



Colorado State Fair

2018 Handbook for Commercial Exhibits & Food Concessions

IMPORTANT NOTICE

All dates, times, prices and policies are
subject to change without notice!

General Admission Prices

Fri-Sun - Age 5-12 \$ 7

Adults.....\$10

Mon-Thurs everyone.....\$7

Ages 4 and under.....FREE

2018 Colorado State Fair Dates and Hours August 24th – September 3rd 2018

What are the hours of operation for the Fair?

LOCATION	DAYS	OPENS	CLOSES
Grounds	Mon.-Thurs.	Noon	11pm
	Fri.-Sun.& Labor Day	10am	11pm
Box Office	Mon.-Thur.	Noon	Showtime
	Fri.-Sun.	10am	Showtime
Creative Arts Building	Daily	(open)	10pm
Cultural Heritage			
Exhibit Halls	Daily	(open)	10pm
Fine Arts Building	Daily	(open)	10pm
Small Animal Building	Daily	9am	9pm
Palace of Agriculture	Mon.-Thurs.	Noon	10pm
	Fri.-Sun.& Labor Day	10am	10pm
Ag. Pavilion	Mon.-Thurs.	Noon	9pm
	Fri.-Sun. & Labor Day	10am	9pm
Carnival	Mon.-Thurs.	2pm	Midnight
	Fri.-Sun. & Labor Day	Noon	Midnight
Kiddie Land Carnival Rides	Mon-Thurs	Noon	11pm
	Fri-Sun & Labor Day	(open)	11pm
Livestock Pavilion	Daily	(open)	10 pm
Colorado Building	Daily	(open)	9 pm

Important Phone Numbers and Addresses

Colorado State Fair1-800-876-4567 or 719-561-8484

1001 Beulah Avenue, Pueblo CO 81004

Fax.....719-560-1952

Website.....www.coloradostatefair.com

Commercial Exhibits and Concessions Coordinator - Margaret Thornburg 719- 404-2028

Coke – David Deherrera 719-367-9561 or James Young 719-425-5774

Colorado State Fair Police 719-404-2037

Electrical requirements – Pueblo Regional Building Department – 719-543-0002

First Aid 719-404-2436

Grand Rental – 719-542-4641 (For tables, chairs, drapes, Etc.)

Maintenance and Camping - Tracey Carlson 719- 404-2023

Mountain View Tent Company – 303-287-4101

Security 719–404-2405

Shipping options:

*UPS – 1-800-742-5877

*Fed Ex – 1-800-238-5355

Taxes

*State Department of Revenue - (719) 542-2920

*City of Pueblo Sales Tax Division (719) 553-2659

*Pueblo County Sales Tax Division (719) 583-6551

*Possessory Tax Division – (719) 583-4418

Welcome to the 2018 Colorado State Fair

The tradition continues in celebrating 146 years of the Colorado State Fair in Pueblo. Attendance was approximately 500,000 in 2017 and plans are underway to make the 2018 fair even bigger and 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, rodeos, the carnival and lots of free entertainment. This year's free entertainment will include: Stilt Circus, Swifty Swine Pig Races, Mind Works and more!

In preparation for the 2018 fair we require you and your staff to carefully review this Manual so that you are familiar with all the State Fair rules, policies and procedures prior to signing your contract.

We know that you have choices about where you do business, and we look forward to the possibility of you teaming up with us to provide our patrons with an innovative and fun experience. Should you have any questions about the Colorado State Fair's application process or our procedures, please don't hesitate to contact us.

Sincerely,

Margaret Thornburg
Commercial Exhibits and Food Concessions Coordinator
(719) 404-2028
Margaret.thornburg@state.co.us

Life at the Fair

The Colorado State Fair is 11 fun-filled days from August 24th – September 3rd 2018. It boasts hundreds of exhibitors and concessionaires, high-caliber entertainment, livestock, crafts, animals and agriculture, thrilling rides and loads of activities for the whole family.

Are You a Commercial Exhibitor or a Concessionaire?

A Commercial Exhibitor is someone who sells a product, ride or service at the Fair. A concessionaire is someone who sells food and/or beverages.

Hours of Operation

Commercial and Concessions Hours

Indoor Booth Hours of Operation:

Fri.	Sat.	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.	Mon.
8/24	8/25	8/26	8/27	8/28	8/29	8/30	8/31	9/1	9/2	9/3
10am – 10pm	10am – 10pm	10am – 10pm	Noon - 10pm	Noon - 10pm	Noon - 10pm	Noon - 10pm	10am – 10pm	10am – 10pm	10am – 10pm	10am – 10pm

Outdoor Booth Hours of Operation:

Fri.	Sat.	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.	Mon.
8/24	8/25	8/26	8/27	8/28	8/29	8/30	8/31	9/1	9/2	9/3
10am – 11pm	10am – 11pm	10am – 11pm	Noon - 10pm	Noon - 10pm	Noon - 10pm	Noon - 10pm	10am – 11pm	10am – 11pm	10am – 11pm	10am – 11pm

Outdoor exhibits may choose to stay open until midnight. All exhibits must be closed by midnight. These hours will be strictly enforced. **Vendors may face fines and/or ejection for non-compliance.**

Office Hours and Locations

August 20th – 22nd

8:00 a.m. to 5:00 p.m.

August 23rd

8:00 a.m. to 10:00 p.m.

During Fair

9:00 a.m. to 5:00 p.m.

During Fair

5:00 p.m. to 10:00 p.m. (Out on the grounds)

The **Commercial Exhibits/Concessions Managers Office** is located in the SE corner of the Ag Palace.

Application

To apply for space, you will need to fill out an application and return it with a recent picture of your booth and a current product list/menu with prices. Only complete applications will be considered. Applications are available on our website www.coloradostatefair.com. Click on the "About Us" tab to find it. Acceptance of any application does not imply endorsement by the Colorado State Fair of the Exhibitor's products or services.

Notification of application acceptance or denial will be given as soon possible. If no space is available, your company may be placed on a waiting list. As spaces become available, applications are pulled from the waiting list.

Selection Process

The following is a list of considerations used when evaluating applicants for placement in the Colorado State Fair.

Commercial Exhibitors / Concessionaires

- *Paperwork submitted in a timely manner
- *Space availability
- *Value to Fair guests
- *Uniqueness of product or type of food served
- *Appearance of booth/stand
- *Prior experience
- *References

Product Diversity

The Colorado State Fair strives to present a unique and diverse shopping experience. Although there is some duplication, we try to incorporate many new and exciting products for our Fair guests. When choosing the product you would like to sell please keep this in mind.

