

May 8, 2023



Dear Vendor,

The Archuleta County Fair Board invites you to participate in the 2023 Archuleta County Fair from **Thursday, August 3<sup>rd</sup> through Sunday, August 6<sup>th</sup>, 2023**, in beautiful Pagosa Springs, Colorado—our 72<sup>nd</sup> annual fair. We have hosted great fairs in the last few years and expect to continue the tradition this year. The Archuleta County Fair hosts many noteworthy events, including live entertainment, animal acts, rodeos, and popular audience participation contests. We strive to increase fair attendance each year by appealing to a broad audience of residents and visitors to our region. This year, we invite everyone to continue our *Timeless Tradition*, the theme of our 72<sup>nd</sup> annual Archuleta County Fair.

This document includes the *Concession Space Agreement Terms and Conditions*, *Concession Space Request Form*, and the *Food Vendor Price Form* required for food vendors. In addition, please review the details in *Appendix I* about the International Fire Codes that the Pagosa Fire Protection District enforces during the Fair. Each vendor must read and understand the fire codes and be compliant to satisfy vendor requirements for the Archuleta County Fair. Please contact us or reach out to the contact in Appendix I for any questions you have concerning the fire codes and compliance.

Please note a few essential items as you complete your vendor registration.

- Sign up as soon as possible to ensure you get a Concession Space.
- Complete the itemized list of products and prices on the *Food Vendor Price Form*. We will not consider contracts lacking this information, and you must submit your complete menu of food items and your prices. You may sell only the items on your list at the prices quoted in the form. **NO EXCEPTIONS!**
- Please include your security deposit in the form of a separate check. We cannot accept cash, and we will return your deposit check to you at the end of the fair.
- Contact us at 970-264-8424 or [archuletacountyfair@gmail.com](mailto:archuletacountyfair@gmail.com) with any questions.
- Go to our website at <https://www.archuletacountyfair.com/> for more information and a fair schedule.

We look forward to working with you and having you at our wonderful Fair in beautiful Pagosa Springs. What better place to spend early August than in the San Juan Mountains of southwest Colorado!

Sincerely,

Archuleta County Fair Board

**Archuleta County Fair 2023**  
**Concession Space Agreement**  
**August 3 - August 6, 2023**

**Terms and Conditions**

1. Concession Space will be rented and reserved on a first-come, first-served basis. This will be based on the date that your full payment of \$75.00, Refundable Security Deposit of \$200.00, Concession Space Request Form, and signed Agreement are RECEIVED. Unfortunately, we cannot accept cash, so a separate deposit check is required. Deposits MUST be mailed in with the Concession Space Agreement Form.
2. Concession Space will not be secure until the Concession Space Agreement, Request for Space, payment of Space, and Security deposit are received by the ACFB.
3. All Vendors must be set up by 5:00 pm, Wednesday, August 2<sup>nd</sup>.  
All Vendors must check in and get their Vendor Packet at the Fair Board Office in the Exhibit Hall. NO EXCEPTIONS. You may begin set up on Wednesday, August 2<sup>nd</sup>, at 10:00 am. NO ONE WILL BE ALLOWED TO SET UP AFTER 5:00 pm unless special arrangements are made. The Fair Grounds will open to the public at 8:00 am on Thursday, August 3<sup>rd</sup>.
4. All Vendors must remain in place and open for business during the entire run of the Fair. The Fair dates are Thursday, August 3, through Sunday, August 6, 2023. Vendor operating hours are Thursday, Friday, and Saturday running from 8:00 am to 6:00 pm, and Sunday from 8:00 am to 2:00 pm. **Vendors may stay open until 8:00 pm or later, if they wish, except Sunday, August 6<sup>th</sup>, when the vendors must close at 2:00 pm.** Live entertainment is planned for all evenings except Sunday. If you choose to close, pack, and leave during Fair vendor hours, you will forfeit your deposit. Vendors still on site as of 2:00 pm on Sunday, August 6<sup>th</sup>, will receive their deposit back.
5. The ACFB shall maintain the right to review any Concession Space and the content associated with the Concession Space. ACFB shall make recommendations to the Vendor if Concession Space, content, and actions are considered inappropriate. If a Vendor is refused a Concession Space, full payment and Security Deposit will be returned to the applicant. Please remember this is a FAMILY fair—keep Concession Space and contents G-rated.
6. Vendors may cancel the agreement through July 15, 2023, and receive a full refund. NO refunds will be given after July 16, 2023.
7. Vendors must limit the size of their vending area to the size reserved. Vendors using trailers or rugs need to rent space appropriate for their needs. Trailers must remain in place throughout the Fair. There will be an additional fee if the area is larger than the agreed-upon size.
8. Vendors using their own tents, Concession Space, or trailers must make sure they are securely staked. If the wind picks up a Concession Space or canopy, the ACFB is not responsible for any damage that may occur.
9. Vendors **will not be allowed** to park on the Fair Grounds. Parking will be available in the regular parking lots. ALL drop-offs and deliveries must be made before the Fair opens each day **before 8:00 am**. All vehicles must be off the Fair Grounds before 8:00 am. If you need to restock after 8:00 am any day of the fair, please ask a Fair Board member to help you by shuttling your supplies. This will help us ensure safe Fair Grounds.
10. Each Vendor is responsible for collecting and paying any State and Local taxes.
11. Each Vendor is responsible for keeping the Concession Space area clean and free of any trash. Trash receptacles will be provided. Wastewater dumping location will be available.
12. **No alcoholic beverages will be allowed within the confines of the Concession Space.**
13. No alcohol may be brought on to the Fair Grounds from the outside. Coolers are subject to inspection.
14. No Vendor will be allowed to distribute for free an item that is in direct competition with other Vendors.

