



Colorado
State Fair

AUG. 28 - SEPT. 7, 2026



2026 Commercial Exhibits & Concessions Manual

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Welcome to the 2026 Colorado State Fair and Industrial Exposition

The tradition continues in 2026 as we celebrate 154 years of the Colorado State Fair and Industrial Exposition (State Fair) in Pueblo!

The State Fair has established a tradition of providing high quality, enjoyable and safe family entertainment. We strive for guest satisfaction and look forward to your partnership to help maintain these high standards. We look forward to working with you to carry on this tradition of excellence.

In preparation for this year's State Fair we require you and your staff to carefully review this manual so that you are familiar with all the Colorado State Fair Authority's (Authority) rules, policies and procedures through the application process and prior to signing your Agreement.

The rules, policies and procedures contained in this manual are binding on you and incorporated into your agreements or contracts with the Authority. Violations of the terms and conditions contained in this manual may result in disciplinary action.

We know that you have choices about where you do business, and we are excited to partner with you to work toward another successful fair.

Sincerely,

Devin Vaughn

Director, Programming & Partnerships

csf.vendors@state.co.us



Colorado State Fair | 1001 Beulah Avenue Pueblo, CO 81004

Office 719.404.2222 | Mobile 719.240.0786 | Email: csf.vendors@state.co.us

Important Phone Numbers and Addresses

Colorado State Fair 1-800-876-4567 or 719-561-8484, **Address:** 1001 Beulah Avenue, Pueblo CO 81004

Vendor Manager 719-404-2222, csf.vendors@state.co.us

Commercial Exhibits Assistant 719-404-2022 – csf.vendors@state.co.us

Sales & Rental Coordinator Ava Aguirre 719-404-2049 – Ava.Aguirre@state.co.us

Colorado State Fair Police 719-404-2037

Electrical Requirements Bldg Dept, Pueblo 719-543-0002

First Aid 719-404-2436

Haas & Wilkerson Insurance 913-432-4400

Health Department 719-583-4300

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

Maintenance/Camping 719- 404-2023

Mountain View Tents 303-287-4101

Pueblo West Tent & Awning 719-547-7847

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

Accounting and Audit Procedures

We want you to have a successful and lucrative fair! Your success benefits all of us. **If your contract or agreement is based on a percentage of gross sales, the following procedures will**

be followed to calculate the amount that is due and payable to the Authority. 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.

Failure to comply with the accounting or audit procedures will be considered a violation of your commercial exhibit or concessions agreement or contract (Agreement). If the violation is so severe that it must be dealt with immediately, the Authority's management will be notified to discuss the issue and a solution. Violations will be taken into consideration when reviewing applications for future fairs or may result in immediate cessation of the right and privilege to do business with the Authority.

The Authority contracts with a concession auditor (Auditor). The Auditor's role is to verify sales and calculate the amount due to the Authority. While performing these tasks the Auditor may take random readings and/or perform physical audits of your establishment to ensure accurate reporting of sales. The Authority asks that you cooperate with the Audit team.

Point of sale system

A point of sale system (POS) is required to track all sales. Cash registers are not permitted.

- A few weeks before the Fair, you will receive an email from the Auditor asking you to sign up for an appointment to have your POS system checked and tagged. Before meeting with the Auditor, you should have your POS device at the location that it will be during the fair; have it correctly programmed with the date, time, and price codes (if applicable). It will take 10-15 minutes for the Auditor to check your devices.
- You must allow the Auditors to log in at any time to your web-based POS system to review sales and reports. Log in information will be collected when your POS system is checked and tagged. Before getting to the fair, you should confirm your login information, so you are not prevented from opening.
- If you do not provide the Auditor with access to your system to see live data, then you are required to come into the Auditor's office daily and log-in to their computers to provide data.
- At the end of each evening please allow your system to close out.
- The following rules and procedures regarding POS systems operations will be strictly enforced:
 - All stands must have POS systems programmed correctly with date and current time.
 - All charges must be rung through the POS system. No exceptions.
 - Cash drawers must be operated by the POS device. The drawer should only open when a transaction is complete, or by a manager with access to open the drawer for specific purposes not related to a sale. Use of the drawer release button except in emergencies is prohibited.
 - Only cash drawers integrated with the POS system may be used. Cash drawers that can be accessed without a finalized transaction or sale are not allowed.
 - Maintenance of POS devices is the responsibility of the concessionaire.
 - POS system problems or down time must be immediately reported to the Auditor. The Auditor will make every effort to assist and accommodate concessionaires who have POS problems.