Product Exclusivity

Commercial exhibitors will not be granted exclusive rights to exhibit, promote, demonstrate and/or sell products or services; unless such exclusive rights were granted through a specialized contracting process - such as major sponsorships or competitive bidding. The Colorado State Fair will not become involved in a civil matter between vendors who are selling a similar product under different names or manufacturers.

*Items including but, not limited to, balloons (any size), inflatable toys, wooden guitars, wrestling masks and glow-in-the-dark novelty items are covered under a Colorado State Fair's Novelty Agreement as exclusive items for sale by a pre-determined contractor only. These items may not be sold, used as giveaways or promotions by any commercial exhibitor, sponsor or participant in the Fair.

Product List / Menu

If an agreement is issued, only those items listed on the contract or approved menu may be sold. Any request to add or change product(s) offered for sell or change menu items must be submitted in writing and receive preapproval. Such preapproval is at the sole discretion of the Colorado State Fair.

Product Sales / Restrictions

As a safe and family-friendly event, certain items will not be considered for sale or giveaway, including but not limited to: weapons of any kind (including realistic toy guns), lasers, pornographic or drug related items, knock-offs, etc... In submitting your application, you agree that the State Fair has sole discretion to determine whether an item is considered offensive or in poor taste and to prohibit the sale or display of such items.

Sub-leasing / Booth Sharing

All exhibitors are strictly prohibited from sub-leasing, assigning or apportioning the whole or any part of their contracted space to any other business or individual.

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Accounting Procedures:

We want you to have a successful and lucrative fair! Your success benefits all of us. **Only if your fee is based on a percentage of gross sales; these are the accounting procedures you will follow to tally your earnings.**

These procedures are based on good accounting practices that will provide you with accurate information on which to base all your important business management decisions. Should you have any problems adhering to these procedures, or don't understand them, please ask a staff member in the Accounting Office located in the Palace of Agriculture for more information.

Failure to comply with these financial reporting procedures will be considered a violation of the Agreement. If the violation is so severe that it must be dealt with immediately, State Fair management will be called upon to review the problem and come up with a solution. Violations will be taken into consideration when reviewing applications for future State Fairs or may result in immediate cessation of the right and privilege to do business with the Colorado State Fair.

Cash Registers

All sales must be recorded by use of an approved cash register or accounting system so that accurate records can be kept. Each cash register must have the following:

- Dual Tape/Readable tape (customer must be offered a receipt)
- Customer Display (pivot display suggested)
- Continues grand total
- Cumulative "Z" counter
- "X" Readings
- 30-day back up battery
- "Current" printed date on detail tape (if time is printed on detail tape, it needs to be "Current Colorado time")
- Key protector
- Price Look Up (PLU) or present keys

Commission Payment Formula:

All food concessionaires and certain commercial exhibitors pay for their space by a percentage rent formula based on a Gross Sales Formula. The percentage rent as stated in your contract is applied to this amount.

Gross Sales receipts ÷ 1.074(Sales tax) = Net Sales Total

Net Sales total x Commissions % = Total Commission Due

Total Commission Due – Guarantee – Meal Tickets(if they apply) = Net Commission Due

"Gross Sales receipts" means all monies, paid or payable to you for sales made or services rendered at or from the premises, or from any other source related directly or indirectly to operations under the Agreement, whether collected or uncollected, whether for cash or credit, it being understood that the term "gross receipts" shall include sales tax.

Daily Sales Reports:

If you are a percentage vendor (food concessions and Rides and Games), you are required to maintain a daily record of all gross receipts derived from your operation. This record is to be available to the Colorado State Fair at any time during the Fair and for the three following years. Daily sales report forms will be provided at check-in and will also be available at the drop off location for your daily reports in the Palace of Agriculture. Daily "Z" reports will be required that give a breakdown and accounting of all sales activity for each day. Please check the status of the receipt and journal tapes prior to a "Z" out to make sure you do not lose any daily sales information due to lack of register tape. Attach the "Z" tape to the daily sales report so the Fair staff can double-check your figures. When changing journal tapes, the used tape must be kept on grounds during the entire Fair.

Turn in the previous day's daily sales report at the Accounting Office located in the Palace of Agriculture), between

8:00 AM and 11:00 AM daily. Only complete daily sales reports will be accepted. Please allow enough time so that any questions concerning sales sheets or other issues can be addressed.

We will maintain a continuous running total of your sales, which you are welcome to review at any time. Just ask at the Accounting Office.

Paydays:

Settlement of daily sales reports for Exhibitors/Concessionaires on a percentage will take place the last night of the Fair. Exhibitors/Concessionaires on a percentage will be required to pay on Monday September 3, 2018, 10:00pm-1:00am (appointment times will be assigned)

If a Exhibitor/Concessionaire chooses to make a deposit after the first weekend of the fair, the deposit can be made on Tuesday, August 28th, 2018 between 8:00am – Noon.

Register Tagging:

State Fair Auditors will check each stand/booth to record the model numbers and serial numbers for all cash registers, including backup registers. Once it is approved for use, each register will get its own register tag. Register tagging will be Monday, August 20th through Thursday, August 23rd, 8AM - 5PM. Opening "Z" readings will be required at that time. Please be aware that registers cannot be used for sales until they have been tagged and the information has been recorded. If your stand opens prior to Opening Day you will need to notify the Accounting Office to make an appointment for your registers to be tagged ahead of schedule. The phone number will be provided in your check-in packet.

Register Tapes:

Under the Agreement, all cash register tapes documenting your sales are to be turned over to the Colorado State Fair daily. For the purpose of maintaining an accurate audit trail, **all cash register tapes need to be identified by the Colorado State Fair register tag number, name of exhibit/stand, space number and date.**

Admission Credentials:

Exhibitor or any of Exhibitor's employees will not be admitted to the Fairgrounds without an admission ticket.

Exhibitor Credentials: Exhibitors will be issued strip tickets based on the value of the commercial space rented or concessionaire guarantees. Each strip includes 11 daily passes. Parking permits in the South Parking Lot and VIP parking lot will also be issued on a similar scale.

Purchasing Credentials: for Exhibitors and their employees only, a strip of 11 tickets will be available for purchase at \$55.00. Children 4 and under are admitted free at any time. Parking permits are available for \$45.00 in the South lot only. VIP parking is not available for sale.

