDSTAND WILL HOST 5 PRCA Rodeos** along with major concerts, and motor sports events.

**CONVENTION SERVICES** will NOT be located on the fairgrounds. Rental items such as chairs, tables, draperies, etc., may be secured from Grand Rental (719)

542-4641 or Rent-A-Tent for tables, chairs, and tents at 1-800-554-2270.

**FIRST AID** is open from noon to 10:00pm DAILY.  
(See map for specific location.)

**SMOKING** by order of the State Fire Marshall, is prohibited at all times inside Colorado State Fair buildings and restrooms.

**THEFT** Our goal at the Colorado State Fair is to provide a safe place for our Exhibitors and the visiting public to enjoy. We encourage you to display your products in a safe manner. If you notice any missing or damaged items **REPORT THEM IMMEDIATELY TO THE POLICE.**

**LOST AND FOUND** articles can be taken to or found at the Security office.

**THREE GUEST SERVICE INFORMATION BOOTHS** are on the fairgrounds, to provide information and assistance at the following gates: Gate #2, Gate #5, and Gate #9

<u>Gate#</u>	<u>Kind</u>	<u>Location</u>	<u>Hours</u>
1	Vendor Vehicle Entrance and Service	Arroyo Avenue	6:00 a.m. to 1:00 a.m.
2	Pedestrian	Arroyo Ave.	7:00a.m. to 11:00p.m.
3	<b>NOT FOR EXHIBITOR OR PUBLIC USE</b>		
4	Livestock	Prairie Ave.	Open 24 hours
5	Pedestrian	Prairie Ave.	7:00a.m.-11:00p.m.
6	Pedestrian/Service	Small Ave.	Open 24 Hours
7	<b>NOT FOR EXHIBITOR OR PUBLIC USE</b>		
8	Service	Small Ave.	Exhibitors may use if it's open
9	Pedestrian	Beulah Ave.	7:00a.m.-11:00p.m.

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