



**Application for Commercial Exhibit Space**

August 23rd – September 2nd, 2024

**Business Information**

Legal Business Name/DBA Name \_\_\_\_\_

\*Must match name on Certificate of Insurance

Owner/Responsible Party: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Website: \_\_\_\_\_

On-Site Manager Name: \_\_\_\_\_ Phone: \_\_\_\_\_

\*this person will serve as the emergency contact if needed during the Fair

**Products/Services**

List **ALL** products or services you wish to market/display/sell, and attach another sheet if needed. Brand names must be included if applicable. Broad descriptions such as “toys” are not acceptable. Be sure to include any coupons or informational items that will be distributed. If an item is not listed below, you will not be allowed to sell it in your booth. Once a contract is issued, any changes to this product list must have written approval. **The following items are not allowed to be sold or distributed in any way:** knives, swords, firearms (including any realistic toy versions), noisemakers, smoke bombs, tobacco products, laser lights, silly string, shock devices, drug paraphernalia and counterfeit or “knock off” items, or any other items considered inappropriate by the Colorado State Fair.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Space Request**

- Indoor       10' x 10'       10' (front) x 20' (deep)       Corner
- Outdoor       20' x 20'       20' (front) x 10' (deep)       Other: \_\_\_\_\_

Minimum size is 10' x 10', however; some outdoor areas may have larger minimum requirements. Total square footage requirements must include awnings, tie-downs, overhangs, trailer hitches, and room to operate.

1<sup>st</sup> choice location: \_\_\_\_\_ 2<sup>nd</sup> choice: \_\_\_\_\_

## Utilities

All booths will include one 110v/20a plug. Additional charges may apply for higher voltage/amperage needs.

- 110 volt       20 Amp       30 Amp  
 220 volt       50 Amp       Other: \_\_\_\_\_

## Type of Business (check all that apply)

- On-site sales       Pitch product with microphone       Provide literature/information only  
 Food or beverage samples       Giveaway/Raffle (must be approved)       Other: \_\_\_\_\_  
 Coupon Distribution

## References/History

Have you previously exhibited at the Colorado State Fair?

- No     Yes    In which year(s)? \_\_\_\_\_ Under what business name? \_\_\_\_\_

Please provide two references with contact information from fairs or shows that you have participated in over the last three years:

- 1) \_\_\_\_\_  
2) \_\_\_\_\_

## Selection Process

- **Do NOT send payment with this application.** This application is not a guarantee of space.
- The application must be completely filled out, signed, and submitted with photos in order to be reviewed.
- If accepted, a contract will be emailed to you. This email will outline payment schedule, insurance requirements, and other important information.
  - Once a contract has been emailed, you will have 14 business days to reply with a signed copy of the contract. Payment is due in full no later than **July 8<sup>th</sup>, 2024**.
  - Failure to return signed contract, insurance, or payment will result in cancellation of your contract and the booth space will be offered to the next vendor.
- Returning vendors have priority space reservation until February 15th, 2024. New vendor applications will be reviewed beginning March 1st, 2024.

## Signature

By signing this application, you certify that you have read and understand the information in the Commercial Exhibits Manual (available at [coloradostatefair.com](http://coloradostatefair.com) or by request). Applicant agrees to abide by all Colorado State Fair rules and regulations and, furthermore agrees that "My firm acknowledges the rules and regulations set forth by the Colorado State Fair and that our employees and representatives will at all times observe, perform, and abide by such rules". It is understood that if you cancel, for any reason, the exact damages to the Colorado State Fair Authority would be difficult to ascertain, therefore; all monies paid may be retained by the Fair Authority as liquidated damages.

## Authorized Agent:

Name (print): \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please return completed application via mail or email below.  
Colorado State Fair | 1001 Beulah Avenue Pueblo, Co 81004  
Lindsey Huntsman, Vendor Manager  
Office 719.404.2222 | Mobile 719.240.0786 | Email: [Lindsey.Huntsman@state.co.us](mailto:Lindsey.Huntsman@state.co.us)