The Exhibitor is responsible for reporting all lost: or stolen credentials to the Commercial Exhibits Office in the Palace of Agriculture. 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 or jeopardize their participation in future Colorado State Fairs. However, if you leave the grounds, you will need a credential or hand stamp for re-entry.

Commercial Exhibitors:

Commercial Exhibitor credentials will be available (in your check-in packet) beginning Monday, Aug. 20, 2018 at 9:00 AM. Please visit the Vendor Check-In Window before setting up. (Located in the SE corner of the Ag Palace).

Concessionaires:

Concessionaire credentials will be available (in your move in packet) beginning August 20, 2018 at 9:00 AM in the Commercial Exhibits/Concession office.

Credential Scale - Commercial Exhibits

Contracted Space Value	Under \$1000	\$1000 – \$1999	\$2000 – \$2999	\$3000 – \$3999	\$4000 – \$4999	Etc.
Strip Tickets (11 daily tickets)	2	3	5	7	9	Etc.

- Strip Tickets will increase by 2 per each additional \$1000 spent
- Parking Pass – 2 per separate location (1 VIP and 1 South Lot)

Credential Scale – Concessions (based on guarantee)

Contracted	Under \$1000-	\$1000- \$2000-	\$2000- \$3000-	\$3000- \$4000-	\$4000- \$5000-	
Guarantee	\$1000	\$1999	\$2999	\$3999	\$4999	\$5999
Inside Parking	1	1	1	1	1	1
South Parking	2	2	2	2	2	2
Strip Tickets	2	3	5	7	9	11
	\$6000-	\$7000-	\$8000-	\$9000-	\$10000-	\$11000-
	\$6999	\$7999	\$8999	\$9999	\$10999	\$11999
Inside Parking	1	1	1	1	1	1
South Parking	2	2	2	2	2	2
Strip Tickets	13	15	17	20	22	24

A

Advertising:

In order to retain consistency and “fairness at the Fair,” you are not allowed to advertise or promote your products in any fairground locations other than the one(s) designated by your Agreement and all business dealings are to be conducted within the space designated by your Agreement. The Colorado State Fair logo(s) and any other trademark artwork used by the Fair cannot be used on any marketing materials such as advertisements, promotions or forms without written consent from the Colorado State Fair Marketing Department.

Agreements:

Your Agreement (contract) is reviewed and acted upon in the best interest of the Fair on an annual basis. **Please be aware that this handbook, the 2018 Commercial & Concessions Rules and Regulations Handbook, is made a part of your Agreement, which you and your staff agree to abide by when you sign and return your Agreement.**

Alcohol:

Unless you have a current license authorizing the sale of alcohol and have been approved by the Fair to conduct limited sales, you cannot sell any alcoholic beverages of any kind at any time. You are also not allowed to consume alcoholic beverages while working within your contracted space.

ATM's: Several ATM's units will be located on the Fairgrounds. See map for locations.

Audits:

Throughout the Colorado State Fair, auditors will do spot audits which will test any or all of the following: use of P.L.U. registers, starting cash, paid out receipts, money drops, over rings, daily sales, and all other transactions which denote appropriate cash control systems. If a spot check or spot audit turns up financial discrepancies you will be notified with a written violation. Failure to cease the discrepancies and correct them will result in a fine or other appropriate action by the Colorado State Fair management. This may include an order to discontinue operations and vacate the premises.

B

Booth Exhibit Design, Presentation and rules:

We've established design and presentation parameters that create a festive yet, professional atmosphere for our fairgoers. Your adherence to these guidelines is vital to the continued high-quality environment of the Colorado State Fair. Your exhibit design must match the approved application and photographs that you submitted to the Colorado State Fair. We cannot allow you to make any alterations, improvements or permanently affix any personal property to the premises. Under no circumstances are you allowed to paint, drill holes, remodel, renovate or permanently alter any area of the Fairgrounds without the approval of the Colorado State Fair.

All indoor booths will be finished with 8' tall back-wall drapes and 3" side drapes. Side partitions and display materials are not to exceed four feet in height for a distance of five-feet back from the front aisle **unless mutually agreed to by adjoining parties**. (You cannot block your neighboring vendor with any type of display or set-up in the first 5' of your side walls). Any exceptions must be approved by Fair management. Equipment such as carpet, tables and chairs in the booth is the responsibility of the exhibitor and must be completely removed after the Fair. All ***booth numbers must remain in view at all times***. No part of your display may extend outside of your contracted space.

Booths:

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.

The design of the exhibit space should be unique and relate to the product exhibited. Showcases should be 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 must be professional in appearance.

Exhibit staff should be neat, clean, and attentive to customers.

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 or tarps allowed as table covers!

Camping in outdoor exhibits, staying overnight in building exhibits or in the vendor parking lot will not be allowed.

Coolers and lunch supplies are to be taken through the gates and to your space no later than 1 hour before the fair opens to the public. No alcohol can be brought onto the fairgrounds.

Exhibit Height

All indoor displays shall not exceed ten (10) feet in height at the back wall unless approved by fair management. Indoor back drape height is 8 feet. Outdoor booths must not exceed 12 feet in height.

Rain Rules

Should there be periods of rain, all outside stands and booths may cover up to protect merchandise. Once the rain stops you will need to immediately remove the covers and re-open for business for the remainder of the day.

Signage

Handmade or other non-professional signs, signs on cardboard or paper and unfinished signs exposed to public view are not allowed.

Sound Devices

All sound producing devices such as radios, televisions, microphones, stereos and public address systems are subject to the approval of the Fair and will be controlled so they do not interfere with the public or your neighboring exhibitors and concessionaires. All speakers must be in the rear of the booth or stand pointing down towards the ground and the microphone must remain at the level designated by the Fair. If interference exists or persists, the Fair reserves the right to revoke your privilege of using any sound devices at any time. **Bull horns are not allowed.**

Tents

All tents must be clean and professional looking. Any outdoor tent **MUST** be weighted/anchored down. Please contact the Commercial Exhibits office prior to using anchoring stakes. All holes must be filled prior to leaving.

C

Cleanliness:

The State Fair furnishes janitorial service for aisles in the buildings and areas used by the public, it is up to you to keep your booth or stand clean and clear of debris. Please use trash bins behind or near concession stands for your garbage. Do not use the trash barrels for your disposal. **Break down boxes** and place them in the designated recycle containers or dumpster. (Please see recycling section for pictures of the proper receptacles). All garbage, boxes, materials, coverings and non-display items must be removed, and all cleaning must be completed at least one-half hour before opening time each day. If you find an area that needs our attention, please let us know as soon as possible. Be aware that the blue bins around the fairgrounds are for recycling. These bins are appropriate places for, cans, plastic, and other recyclable materials. If you have other recycling needs feel free to call our maintenance department at 719-404-2023.