- Only approved and tagged POS devices can be used.
- You must always have batteries or a back-up system in place should you lose ground power, or the system stops functioning.
- The fair will use additional methods to verify the proper reporting of sales, including spotters and secret shoppers. Shoppers will complete a written form that evaluates your booth's products and your compliance with the sales operations audit process. Auditors may take random readings at any time to ensure accurate reporting. Please cooperate with the Audit team.
- All concessionaires pay for their space by a percentage rent formula based on a Gross Sales Formula. "Gross Sales Receipts" means all monies paid or payable to you for sales made or services rendered on the premises, or from any other source related directly or indirectly to operations under the Agreement. This includes collected or uncollected cash and credit sales and processing fees. Concessionaires agree that the term "gross receipts" shall include sales tax. Tips are not considered part of Gross Sales.
- Mid-fair payments will be required so you should plan accordingly. Cash, credit card or checks will be accepted for mid-fair payment. If you prefer to pay with a check, you should have several checks with you.
- Closing night procedures: All concessionaires must submit gross sales reports and payments to the auditors the last night of the fair.
- Violations will be cited with verbal and written warnings. Concessionaires not complying with procedures may be dismissed immediately or may not be invited to return in the future.

Sales Tax

All menus must show the final purchase amount, including sales tax.

The auditors will be checking and approving the size and placement of the signage.

Credit Card Processing Surcharges

Colorado law, section 5-2-212, C.R.S., allows a seller or lessor to impose a surcharge on a buyer or lessee who elects to use a credit or charge card in lieu of cash, check, debit card, or similar means.

Any vendor who elects to impose a surcharge for the use of a credit card may do so only in compliance with state law, including the provisions of section 5-2-212, C.R.S., and only if the merchant posts signage at the vendor's point of sale in one of the following ways:

1. Pursuant to section 5-2-212, C.R.S., if the vendor elects to charge a percentage surcharge, that surcharge may not exceed two percent of the total cost to the buyer. And, the vendor must post the following language, exactly as it is written, at the vendor's point of sale:

To cover the cost of processing a credit or charge card transaction, and pursuant to section 5-2-212, Colorado Revised Statutes, a seller or lessor may impose a processing surcharge in an amount not to exceed 2% of the total payment made for goods or services purchased or leased by use of a credit or charge card. A seller or lessor shall not impose a processing surcharge on payments made by use of cash, a check, or a debit card or redemption of a gift card.

2. Pursuant to section 5-2-212, if the vendor elects to charge the merchant discount fee to the buyer, the vendor shall calculate the surcharge at an amount not to exceed the actual amount paid to the processor or service provider to process the transaction and must post the following language, exactly as it is written, at the vendor's point of sale:

To cover the cost of processing a credit or charge card transaction, and pursuant to section 5-2-212, Colorado Revised Statutes, a seller or lessor may impose a processing surcharge in an amount not to exceed the merchant discount fee that the seller or lessor incurs in processing the sales or lease transaction. A seller or lessor shall not impose a processing surcharge on payments made by use of cash, a check, or a debit card or redemption of a gift card.

- Credit card processing fees and surcharges will be included in gross sales for purposes of calculating commissions owed the Authority.
- Cash discounts are not permitted.

Commission Payment Formula

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

Gross Sales receipts ÷ 1.076 (Sales tax) = Net Sales Total

Net Sales total x Commissions % = Total Commission Due to the Authority

Total Commission Due – Guarantee paid – Meal Tickets collected (if applicable) = Net Commission Due

“Gross Sales receipts” means all monies, paid or payable to you for sales made, fees 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 & 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 Authority at any time during the State Fair and for the following three 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 Authority staff can double-check your figures. When changing journal tapes, the used tape must be kept on grounds during the entire State 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.