**INDOOR EXHIBIT AREA...**

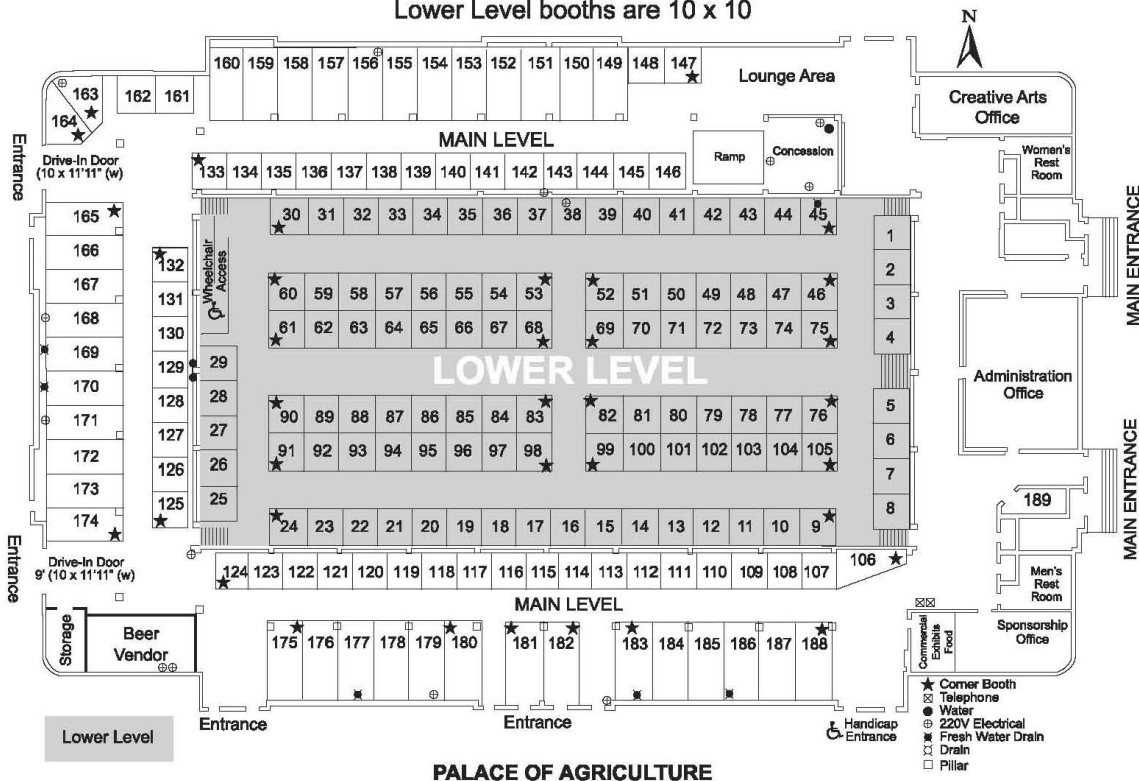
# Palace of Agriculture

**the Premier Location for Commercial Space**

Main Level 10 x 20 booths: 149-160 and 163-188

Main Level 10 x 10 booths: 106-148

Lower Level booths are 10 x 10



This is the premier location for commercial exhibit space. This historic building can be found center stage on the fairgrounds, and with its two-tiered layout, it showcases all the commercial exhibits inside. Fairgoers seek out this building to find many of the services and products they want to buy. Handicapped accessible, the Palace of Agriculture offers over 190 prime spaces.

**Exhibit Display/Operation Sizes:**

All inside booths are divided on ten-foot centers (or ten foot multiples) to separate exhibitors. Unless otherwise noted, all displays indoors shall not exceed TEN (10) feet in height at the back wall of the booth, or extend past FIVE (5) feet forward from the back wall 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.