Coca-Cola:

Coca-Cola is the official soft drink, bottled water and ice sponsor of the Colorado State Fair. Therefore, all carbonated and non-carbonated beverages, energy drinks, water and ice and must be purchased from Coca-Cola. If you have any questions about coke products and services, please contact David 719-367-9561 or James Young at 719-425-5774.

Ice & Ice Merchandisers:

Coca-Cola will provide all ice and the Colorado State Fair will provide ice merchandisers for the 2018 Colorado State Fair. To order an ice merchandiser fill out the Merchandiser form that is sent to you with your contract or it is also available on our website.

Ice Merchandisers – \$150.00 each *Price subject to change

These are refrigerated storage merchandisers with solid doors. **These merchandisers are for ice storage only. You may not store any food in them.**

Coke will be making ice deliveries throughout the day as needed.

All equipment used to dispense carbonated beverages or ice merchandisers must have Coke product labeling or no labeling. Competing brand signage is not allowed.

Customer Returns:

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 and **All Vendor Return Policies must be clearly posted in your booth.**

D

Damages:

You agree to promptly reimburse and pay the Colorado State Fair for any damages to Fair property or equipment that you, your employees or your agents cause during the term of your Agreement.

Deliveries:

Deliveries to your booth or stand can be made up to one hour prior to the Fair opening, however all vehicles must be off public grounds 1 hour prior to Fair opening. Deliveries must be made using gate 6. Golf carts must use perimeter service roads and are not allowed on the fairgrounds at any time during public hours. Violations may result in a ticket and/or confiscation of the golf cart. During Fair hours you must use handcarts to transport items from the service roads, parking areas or public lots to your location. See the Cart Route Map on our website for details. Golf carts require a special permit which can be purchased from the Commercial Exhibits office.

Drawings/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 the completion of the Fair.

Drawings- participation for drawings must be free for those registering.

E

Electrical:

Your electrical needs will be determined from the information provided on your application. If, upon arrival, your electrical needs have changed or increased, an additional electrical fee may be charged.

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 Exhibitor is required to pay a flat fee for electrical. This fee includes the electrical inspection fee.

- 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 must be complied with promptly, and no Commercial Exhibitor will be allowed to operate unless authorized to do so.

Electrical Inspection: The 2018 Commercial Exhibitors will be inspected to the 2008 National Electric Code, Article 680. 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 the standard three (3) wire grounded UL approved type cord of appropriate gauge and be listed for wet location and sunlight resistant. All cords must be protected by GFCI receptacles.
3. Cords shall be plugged DIRECTLY into approved receptacle.
4. All receptacles shall be ground fault interrupter (GFCI) or use an approved adapter.
5. Do not overload extension cords, or use octopus fixtures, which enable things to be run from a single outlet.
6. Do not repair damaged cords with tape. REPLACE THEM!
7. All wiring over a pedestrian walkway or aisle must be at least eight (8) feet above the floor.
8. All splices must be protected, and not touching the ground.
9. All extension cords, light strings, and temporary wiring must be UL approved for indoor or outdoor use.
10. Prior approval from the Colorado State Fair Authority is necessary before exposed cords may cross a public traffic area on the grounds.
11. All hot tub and spa vendors must have a CSF Electrical Contractor install power to supply any pools or spa with a permit.
12. All light fixtures or light strings must be UL listed (no homemade light strings).
13. All bulbs, lamps, spotlights or flood lights used to illuminate a tent or stand must be protected with an approved guard. Please read your electrical handout given to you with your contract.
14. All lights used for display cases must be approved by the electrical inspector.
15. All electrical cords must be covered up to prevent being a trip hazard.

Generators: Portable generators must be approved by the Colorado State Fair

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

For additional questions on electrical requirements please contact The Pueblo Regional Building Department at 719-543-0002.

Electrician: The Colorado State Fair's electrician reserves the right to disconnect service to any exhibit space not safe or not 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.

- All electrical cords must be covered up to prevent being a trip hazard.
- Electrical appliances such as fans, computers, coffee makers, microwave ovens and televisions that are for the convenience of the Exhibitor/Concessionaire and not a part of the exhibit itself may overload the electrical system put into place to service each booth's or stand's exhibit. Power failure in specific areas may occur as a result of the overload. If the need arises, you may be required to remove any or all of these items from the premises.
- Use of butane in any building is prohibited.
- Non-electrical motors are not permitted to be operated without prior written approval of the Colorado State Fair.

Environmental Protection (Storm Water Management Plan)

Colorado is required to manage flows of water and pollutants into the storm drain systems. For this reason the following polices have been adopted.

- Minimize water flowing into Storm Drains.
- Holding tank discharge, mop water, ice machine waste water, refrigeration condensate, liquid food and beverage waste, shall be captured and discharged into sanitary sewer.
- Wash food concession and vendor areas only as necessary to maintain sanitary conditions during the run of the fair.
- Fix or contain any source of leaking material. (This includes leaking hose that contains potable water.)
- Do what is necessary to eliminate (or at least minimize) any dry weather flows of liquid into the storm drain system.

Chemical Handling and Storage:

- Chemical containers should be covered or sealed at all times.
- Chemical containers need to have a secondary containment. (ex: cardboard box lined with a trash bag)
- Decrease the number of chemicals and cleaning agents and substitute less toxic materials whenever possible.
- Clean up chemical spills quickly and notify Colorado State Fair Staff as soon as possible.
- If you bring any chemicals to the Colorado State Fair please remove them when you leave.

F

Fees, Payments & Late Fees:

- For contracts issued on or before July 1st - there will be a 10% late fee added to any remaining balance paid after July 14th. In addition, your contract may be voided and your booth space may be released without refund.
- For contracts issued after July 1st – Full payment is required with application and all paperwork is due within two weeks of issue date but, no later than Aug 15th, 2018.
- A \$50.00 administration fee may be applied to any contract in which: the signed contract, proof of liability insurance and, worker's compensation insurance is received after August 1st 2018.

Payment Information:

All payments made after July 1, 2018 must to be paid by credit card, cash, money order or cashier's check. No personal or company checks will be accepted.

First Aid: First Aid is located across from the Palace of Agriculture (on the south side of the building).