Payments

Vendors will be required to make a mid-fair payment on Wednesday, August 27th. Settlement of daily sales reports for Exhibitors/Concessionaires on a percentage will take place the last night of the State Fair. Exhibitors/Concessionaires on a percentage will be required to pay on Monday September 1st, 2025, 10:00pm-1:00am (appointment times will be assigned by the Auditor).

Register Tagging

Authority's Auditors will check each stand/booth to verify and tag your POS systems and obtain a login to pull daily sales reports. The auditors will also tag all backup systems. POS system verification and tagging will be Monday, August 24, 2026 through Thursday, August 27, 2026, 8AM - 5PM. Please be aware that POS systems cannot be used for sales until they have been tagged and the information has been recorded by an Auditor. If your stand opens prior to August 28, 2026 you will need to notify the Auditors to make an appointment for your registers to be tagged ahead of schedule. The phone number will be provided in your check-in packet.

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 tickets based on the value of the commercial space rented or concessionaire guarantees. Parking permits will also be issued on a similar scale.

Purchasing Credentials

For exhibitors and their employees only, daily tickets will be available for purchase at a discounted rate. Children 4 and under are admitted free at any time. Parking permits are available for purchase in the South lot only.

The Exhibitor is responsible for reporting all lost or stolen credentials to the Commercial Exhibits Office in the Palace of Agriculture. The Authority will not replace any lost or stolen credentials.

These credentials are for those who work at the State 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 Authority, will be sufficient cause for termination of the Agreement and ejection from the fairgrounds or jeopardize their participation in future events on the Authority's grounds. If you leave the grounds, you will need a credential or hand stamp

for re-entry.

Pick Up

Commercial Exhibitor and Concessionaire credentials will be available (in your check-in packet) beginning Monday, August 24 at 9:00 AM. You must visit the Vendor Check-In Window before setting up, located in the Southeast corner of the Palace of Agriculture.

Credential Scale - Commercial Exhibits

Admission tickets (in packets of 11) are issued based on Agreement amount as follows:

Under \$1000 - 1 ticket packet, 1 parking pass

\$1000 - \$2500 – 3 ticket packets, 1 parking passes

\$2501 - \$5000 – 5 ticket packets, 2 parking passes

\$5000+ - 7 ticket packets, 2 parking passes

Credential Scale – Concessionaires

Admission tickets (in packets of 11) are issued to concessionaires based on the previous year's sales. New vendors will be assessed accordingly.

Each concessionaire is issued two (2) parking passes, one inside the fairgrounds and one in the Employee Lot (formerly VIP Parking Lot)

Advertising

In order to retain consistency and “fairness at the Fair,” you are not allowed to advertise or promote your products or booth 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. If you plan to hand out coupons or marketing material, it must be included in your Agreement. The Colorado State Fair logo(s) and any other trademark artwork used by the Authority cannot be used on any marketing materials such as advertisements, promotions or forms without advance written consent from the Authority.

Agreements

Your Agreement is reviewed and acted upon in the best interest of the Authority on an annual basis.

Please be aware that this handbook, the 2026 Commercial & Concessions Manual, 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 Authority 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. No beverages in glass bottles or containers are allowed to be sold.

Application Process

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

Notification of application acceptance or denial will be given as soon as 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 State Fair.

- 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

ATM

Several ATM units will be located on the fairgrounds. See map for locations.

Audits

Throughout the 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 Authority management. This may include an order to discontinue operations and vacate the premises.

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 State Fair. Your exhibit design must match the approved application and photographs that you submitted with your application. 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 Authority. 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 State Fair opens to the public. No alcohol can be brought onto the fairgrounds.

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 Authority management. Equipment such as carpet, tables and chairs in the booth is the responsibility of the exhibitor and must be completely removed after the State Fair.

All ***booth numbers must remain in view at all times***. No part of your display may extend outside your contracted space.

Booth Design

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 must 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!

Exhibit Height

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

- **This includes all flags, banners, and signs. Those are allowed in the back of your booth as long as they do not exceed ten (10) feet in height.**
- **The maximum height in the front half of the booth is 4'. Displays, signs, and products must stay below this height.**

Inclement Weather

Should there be periods of inclement weather, including rain or severe wind, all outside stands and booths may cover up to protect merchandise. Once the weather 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 Authority 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 Authority. If interference exists or persists, the Authority reserves the right to revoke your privilege of using any sound devices at any time. The Authority must be notified of sound usage in advance. **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.