15. No advertising for a vendor's Concession Space may be done except at/on the Concession Space itself. No "mobile" advertising is allowed.
16. Limited electrical power is available. However, the Archuleta County Fair Board (ACFB) does not guarantee an uninterrupted power supply or power beyond 1-110V 20-amp service. No complex wire connections will be allowed. No 3 PH is available.
17. Electricity will be provided as per your application. You will be liable for extra charges if the voltage or number of plugs is not as requested.
18. A complete menu of the food items you will sell, and prices MUST accompany this contract. You must sell only what is on your list and for the price quoted. NO EXCEPTIONS!
19. Food Vendors must have proper permits obtained from the San Juan Basin Health Department. These permits must be submitted to the ACFB before August 1, 2023.
20. Vendors must comply with International Fires Codes – see **Appendix I**. The Fire Marshall of the Pagosa Fire Protection District has provided the following codes in *Appendix I* to ensure that all vendors are aware that they will enforce these at the Archuleta County Fair.
21. Insurance Requirements: Liability insurance is required for all commercial vendors at the Archuleta County Fair. It is the vendor's responsibility to obtain, at its own cost and expense, said insurance(s) necessary. Archuleta County Fair's general requirements are listed below.
  - Commercial General Liability Minimum coverage \$1,000,000. Coverage as a combined single limit per occurrence for bodily injury, personal injury, and property damage.
  - Automobile Liability \$1,000,000. It is required for all commercial vehicles utilized by the Vendor in fair production. In addition, automobile liability generally requires \$1,000,000 per accident for bodily injury and property damage.
  - Workers' Compensation Insurance is required within the scope and limits set as required by the laws of the State of Colorado.
  - An original Certificate of insurance demonstrating proof of general liability/automobile coverage and workers' compensation must be sent directly from your insurance carrier to the Archuleta County Fair Board at [archuletacountyfair@gmail.com](mailto:archuletacountyfair@gmail.com). Certificates must be received by July 1, 2023.
21. FOOD & BEVERAGE CONCESSION VENDORS- The required endorsement is: Archuleta County, its officers, officials, employees, and volunteers are ADDITIONAL INSURED'S, with respect to liability. The certificate holder shall be listed as Archuleta County Fair, PO Box 370, Pagosa Springs, CO 81147. The activities under this Agreement will be performed entirely at the Vendor's risk. Vendors shall be responsible for any injuries, claims, or damages that may result to themselves, their employees, agents, representatives, or customers as a result of the services performed hereunder.

The vendor agrees to indemnify and hold Archuleta County and the Archuleta County Fair Board, its officers, employees, volunteers, and agents harmless from any liability claims, damages, costs, expenses, or attorney fees arising out of the Vendor's performance of services under this Agreement, including injuries to third parties or Vendor or Vendor's employees, customers, representatives or agents and any property damage that may occur to any property for inventory owned, leased, operated or in Vendor's possession.

By signing below, the Vendor acknowledges reading the Concession Space Agreement and agrees to comply with the terms and conditions.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_

Title \_\_\_\_\_

Please return this signed sheet and the Concession Space Request, security deposit, and full payment.