Forklift:

Fork Lift services will be through the Commercial Exhibits department on a first come, first serve basis. To request this service you must come to the Commercial Exhibits office between 8a-5p. You may also call the office (719-404-2028) ahead of time and make reservations. The forklift charge is \$35 per hour, including operator (minimum half hour charge.) The fair cannot assume responsibility for damages or accidents involving the use of State Fair forklift 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 insurance is on file with the fair. PAYMENT IS REQUIRED AT THE TIME OF SERVICE.

G**Garbage:**

Use dumpsters behind or near concession stands or buildings for your trash. Please break down boxes and place in the correct recycling containers (see recycling information for pictures and explanation of proper use of bins). Be aware that the blue bins are for recycling. These bins are appropriate places for paper, cans, bottles, plastic, and other recyclable materials.

Golf Carts and Scooters:

Before you can bring a cart onto the grounds for use on perimeter service roads, you must submit an application at the Commercial & Concessions Office located in the Administration Building. If approved, you must affix the golf cart permit to the front of your cart prior to use so that it is easily visible. All non-current permits must be removed or covered. Any cart without a permit may be removed from the grounds and stored at owner's expense. Golf carts are not allowed on the main streets of the fairgrounds at any time during public hours. You will need to use the perimeter service roads outlined on the Cart Route Map when driving your golf cart and any other vehicles. The Cart Map will soon be available on our website www.coloradostatefair.com.

Golf cart Fees:

\$50 per cart. Registration for each cart is required before driving on the fairgrounds. Please visit the Commercial Exhibits office with a valid driver's license, proof of insurance and cart make/model to register.

To insure a safe fairground for the public and all employees, the following safety guidelines apply to all electric and gas golf carts and scooters:

- Carts are to be driven safely and at a slow speed at all times.
- Open alcoholic beverages are not allowed on any cart.
- Drivers are not to be under the influence of drugs or alcohol.
- Pedestrians always have the right-of-way over carts. Drivers are to be courteous and patient.
- Only licensed drivers listed on the cart application are permitted to drive a cart.
- Carts are never to be driven inside any Colorado State Fair buildings.
- All cart operators must abide by instructions and requirements of the CSF management
- If cart is permitted to drive outside of the Fairgrounds, driver must have an off-grounds permit displayed and must always stop at the gate to check with security prior to leaving grounds.
- Owner of the golf cart must provide proof of insurance and may be held liable for damages caused by the cart.

Failure to abide by any of the above rules will result in removal of the cart credential for the remainder of the Fair and may result in a fine or confiscation of the golf cart. Any cart that is deemed unsafe for any reason by the State Fair must be repaired or removed from the grounds. If the unsafe cart is not removed, it will be impounded by the Colorado State Fair for the duration of the Fair.

Government Regulations:

Your exhibit or concession must be conducted in a manner that strictly conforms with all applicable:

- Public safety and fire regulations
- Rules and regulations of state federal and local authorities, including but not limited to health, copyrights, patents, trade names, and trade marks

You are required to pay all requested deposits, fees and taxes, including possessory interest tax. You must also obtain all licenses applicable to the operation of your exhibit, and are responsible for any other city, county and state permits and licenses required by law. For more information from the City of Pueblo please call the City of Pueblo Sales Tax Division at (719) 553-2659, the State Department of Revenue - (719) 542-2920 or the Possessory Tax Department at – (719) 583-4418

Gratuities:

Policy prohibits Colorado State Fair Staff from receiving free food, beverages, or gifts. Please do not offer these types of items to the staff, as it may cause future problems with management.

Grease Bins – Gray Water:

Cooking oil is accepted at the maintenance yard only and must be in a sealed container. No open buckets or containers will be accepted. Do not place grease in cardboard boxes near dumpsites. Do not pour grease into drains, sewers, dumpsters, or porta-potties. Notify the Maintenance Office at 719-404-2023 if a grease bin is full. Gray water cannot be dumped in storm drains, flower planters or restrooms. Only dump gray water into sewer drains. Violators may be fined and charged for cleanup.

H

Health Department & Inspection Guidelines:

All food vendors and commercial vendors sampling food must comply with all health codes set forth by the Pueblo County Health Department. For more detailed information on how to comply with the food safety laws, please inquire with the department at (719) 583-4341 or www.pueblohealthdept.org. For specific guidelines on Safe Food Handling, please refer to the Colorado State Fair Food Facility Operating Requirements document included in your move-in packet.

Health Re-Inspections:

If your stand receives one or more major violation during your initial Health Department Inspection, your stand may be subject to closure by the State Fair until a re-inspection is made. If you fail to correct the violation upon re-inspection, or are cited for critical violations, you may be closed for the duration of the Fair, your location may be revoked, and your stand may be removed, per State Fair regulations. Critical violations are those which may compromise public health resulting in food-borne illness if not corrected immediately. You will be charged any re-inspection fees by the State Fair during your scheduled Commission payments.

Health Department Rules on Sampling:

Food samples are limited to “bite size”. Beverage samples are limited to a 2 oz. serving or package. Alcoholic sampling is not allowed.

Hours of Operation:

Outdoor stands - Open when Fair opens until 10:00 PM (M-Th), 11:00PM (Fri-Sun. and Labor Day) or as agreed to by Fair. There are a few exceptions; some concessionaires will have alternate opening/closing hours.

Indoor booths/stands Open when Fair opens until building closes at 10:00PM

Indoor Exhibitors must close their booth and be out of the Palace of Agriculture by 10:30 PM.

State Fair Hours - subject to change

Monday - Thursday, Noon - 11:00 PM

Midway opens at 2PM, closes at Midnight

Friday - Sunday and Labor Day 10:00 AM – 11:00 PM

Midway opens at Noon, closes at midnight.

I

Ice & Ice Merchandisers

• Coca-Cola will provide all ice and the Colorado State Fair will have ice merchandisers available to rent for the 2018 Colorado State Fair. To order an ice merchandiser, please fill out the Merchandiser form that is sent with your contract. It is also available on our website. Requests must be received by June 1, 2018.

Merchandisers – \$150.00 deposit for each. *Price subject to change

These are refrigerated storage merchandisers with solid doors. These merchandisers are for ice storage only.

You may not store any food in them.

• Ice deliveries will be made throughout the day as needed.

Insurance

Prior to your use of the premises you must provide to the Colorado State Fair Authority, thirty days (30) prior to the fair, a certificate of Insurance **listing the Colorado State Fair and the State of Colorado as Additional Insured.** 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: \$1,000,000

No exhibitor shall be permitted to set up without the proper copies of insurance certificates on file!