Cleanliness

The Authority 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 the 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.

Customer Returns

To maintain good relations with our fairgoers, and to promote customer service, the Authority does not support or condone a "No Refund" policy. Exhibitors are encouraged to set a reasonable/return/exchange policy for use during the State Fair. **All Vendor Return Policies must be clearly posted in your booth.**

Damages

You agree to promptly reimburse and pay the Authority for any damages to its 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 State Fair opening, however all vehicles must be off public grounds one (1) hour prior to State 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 warning citation or confiscation of the golf cart. During State Fair hours you must use handcarts to transport items from the service roads, parking areas or public lots to your location. 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 Authority in advance. Names and addresses of winners, as well as prizes awarded must be submitted to the Commercial Exhibits Office by the completion of the State Fair. Participation for drawings must be free for those registering.

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 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

All vendors will be inspected to the 2023 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 receptacles.
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 Authority is necessary before exposed cords may cross a public traffic area on the grounds.

11. All hot tub and spa vendors must have the Authority's 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 Agreement.

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 Authority.

The Authority does not provide extension cords. For additional questions on electrical requirements, please contact The Pueblo Regional Building Department at 719-543-0002.

Electrician

The Authority's electrician reserves the right to disconnect service to any exhibit space not safe or not wired according to code.

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

- The Authority's electrician will make all service connections. Under no circumstances, shall anyone other than the Authority's electrician make electrical connections.
- The Authority'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.
- 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 Authority.

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 policies have been adopted.

- Minimize water flowing into storm drains.
- Holding tank discharge, mop water, ice machine waste water, refrigeration condensate, and 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 State 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 Authority management as soon as possible.
- If you bring any chemicals onto the fairgrounds, please remove them when you leave.

Fees, Payments & Late Fees

- All Agreements must be paid in full no later than **July 10, 2026**. Any outstanding balances after this date may be subject to a 10% late fee. The signed Agreement and all required paperwork must also be received by July 10.
- Agreements issued after July 1 must be paid in full and paperwork received within 14 days of issue date. Any outstanding balance after 14 days may be subject to a 10% late fee.
- A \$50 administration fee may also be applied to any Agreement in which: the signed Agreement, proof of liability insurance and, worker's compensation insurance is received after August 1st, 2026.

Payment Information

All payments made after August 1, 2026 must 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

Forklift services will be scheduled through the Commercial Exhibits department on a first-come, first-served basis. To request this service you must come to the Commercial Exhibits office between 8am-5pm. You may also call the office (719-404-2222) ahead of time and make reservations. Forklift is only available at certain times. Vendors should not expect immediate service when a forklift is needed. The forklift charge is \$35 per hour (30 minute minimum), including operator. The Authority cannot assume responsibility for damages or accidents involving the use of an Authority 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 Authority. **PAYMENT IS REQUIRED AT THE TIME OF SERVICE.**

Garbage

Use dumpsters behind or near concession stands or buildings for your trash. Please break down boxes and place them 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 Exhibits Office. 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 the 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 & Parking Map when driving your golf cart and any other vehicles.

Golf Cart Fees and Rules

\$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. Anyone driving the registered cart must first watch a training video and sign an acknowledgment form.

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 Authority buildings.
- All cart operators must abide by instructions and requirements of the Authority management.

- If a cart is permitted to drive outside of the fairgrounds, the 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.
- Carts must only be parked in designated areas.

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

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 please call the City of Pueblo Sales Tax Division at (719) 553-2659, the State Department of Revenue at (719) 542-2920 or the Possessory Tax Department at (719) 583-4418

Gratuities

Policy prohibits Authority staff from receiving free food, beverages, or gifts. Please do not offer these types of items to the staff.

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 will be responsible for all clean-up fees associated with remediation.

Health Department & Inspection Guidelines

All food vendors and commercial vendors sampling food must comply with all health codes set forth by the Pueblo Department of Public Health and Environment. For more detailed information on how to comply with the food safety laws, please inquire with the department at (719) 583-4300 or www.pueblohealth.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 Authority 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 State Fair, your location may be revoked, and your stand may be removed, per this manual. Critical violations are those that may compromise public health resulting in food-borne illness if not corrected immediately. The Authority will charge you any re-inspection fees during your scheduled Commission payments.