**2023 Archuleta County Fair  
Concession Space Request  
August 3 – 6, 2023**

Name of Organization or Business \_\_\_\_\_

Type of Business or Organization \_\_\_\_\_

Contact Person \_\_\_\_\_

Product or Service \_\_\_\_\_

Mailing Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

E-mail: \_\_\_\_\_

**Space Size Need:** \_\_\_\_\_

**Electricity Needed (20 amp)      110V \_\_\_\_ 220V \_\_\_\_)**

**Water Needed (Circle One) Yes    No**      (Note: continuous water supply is not guaranteed)

**Approximate amount of bagged ice needed per day** \_\_\_\_\_

\$5 per bag due on Sunday, August 6, 2023, for the exact amount used

**I have read and agree to the Terms and Conditions.**

**Printed Name** \_\_\_\_\_

\_\_\_\_\_  
**Representative Signature**

\_\_\_\_\_  
**Date**

**Please sign and return this request with full payment and security deposit by May 15, 2023, to:**

**Archuleta County Fair  
ATTN: Vendors  
P.O. Box 370  
Pagosa Springs, CO 81147**

<i>Office use only</i>			
Deposit Paid	Date _____	Amount _____	Ck # _____
Deposit Returned	Date _____	Amount _____	
Fees Paid	Date _____	Amount _____	Ck # _____
Insurance verified	Date _____		
Electricity Needed	Yes _____ No _____		
Water Needed	Yes _____ No _____		





## Appendix I

# GENERAL AUTHORITY AND RESPONSIBILITIES POLICIES, PROCEDURES, RULES, AND REGULATIONS



## SPECIAL EVENTS: COOKING TRAILERS AND COOKING UNDER TENTS TRAILERS USED FOR COOKING

**Definition 4.1.9\*** Cooking equipment used in fixed, mobile, or temporary concessions, such as trucks, buses, trailers, pavilions, tents, or any roofed enclosure, shall comply with this standard. **Cooking trailers are considered Commercial Kitchens.**

**COMMERCIAL COOKING APPLIANCES.** Appliances used in a commercial food service establishment for heating or cooking food and producing grease vapors, steam, fumes, smoke, or odors must be removed through a local exhaust ventilation system. Such appliances include deep fat fryers, upright broilers, griddles; broilers; steam-jacketed kettles; hot-top ranges; under-fired broilers (charbroilers); ovens; barbecues; rotisseries; and similar appliances. For this definition, a food service establishment shall include any building, or a portion thereof used to prepare and serve food.

**HOOD.** An air intake device is used to capture entrapment, impingement, adhesion or similar means, grease, moisture, heat, and similar contaminants before entering a duct system.

**Type I.** A kitchen hood for collecting and removing grease vapors and smoke. Such hoods are equipped with a fire suppression system.

**Type II.** A general kitchen hood for collecting and removing steam, vapor, heat, odors, and combustion products. Fire Extinguishers, a minimum of one 2A-10BC (5LB) fire extinguisher, shall be provided for all cooking trailers.

904.11.5 Portable fire extinguishers for commercial cooking equipment.

Portable fire extinguishers shall be provided within a 30-foot (9144 mm) travel distance of commercial-type cooking equipment. Cooking equipment involving solid fuels or vegetable or animal oils and fats shall be protected by a Class K rated portable extinguisher in accordance with Sections 904.11.5.1 or 904.11.5.2, as applicable.

Note: Items of colored text in *Appendix I* were highlighted by the Fire Marshall.

Office: 970-731-4191 Address: 191 N. Pagosa Blvd., Pagosa Springs, CO 81147 Fax: 970-731-4194

## TENTS USED FOR COOKING

**Fire Extinguishers, A minimum of one 2A-10BC (5LB) fire extinguisher** shall be provided for all tents, canopies, and membrane structures.

2404.2 Flame propagation performance treatment.

Before a permit is granted, the owner or agent shall file with the fire code official a certificate executed by an approved testing laboratory certifying that the tents and membrane structures and their appurtenances; sidewalls, drops, and tarpaulins; floor coverings, bunting, and combustible decorative materials and effects, including sawdust when used on floors or passageways, are composed of material meeting the flame propagation performance criteria of NFPA 701 or shall be treated with a flame retardant in an approved manner and meet the flame propagation performance criteria of NFPA 701, and that such flame propagation performance criteria are adequate for the period specified by the permit.

2404.7 Open or exposed flame.

Open flame or other devices emitting flame, fire, or heat or any flammable or combustible liquids, gas, charcoal or other cooking device or any other unapproved devices shall not be permitted inside or located within 20 feet (6096 mm) of the tent or membrane structures while open to the public unless approved by the fire code official.

## Outdoor Cooking

2404.15.6 Outdoor cooking.

Outdoor cooking that produces sparks or grease-laden vapors shall not be performed within 20 feet (6096 mm) of a tent or membrane structure.

Pagosa Fire Protection District Fire Marshal