Haas & Wilkerson Insurance (A third party company), will provide general liability coverage for commercial 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 of the insurance is \$70.00. (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.

Food Vendors must provide proof of vehicle insurance covering their trailers.

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.

Certificates and Notices of Cancellation. The insurance policy must cover the full term of the Agreement including the set-up and clean-up period, if any. Exhibitor shall furnish Fair, within seven (7) working days of execution of this Agreement, with certificates of insurance as evidence that all policies required herein are in full force and effect and provide the required coverage's and limits of insurance. The certificates shall provide that any company issuing an insurance policy shall provide not less than sixty (60) days' advance notice in writing to Fair and Contractor of cancellation, non-renewal, or material change in the policy of insurance to Fair and Contractor. In addition, Contractor shall immediately provide written notice to Fair upon receipt of notice of cancellation of an insurance policy or of a decision to terminate or alter any insurance policy. The policy shall include an endorsement, certificate, or other evidence that the coverage extends two (2) years beyond the performance period for the contract. If any aggregate limits are reduced below the minimum because of claims made or paid during the required policy period, Exhibitor shall immediately obtain additional insurance to the full aggregate limits set forth herein and furnish a certificate or other documentation showing compliance.

Internet / Wi-Fi Service:

Wi-fi is available and free of charge. Please see the Commercial Exhibits office for network password.

Note: Due to the vast number of people using data on the fairgrounds, we cannot guarantee the function of the internet connection at all times. We recommend always having a back-up plan for internet-based payment processing. (ex: your own internet "hotspot", carbon receipts for credit cards, etc.)

J

Janitorial Services

The State Fair provides janitorial service for aisles in the buildings and areas used by the public. It is your responsibility to keep your booth or stand clean and clear of debris. You are also responsible for the service, maintenance, landscaping and contracting of your assigned space.

L

Liability

The Colorado State Fair is not responsible for loss or damage to your property. The parties agree that the Agreement does not convey, demise or let any interest of the Colorado State Fair in any real property, and occupancy of premises by Exhibitor/Concessionaire, the acceptance of rent or commission by the Colorado State Fair during the term of, or under any holdover under, this Agreement shall not confer on Exhibitor/Concessionaire any title, interest, or right in real property against the Colorado State Fair as to "premises."

Load-in & Set Up - Commercial Exhibitors

**** Enter through gate 6 ONLY!**

Set-Up Hours

Indoor Locations: **Vehicles may not drive inside the building!!!**

8/20-8/22.....8 a.m. to 5 p.m.

8/23..... 8 a.m. to 10 p.m.

Outdoor Locations:

8/20-8/22.....8a.m.-8 p.m.

8/23.....8 a.m. to 10 p.m.

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

Please note: Security is not available until Thursday night 8/23/18. Secure items in a manner that you are comfortable with. Leaving items in your booth is doing so at your own risk.

Arrival: Upon arrival at the fairgrounds for set-up, please report to the Vendor Managers Office located in the southeast corner inside the Palace of Agriculture 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, they will be required to move to the proper location at the Exhibitor's own expense!
 - **All Exhibits must be in place by 10 p.m. Thursday, August 23rd** prior to the opening of the Fair, and fully operational by 10 a.m. opening day of the Fair, **August 24th.** **Any Exhibitor not in space and operational by 10 a.m. may be charged a late-arrival fee and/or the space will be cancelled.**
 - **Due to the placement of the loading ramp to the lower level of the Palace of Agriculture, the following booths will not be able to set up their booths until after 3pm on August 23rd: #24, #91, #125 and #126.** If you are located in one of these booths and would prefer not to be, please notify the Commercial Exhibits Department immediately so that we can change your booth! **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 PALACE OF AGRICULTURE: the ramp will be removed at 3p.m. on August 23rd.** After this, only the handicap ramp can be used to bring your product in.
 - **There will be NO driving into the building. You must hand cart your product into the building!**
- Credential packets may be picked up in the Commercial Exhibits Office in the Palace of Agriculture starting on Monday, August 20th at 9:00 AM.
- Satisfy all requirements in advance. You will not be allowed to pick up any credentials, set-up or open for business until all requirements such as insurance, payments, licenses, and other paperwork set forth in the Agreement are on file with the Commercial & Concessions Office. An Agreement may be terminated if any one of these requirements is not properly fulfilled by the due date. A \$50 administration fee will be charged if all required paperwork which includes contracts, liability insurance and workman's comp insurance is not received by August 1, 2018. This fine must be paid before you can set up.

Load Out – Commercial Exhibits

All exhibits must remain totally intact and operational until 10 p.m. the final night of the Fair, September 3rd (Excluding booths located in the area of the ramp). All exhibits must be removed prior to 5 p.m.

Tuesday, September 4, 2018 unless other arrangements have been approved through the Commercial Exhibits department. 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 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** to the lower level of the Palace of Agriculture will be **PUT IN PLACE at 8:00 p.m. Monday, September 3rd 2018**. 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 #24, #91, #125 & #126.** A *special vehicle pass* will be issued to those vendors the night before and they will be able to park their vehicles on the west side of the building prior to 9:00 a.m. Monday, Sept 3rd. They will be allowed to leave the area when security deems it safe to drive on grounds.
- Early Teardown may result in denial of future contracts.

Load-in and Set-up Concessionaires

****Enter through gate 6**

- Upon arrival, please check in at the Commercial & Concessions office.
- Credential packets may be picked up starting on Monday, August 20th, 2018 at 9:00 AM in the Commercial & Concessions office.
- Satisfy all requirements in advance. You will not be allowed to pick up any credentials, set-up or open for business until all requirements such as insurance, payments, licenses, and other paperwork set forth in the Agreement are on file with the Commercial & Concessions Office. An Agreement may be terminated if any one of these requirements is not properly fulfilled prior to load-in and set-up.

Your stand must be physically in place by Thursday, August 23rd, 2018.

Concessionaire Set-up Hours – Concessionaires may begin setting up any time after August 17, 2018.

Load-Out – Concessionaires:

Before you leave, please be sure that your concession area is in the same condition it was in upon arrival. It must be clean, grease must be placed in the appropriate containers and all waste removed or deposited in the proper locations by 5:00 PM on Wednesday, September 5th. You agree that any items left after this deadline become the property of the Fair which has the right to sell, dispose, or remove any items left on the grounds. However, you will be responsible for costs incurred to remove any items that require special handling. If your site requires cleaning or repairs you will be billed accordingly. You will not be allowed to bring any vehicles onto the grounds until the heavy pedestrian congestion has subsided. Please be aware that this may occur well after midnight on Monday, September 4th. You can use a handcart to dismantle or remove your booth while waiting for vehicles to be allowed on grounds.