Sampling

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

Hours of Operation

All Exhibitors must open when the State Fair opens or as agreed to by Authority. There are a few exceptions; some concessionaires will have alternate opening/closing hours.

State Fair Hours are subject to change:

Monday - Thursday: 3:00 PM - 11:00 PM

Friday – Sunday: 11:00 AM – 11:00 PM

Labor Day 11:00 AM – 9:00 PM

Outdoor Booths

Monday - Thursday – **3pm to 10pm**

Friday – Sunday – **11am to 11pm**

Labor Day (Sept 7) - **11am to 9pm**

Exhibitors may choose to stay open until midnight (11pm on Labor Day). All exhibits must be closed by midnight. These hours will be **strictly enforced. Vendors may face fines or ejection for non-compliance.**

Indoor Booths

Monday - Thursday – **3pm to 10pm**

Friday – Sunday – **11am to 10pm**

Labor Day (Sept 7) - **11am to 8pm**

Exhibitors must open when the State Fair opens and remain open until the building closes at 10:00 PM. Exhibitors must close their booth and be out of the Palace of Agriculture by 10:30 PM. (except Labor Day)

Hours of Operation – Commercial and Concessions—by day:

Indoor Booths

Friday, August 28	11:00am – 10:00pm
Saturday, August 29	11:00am – 10:00pm
Sunday, August 30	11:00am – 10:00pm

Monday, August 31	3:00pm – 10:00pm
Tuesday, September 1	3:00pm – 10:00pm
Wednesday, September 2	3:00pm – 10:00pm
Thursday, September 3	3:00pm – 10:00pm
Friday, September 4	11:00am – 10:00pm
Saturday, September 5	11:00am – 10:00pm
Sunday, September 6	11:00am – 10:00pm
Monday, September 7	11:00am – 8:00pm

Outdoor Exhibitors

Friday, August 28	11:00am – 11:00pm
Saturday, August 29	11:00am – 11:00pm
Sunday, August 30	11:00am – 11:00pm
Monday, August 31	3:00pm – 10:00pm
Tuesday, September 1	3:00pm – 10:00pm
Wednesday, September 2	3:00pm – 10:00pm
Thursday, September 3	3:00pm – 10:00pm
Friday, September 4	11:00am – 11:00pm
Saturday, September 5	11:00am – 11:00pm
Sunday, September 6	11:00am – 11:00pm
Monday, September 7	11:00am – 9:00pm

Ice & Ice Merchandisers

Ice merchandisers are available to rent. To order an ice merchandiser, please fill out the form that is sent with your Agreement. Requests must be received by August 1, and we may not be able to accommodate any requests made after this date.

Merchandisers – \$200 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

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

Prior to your use of the premises you must provide to the Authority, thirty days (30) prior to the fair, a certificate of Insurance **listing the Colorado State Fair Authority and the State of Colorado as Additional Insured AND Certificate Holder.** State statutes require the following insurance coverage:

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

- \$1,000,000 each occurrence;
- \$1,000,000 general aggregate;

\$1,000,000 products and completed operations aggregate; and
\$50,000 any 1 fire.

Haas & Wilkerson Insurance (A third party company), will provide general liability coverage for commercial exhibitors at the State Fair under a master insurance policy. The Haas & Wilkerson Insurance offered to Exhibitors meets the requirements of the Authority. 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 directly to Haas & Wilkerson. The cost of the insurance is \$85.00 (price subject to change).

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 State Fair dates

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

Concessionaires 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 Authority's worker's compensation insurance. The Exhibitor agrees to indemnify and hold harmless, and defend the Authority, its officers, agents, and the State of Colorado against and from any 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 worker's 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 Agreement.

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 the Authority, 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 coverages 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 the Authority and Contractor of cancellation, non-renewal, or material change in the policy of insurance to the Authority and Contractor. In addition, the Contractor shall immediately provide written notice to the Authority 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 Agreement. 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

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.)

Janitorial Services

The Authority 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.

Liability

The Authority 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 Authority in any real property, and occupancy of premises by Exhibitor/Concessionaire, the acceptance of rent or commission by the Authority 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 Authority as to “premises.”