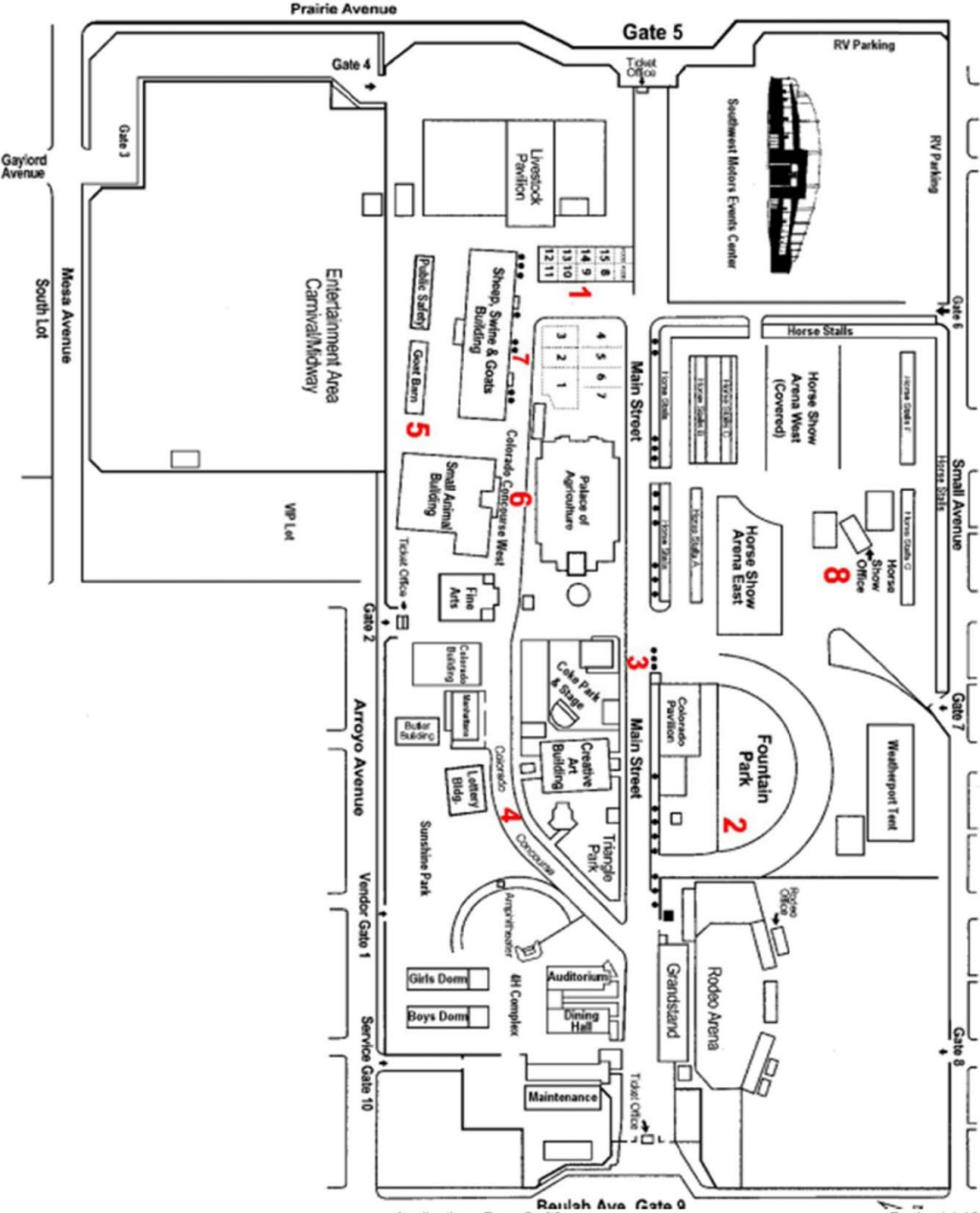
**Draping:**

All inside booths will be draped along the back wall to a height of 8 feet with the side divider draping to 3 feet in height.

**Pricing: (frontage by depth)**

10' x 10'	\$1,250	10' x 20' corner	\$1,650
10' x 10' corner	\$1,450	20' x 10'	\$2,450
10' x 20'	\$1,450	20' x 10' corner	\$2,650

# OUTDOOR EXHIBIT AREA... Colorado State Fairgrounds



## **The Blocks**

**1** This area is directly behind the west side of the Palace of Agriculture. Spaces are ideal for larger items such as agricultural equipment, building structures, and space.

All areas are an asphalt surface, no overhead obstructions, excellent lighting, and 110v and 220v power to most locations. There is an additional fee for electricity in these spaces.

Block #1 (approx. 5300 sq feet) - \$5,000

Block #2-7 (85' x 38') - \$5,000

Block #8-10, 13-15 (50' x 40') - \$2,300

Block #11-12 (50' x 35') - \$2,300

**2** **Fountain Park Walkway**

This U-shaped walkway draws fairgoers into a beautiful park area, featuring a special entertainment tent, various activities and a water fountain. All display areas are on asphalt, size may vary. Booths are open on all sides and offer 110v with limited 220v available. Electricity is included in the space fee.

10' x 10' - \$750

## **Main Street**

**3** This is one of the major pedestrian thoroughfares and connects the east and west entrance gates. The areas with a back wall offer the convenience of shade trees and security to the rear. Display sites are on asphalt, available 10 to 20 feet deep, feature partial shade from trees, and have 110v power with some 220v available. Electricity is included in the space fee.

10' x 10' - \$1,200

10' x 20' - \$1,250

## **Colorado Concourse**

**4** With the draw for fairgoers to see their favorite attractions and enjoy the free entertainment at the Amphitheater, this is another one of our main thoroughfares on the grounds. Space is available along the curb to the north side of the street. Booths are open on all sides and have 110v available. Electricity is included in the space fee.

10' x 10' - \$1,250

**5** **The Plaza**

Heavy foot traffic is typical along this route because it is the main walkway into the carnival/midway. Most display areas have an asphalt surface 20' in depth with a building as a back wall and a permanent awning overhead.

110v power is available with limited 220v available. Electricity is included in the space fee.

10' x 20' - \$1,200

**6** **Small Animal Building – North**

This building houses small animals, the FFA horticulture and agriculture displays, and an extensive wool display. Most areas include an asphalt surface, are 25 feet in depth with a building as a back wall, and have overhead roof structures. 110v power and limited 220v are available. Electricity is included in the space fee.

10' x 25' - \$1,200

**7** **Colorado Concourse West**

Here's the place for agriculture and livestock displays to find their market. All areas include an asphalt surface, are 25 feet in depth with a building as a back wall, and have use of 110v power with limited 220v available. Some spaces have partial shade from trees. Electricity is included in the space fee.

10' x 20' - \$1,100

**8** **Horse Show Complex**

Situated in the heart of the equestrian activities, these exhibit spaces are limited to compatible interests. Booths are open on all sides and have limited 110v available. Electricity is included in the space fee.

Under 400 square foot trailer - \$300

Over 400 square foot trailer - \$550