Lodging:

Colorado State Fair has partnerships with several area hotels. For a complete listing see the [Hotel Accommodations](#) under the General Information header on the coloradostatefair.com website.

Lost and Found: Articles can be taken to or found at the Security office. See map for location.

M

Maintenance:

You are responsible for the service, maintenance, landscaping and repairing of your contracted space. If you wish to paint, remodel or renovate your area in any way you must get prior written approval from the State Fair.

Menus & Pricing:

If your operation requires a menu, it must be easily visible and readable from the front of your stand. Menus must be printed and professional in appearance. **Hands written menus or taped over prices are not allowed.** All menus must be submitted with your application. Should you wish to change your menu, all justifiable changes must be submitted in writing and pre-approved by the Commercial & Concessions Manager before you can change your menu. Each menu must include a list of items for sale and their prices. **Prices must include taxes on signage.** Menus will be reviewed during the Fair and compared to the approved menu. Any discrepancies will be brought to the stand owner's attention for immediate correction.

Merchandise:

Because we want all of our exhibitors and concessionaires to have a successful and lucrative fair, you may not give away or sell any items that will create unfair competition for our food vendors, novelty contractors and game vendors. Items that you are considering giving away **MUST** be approved by the Commercial Exhibits department prior to the fair.

Product Exclusivity:

Exhibitors will not be granted exclusive rights to exhibit, promote, demonstrate or sell products or services. Items including but not limited to, balloons (any size), inflatable toys, wooden guitars, wrestling masks and glow-in-the-dark novelty items are covered under a Colorado State Fair's Novelty Agreement as exclusive items for sale by a pre-determined contractor only. These items may not be sold, used as giveaways or promotions by any commercial exhibitor, sponsor or participant in the Colorado State Fair.

Motorized Vehicles:

Any motorized vehicle that is part of your display must be approved by the Colorado State Fair in advance and remain in place during the entire 11-day run of the Fair. If you are exhibiting vehicles powered by internal combustion gasoline engines inside buildings please follow these guidelines:

- Fuel must be drained from the tank leaving only enough to enable the vehicle to drive in and out of the building.
- To deter removal, the gas cap must be taped in place.
- A non-combustible drip pan must be placed under the vehicle.
- The battery(s) must be disconnected with the battery terminals taped with electrical tape.
- Vehicles must be available for inspection by the Colorado State Fair management.

O

Offensive Items:

We reserve the right to prohibit the sale, rental or display of any item that we reasonably deem objectionable from the standpoint of taste, quality, or compatibility with the Colorado State Fair. Some items that will not be considered for sale, giveaway or rental include, but are not limited to: weapons of any kind, lasers, realistic toy guns, pornographic, drug-related items or verified "knock-off's".

P

Power Conservation:

Power conservation is mandatory and Fair staff will be monitoring everyone for compliance. Violators will have their power cords disconnected, so please be sure you follow these guidelines:

- All lights and other non-essential equipment must be turned off when the Fair closes each day.

- Outside lights (including all trailer lights) must remain off until 8:00 PM nightly.
- Only one hot tub or spa will be allowed to have heated water with land power.
- You may be asked to disconnect all miscellaneous electrical appliances such as fans, computers, coffee makers, microwave ovens, television and radios.

Propane

Colorado State Fair does not provide propane service. If you require propane, you will need to make your own arrangements. Propane lines and piping must be approved by the Fair. All gas lines/pipes must have a valve at the entry to the concession and you must turn off the gas supply at closing time each night. All compressed gas cylinders, full or empty, must be secured to prevent tipping or falling over.

R

Rain:

In case of rain, all outside stands and booths may cover up to protect merchandise. Once the rain stops you will need to immediately remove the covers and re-open your operation for the remainder of the day

Recycling:

VENDOR & EXHIBITOR RECYCLING INFORMATION

The Colorado State Fair is counting on you to help make this year's fair another huge success. You can do so not only by your participation, but also by complying with our recycling guidelines and properly disposing of materials you generate at your booth. Vendors, exhibitors & visitors generate a large amount of waste, and the Colorado State Fair is committed to minimizing the amount going into landfills. We ask that you support our efforts to be an environmentally sensitive event.

The Colorado State Fair recycles the following materials:

- Paper
- Cardboard
- Glass
- Aluminum & steel cans
- Plastic bottles
- Cooking Oil / grease
- Manure & Shavings (composted)

PLEASE USE THE PROPER RECEPTACLES FOR THE DISPOSAL OF TRASH & RECYCLABLE MATERIALS.

All recycle stations are clearly marked. An example of each of our recycling collection containers is attached. Please use the following general guidelines when recycling at our facility:

1. Plan to separate and contain recyclables inside or behind your booth if possible
2. Flatten cardboard & remove all plastic wrap & packing materials
3. Empty all cans & bottles before placing them in recycle station
4. Rinse food residue out of steel or tin cans
5. Cooking oil is accepted at the maintenance yard only and must be in a sealed container – no open buckets or containers will be accepted.
6. Avoid putting food waste or trash in any of the recycle stations as it will contaminate the entire haul.
7. Facilities staff will be available to assist with recycling and trash removal; however it is the responsibility of each vendor/ exhibitor to keep their booth spaces clean and free of refuse.

PLEASE USE THE PROPER RECEPTACLES FOR THE DISPOSAL OF RECYCLABLE MATERIALS:



CORRUGATED CARDBOARD - FLATTENED



PLASTIC, GLASS, ALUMINUM, STEEL CANS, PAPER



USE AS LABELED: ALUMINUM CANS , PLASTIC BOTTLES

Rentals: The fair does not provide tents, tables, chairs, draperies, etc.

Local business that specialize in this area: Grand Rental 719-542-4641 / Mountain View Tents 303-287-4101

Restocking Booth:

With your vendor admission pass, you may enter the fairgrounds with your vehicle for restocking. Access the fairgrounds through Gate 6 ONLY.

1. **You may drive on the fairgrounds to re-stock your booths during the following times ONLY-**
7:00a.m. to 11:00a.m. - Monday – Thursday

7:00am – 9:00am Friday – Sunday and Labor Day.

All vehicles MUST be off the grounds by these times!!!

2. When leaving the fairgrounds to park your vehicle, **remember** to get your hand stamped for re-entry.

Returned Checks:

If you write a check that is returned for any reason, your check-writing privileges will be lost and an administrative fee of \$35.00 will be charged.