Load-in & Set Up - Commercial Exhibits

All vehicles must enter through Gate 6 ONLY!

Set-Up Hours

Indoor Exhibitors:

Tuesday, August 25	9:00am – 5:00pm
Wednesday, August 26	9:00am – 5:00pm
Thursday, August 27	9:00am – 9:00pm

Outdoor Exhibitors:

Monday, August 24	9:00am – 8:00pm
Tuesday, August 25	9:00am – 8:00pm
Wednesday, August 26	9:00am – 8:00pm
Thursday, August 27	9:00am – 10:00pm

Approval is required in advance to set up prior to the above schedule.

Please note: Security is not available until Thursday night, August 27. 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 Manager's 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 pm Thursday, August 27 prior to the opening of the State Fair, and fully operational by 10 am Friday, August 28. Any Exhibitor not in space and operational by 11 am may be charged a late-arrival fee or the Agreement will be canceled.
- There will be NO driving into the building at any time. 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 24 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.

Load Out – Commercial Exhibits

All exhibits must remain totally intact and operational until 8 pm the final night of the State Fair, September 7 (Excluding booths located in the area of the ramp). All exhibits must be removed prior to 5 pm Tuesday, September 8, 2026, 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 Authority, in any manner deemed in its best interest.

- 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 7:00 pm Monday, September 7**. Vendors in the area of the ramp **MUST** break down 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 am Monday, September 7. They will be allowed to leave the area when security deems it safe to drive on grounds.
- Early tear down may result in denial of future Agreements.

Load-in & Setup - Concessionaires

All vehicles must enter through Gate 6 only!

- Upon arrival, please check in at the Commercial & Concessions office.
- Credential packets may be picked up starting on Monday August 24 at 9 AM in the Commercial Exhibits 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 Exhibits 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 27, 2026.
- **Concessionaire Set-up Hours** – Concessionaires may begin setting up any time after 9:00 am August 24, 2026.

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 PM on Wednesday, September 9. You agree that any items left after this deadline become the property of the Authority 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 7. You can use a handcart to dismantle or remove your booth while waiting for vehicles to be allowed on grounds.

Lodging

The Authority has partnerships with several area hotels. For a complete listing see the attached Lodging information sheet.

Lost and Found

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

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 Authority.

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. **Handwritten menus or taped-over prices are not allowed.** All menus must be submitted with your application. Should you wish to change your menu, all proposed changes must be submitted in writing and pre-approved by the Commercial Exhibits Director before you can change your menu. **No changes will be accepted after August 1.**

Each menu must include a list of items for sale and their prices. **Posted prices must be inclusive of all taxes to be collected on the item.** Menus will be reviewed during the State 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 State Fair.

Product Exclusivity

Commercial exhibitors will not be granted exclusive rights to exhibit, promote, demonstrate or sell products or services; unless such exclusive rights were granted through a specialized contracting process - such as major sponsorships or competitive bidding. The Authority 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 predetermined contractor only. These items may not be sold, used as giveaways or promotions by any commercial exhibitor, sponsor or participant in the State Fair.

Product List

Only those items listed on the Agreement or approved menu may be sold or distributed. Any materials or coupons that will be handed out must also be included on the Agreement. Any request to add or change product(s) offered for sale or change menu items must be submitted in writing and receive pre approval. No changes will be accepted after August 1. Such pre approval is at the sole discretion of the Authority.

Restricted 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 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, or drug-related items. In submitting your application, you agree that the Authority has sole discretion to determine whether an item is considered offensive or in poor taste and to prohibit the sale, display, or distribution of such items or materials.

Motorized Vehicles

Any motorized vehicle that is part of your display must be approved by the Authority in advance and remain in place during the entire 11-day run of the State 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 Authority management.

Office Hours and Location

The Commercial Exhibits office is located in the southeast corner of the Palace of Agriculture. Office hours will strive to be:

- August 24-26 - 9:00am – 5:00pm
- August 27 – 9:00am – 10:00pm
- During the State Fair – 9:00am – 5:00pm, 5:00pm – 10:00pm on the grounds

Please keep in mind that we may be out on the grounds instead of in the office at all times. If you need assistance and the office is unoccupied, you may fill out a request form or call/text the office at 719-240-0786 **if the situation is urgent.**

Power Conservation

Power conservation is mandatory and Authority 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 State 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

The Authority 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 Authority. 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.

