

LA PLATA COUNTY FAIRGROUNDS
Vendor Information Sheet
Requirements for Care and Use of Fairgrounds Facilities and Property

Welcome to the La Plata County Fairgrounds! We hope you have a safe and enjoyable event. For your safety and the safety of your customers, and to protect the Fairgrounds facilities, all vendors must observe the following requirements:

- 1. Vendors should coordinate with the event holder well in advance of the event regarding their specific needs.**
- 2. Tables and chairs will be provided in limited quantities.** Vendors are responsible for setting up and tearing down tables and chairs, cleaning them after use, and returning them to their respective storage locations. (Please check with Fairgrounds staff for proper locations.) Tables and chairs should be protected from rain if used outside.
- 3. Vendors are responsible to provide labor and equipment for loading and unloading of materials, supplies and equipment associated with their booths.**
- 4. Fairgrounds property and facilities must be returned in a clean and orderly condition.** All event-related items must be removed from Fairgrounds facilities and parking lots at the conclusion of the event. Tape, staples, etc. must be removed from walls, tables, chairs and floors. All appliances, sinks and countertops used must be cleaned. Trash should be properly disposed in dumpsters or other trash receptacles. On-site cardboard recycling is available. Please collapse all boxes for easy disposal. Waste liquids may not be dumped on Fairgrounds property, and Fairgrounds staff should be advised of any spills.
- 5. Stakes may not be driven into facility areas, including, but not limited to, the asphalt parking surface, concrete surfaces, landscaped areas or multi-purpose fields.** Acceptable alternatives include 5-gallon buckets of concrete with an eyebolt anchor, 55-gallon barrels filled with sand or water with a closed lid, or cinder blocks.
- 6. Driving on medians, parking islands and landscaped areas is prohibited to avoid damage to curbs and landscaping.** The fee to repair damage to these areas is no less than \$10 per square foot.
- 7. Electricity and water are available at certain locations on Fairgrounds property. Tampering with or in any way altering electrical outlets is prohibited.** Vendors should take care to protect electrical appliances and cords from wet weather. Please contact Fairgrounds maintenance staff for information about electricity and water locations and for assistance with electrical problems.
- 8. No parking is allowed in marked fire lanes.** All vendors must comply with local fire codes.
- 9. Unless specifically authorized in writing, no flammable materials, flammable fuels, open fires of any sort or burning candles are allowed.**
- 10. No materials that would impede the flow of water from the sprinkler system are allowed to cover the top framework of booths.** This includes water proof canopies, shade covers, canvas, etc.

For assistance or additional information, please contact the Fairgrounds office at 970-382-6468 or a member of the Fairgrounds maintenance staff.