RV Accommodations: are available on the grounds on a limited bases. Please contact Tracey at 719-404-2023 for applications and information.

S

Security:

24 hour Security does not begin until 10pm Thursday, August 23rd .

Roving security guards will be on duty from 10:00 PM until buildings open to the public the following day.

Unfortunately, we cannot always prevent theft and other such crimes from happening. For that reason, we advise against leaving your booth or stand unattended at any time during operating hours. We also recommend covering all valuable items when leaving the building after closing.

Valuable items that are easily portable (such as televisions, radios, and VCR's) should be removed from outdoor booths or properly secured and concealed after closing.

Although we do our best to protect against loss and/or damage, please note that the Colorado State Fair is not responsible for lost, damaged or stolen merchandise. It is a good idea to obtain a temporary insurance policy to cover your displays for the period of the State Fair. Losses or infractions should be reported to the State Fair Police at 719-560-2037 immediately upon detection.

Sewer Connections:

All drain and sewer connections will be done in accordance to the State Fair's policies. All sewer lines have been cleaned and prepared for your connection in advance of your arrival.

Shipping:

No C.O.D. or other packages will be accepted by State Fair staff. To be sure your packages get to you all packages must be marked with the following address:

Exhibitor's Business name, Contact name and Booth #
C/O Colorado State Fair - Butler Building
1001 Beulah Ave. Pueblo, CO 81004

To send packages out, you will need to make arrangements with an off-grounds shipping provider (FedEx, UPS, etc). A flyer with more shipping information will be included in your move-in packet.

Smoking:

Smoking is prohibited at all times inside Colorado State Fair buildings and restrooms and within 15 feet of building entrances. This includes E-Vapor cigarettes.

Storage:

The State Fair does not provide storage, so you will need to make arrangements at your own expense. All excess boxes, cartons, spa covers and/or merchandise must be in an enclosed storage area and out of public view.

Special Services

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.

US. Mail - UPS - FedEx

From August 13th thru September 1st, 2018 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 Fed Ex shipments. This is how it works:

- You, the Exhibitor, are responsible for calling FedEx at 1-800-238-5355 to arrange pickup.
- Then you can drop off your FedEx package to the mailroom by 2:00pm on week days.
- Federal Express will pick up all collected FedEx letters/packages by the end of each day in the mailroom.

Freight Storage: NO ROOM IS AVAILABLE ON THE GROUNDS 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 listed below:

HVH Transportation Inc. (719) 545-3333

Yellow Freight Systems (719) 545-3380

Messages will be delivered to you. However, if you expect calls, please check the Commercial Exhibits Office in the Palace of Agriculture 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.

Photo Copies and Faxes

You may purchase copies and faxes at the Commercial Exhibits Office in the SE corner of the Ag Palace.

- **Faxes:** In/outgoing faxes are \$1.00 per page.
- **Copies:** \$0.25 per page (maximum 99 copies)

Fork Lift Services: Available through the Commercial Exhibits department on a first come, first serve basis. To request this service you must come to the office between 10a-5p. You may also call the Commercial Exhibits office (719-404-2028) ahead of time and make reservations. 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: are free of charge and run from 8:00 a.m. to midnight from the South lot to gates #3 and #5.

Strollers and Wheelchairs: are available for rent by the hour, at the following locations: Gate #3, Gate #5, and Gate #9. Wheelchairs - \$20, Fun Rider Strollers - \$10, Joggers \$15, Double Strollers - \$20, Wagon - \$20, Electric Scooters - \$50. Prices subject to change. Valid photo ID required for deposit.

Sub-Leasing:

Your assigned space is for your sole, exclusive and personal use. As such, you are not allowed to sub-lease or allow any person or business to use your contracted space unless granted written permission by the Colorado State Fair.

T

Taxes and Licenses

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%

- Each commercial vendor is required to purchase a **sales tax license from the Department of Revenue prior to setting up at the fair. Licenses can be purchased for \$8.**
- Temporary offices for tax collections will be established in the Palace of Agriculture from 9:00a.m. to 7:00p.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) 542-2920
 - *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 2019. 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.

Tents:

All tents must be in good shape and look professional. All tents must be anchored or properly weighted down. Tents may be rented from Mountain View Tent Company – 303-287-4101, www.mvtents.com.

U

Uniforms:

All employees must be tastefully clothed at all times. While uniforms are not mandatory, they are highly recommended. Name tags with employee name clearly visible are required.

Utilities:

- **Electric:** Please refer to: Electrical in this handbook

- **Water:**

Commercial - Most commercial exhibit booths 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.

Concessions - Water connections are available for all food vendors' booths.

- **Sewer:**

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

Concessions -Sewer is available for all concessions booths

- **Gas:**

The Fair will not provided 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.

V

Vendor Managers: Vendor managers will be available to all exhibitors starting on Monday August 20th from 8a-5p and throughout the fair. Exhibitors should go to them when they have problems, questions or an emergency. Vendor managers are located in the Southeast corner of the Palace of Agriculture.

We encourage you to try to handle small issues on your own. If you need assistance, please contact us. All requests, suggestions or, complaints must be written on a Vendor Request form (available at the Vendor Managers office). Vendor managers will address all written inquires in a timely fashion.

Violation Notices:

This Handbook is part of your Agreement. By signing your contract, you acknowledge that you have read, understand and agree to the rules and regulations with in this handbook. Non-compliance with any part of this Handbook is considered a breach of your Contract. A breach of your contract may be cause for termination of your Agreement and booth space. Violations play an important role when deciding to invite an exhibitor or concessionaire to future Colorado State Fairs. If you violate any part of this Handbook, a notice of violation will be issued. You will first receive a verbal warning and a reasonable amount of time to correct the violation. If the violation is not corrected, the verbal warning will be followed by a written notice of violation. The original copy (signed by the person in the booth) will be placed in your file along with a note regarding the prior verbal warning. A third, and final, warning will include a \$100 fine to be paid immediately upon receipt and, booth will be shut down until fine is paid in full. If the matter is not resolved by this time, further action will be taken, as deemed appropriate by State Fair management. Such action may include, but is not limited to: An immediate order to cease operation and permanent ejection from the premises with no refund.

The Colorado State Fair reserves the right to forgo above listed warnings and move forward with ejection, in cases that involve more serious offenses.

W

Water Hoses:

Water hoses must be Food Grade quality and be clearly identifiable as potable water by the Health Department inspectors. No garden hoses are permitted.