Recycling

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

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. Cooking oil is accepted at the maintenance yard only and must be in a sealed container – no open buckets or containers will be accepted.

4. 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.

Rentals

The Authority 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

With your vendor admission pass, you may enter the fairgrounds with your vehicle for restocking. Access the fairgrounds through Gate 6 ONLY. **You may drive on the fairgrounds to restock your booths ONLY during the following times:**

- 7:00am – 2:00 pm Monday – Thursday
- 7:00am – 10:00 am Friday – Sunday and Labor Day
- 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, you will be charged a \$35 fee. Further, any subsequent payment from you must be in the form of a cashier's check, cash, or credit-card payment.

RV Accommodations

Available on the grounds on a limited basis. Please contact the operations department at 719-404-2023 for applications and information.

Security

24 hour Security does not begin until 10:00 PM Thursday, August 27, 2026.

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, laptops) should be removed from outdoor booths or properly secured and concealed after closing.

Although we do our best to protect against loss and damage, please note that the Authority 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 with the Authority'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 Authority 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 Authority - 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.

Any shipping out after the State Fair must be arranged in advance, before you leave the grounds.

Smoking

Smoking is prohibited at all times on the fairgrounds. This includes E-Vapor cigarettes.

Special Services

Mail

- The mailroom will be open from 8am to 5pm each day of the Fair
- All packages will be signed for by the Authority personnel and documented into a logbook. Vendors will be required to sign the Authority logbook to receive their packages. (No COD packages will be accepted by the Authority.)
- Packages not picked up within three days will be returned.

Federal Express

The Authority 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 weekdays.
- FedEx will pick up all collected letters/packages by the end of each day in the mailroom.

Freight Storage

No room is available on the grounds for vendor storage.

The Authority 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 Authority 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

Shuttles

Shuttles are not available. A passenger train will make stops throughout the grounds.

Strollers and Wheelchairs

Available for rent by the hour, at Gate #6. Please see booth for current pricing. 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 Authority.

Taxes and Licenses

Sales Tax – 7.6% total.

All product sales at the State 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 - 3.7%, 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 State Fair. Licenses can be purchased for \$8.**
- Temporary offices for tax collection will be located on grounds from 9 am to 7 pm the final day of the State Fair, Monday, September 7. Exhibitors must remit payment 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** issued an opinion in February 2001 stating anyone who has a lease agreement with a tax-exempt organization (i.e., Colorado State Fair Authority) will be taxed based on the lease amount. This tax is not the same as the tax you incur from the Authority.

This decision requires 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 possessory 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; and (3) sufficient duration of the possessory interest to realize a private benefit.

A tax statement will be sent to you in January of 2027. This tax statement is your possessory-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 or Pueblo West Tent & Awning.

Uniforms

All employees must be tastefully clothed at all times. While uniforms are not mandatory, they are highly recommended. Name tags with employee names 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 Authority 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 Authority will not provide L.P.G. or any other flammable liquids. Exhibitors requiring gas must provide their own system. All L.P.G. installations must comply with state code NFPA-58, and must be approved in advance. **Absolutely no flammable liquids are allowed in any exhibit building.**

Vendor Managers

Vendor managers will be available to all exhibitors starting on Monday August 24 from 9am - 5pm and throughout the State 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 Commercial Exhibits office). Vendor managers will address all written inquiries in a timely fashion.

Violation Notices

This Commercial Exhibits & Concessions Manual is part of your Agreement. By signing your Agreement, you acknowledge that you have read, understand and agree to this manual's terms, conditions, and requirements. Non-compliance with any part of this manual is considered a breach of your Agreement. A breach of your Agreement 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 state fairs. If you violate any part of this manual, the Authority will issue you a notice of violation. You will first receive a verbal warning with a reasonable amount of time to correct the violation. If the violation is not corrected, the Authority will issue you 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 notice of violation will include a \$100 fine to be paid immediately upon receipt. Your 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 Authority 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 Authority reserves the right to forgo the above notice process and move forward with ejection in cases that involve more serious offenses.

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.