



# 2019 Durham Fair

24 Townhouse Rd; PO Box 225  
Durham, CT 06422  
860-349-9495  
www.DurhamFair.com



## Rules & Regulations / Terms & Conditions of LSA

The Rules & Regulations are addenda to, and legally part of the License Space Agreement (LSA) set forth by the Durham Agricultural Fair Association, Inc. dba Durham Fair (DFA)

### OFFICIAL FAIR HOURS : 2019

- Thursday, September 26th 4 PM - 10 PM; Friday, September 27th 9 AM - 10 PM; Saturday, September 28th 9 AM - 11 PM; Sunday, September 29th 9 AM - 7 PM.
- All outdoor concessions must be completely set up by 9 PM Wed. Concessions in the Commercial Building must be set up by 3 PM Thurs.
- All concessions will operate and be staffed during all Fair days/hours as listed above.
- Concessions may not operate prior to 4 PM on Thursday. Non-profits may operate if their inspection passed.

### OUTDOOR VENDOR CHECK-IN

- Sunday, September 22nd through Wednesday, September 25th 10 AM until 6 PM. Thursday September 26th is for small table/tent set up only from 8 AM - 12 noon.
- If you arrive outside the designated check in times, you may leave your concession in White's Farm.
- The appropriate Superintendent of Commercial Rentals or a designated agent will direct the placement of all concessions in the leased space.
- The leased space location will be determined by the appropriate Superintendent of Commercial Rentals.

### INDOOR VENDOR CHECK-IN

- Tuesday, September 24th 1 -7 PM ; Wednesday, September 25th 9 AM - 6 PM. Thursday September 26th is for small table/tent set up only from 8 AM - 12 noon.
- If you arrive outside the designated check in times, you may leave your concession in White's Farm.
- The appropriate Superintendent of Commercial Rentals or a designated agent will direct the placement of all concessions in the leased space.
- The leased space location will be determined by the appropriate Superintendent of Commercial Rentals.

### ALCOHOL

- No alcoholic beverages may be brought onto, sold, or consumed on the Fairgrounds or parking lots. This excludes the CT Wine Tent which is used for tastings and sale of CT wines, and the Craft Brew Tasting area.

### STOCK TRUCKS

- Space is available in designated area in White's Farm with access to electricity.
- Contact the concessions team for approval if you feel there is space on the grounds for your stock trailer.
- If stock trucks are set up on the grounds without approval from the concessions team, the truck will be towed at the owner's expense.

### ARTICLES FOR SALE

- Plastic guns, pop rocks and vape products can NOT be sold.
- Only those products listed on your Vendor License Space Agreement (LSA) may be sold from your concession space.
- No merchandise containing the DFA logo will be authorized for sale, display or distribution without Fair management approval.
- Any Vendor or Exhibitor that offers for sale or display, any article that is illegal or is considered to be dangerous, vulgar or obscene or not in good taste for a family oriented fair shall have their lease terminated and shall remove the concession from the Fairgrounds immediately.
- If there are questions about an article falling into the above categories, Fair management should be consulted prior to displaying the article.
- Fair management shall have the final authority in determining what products for sale are in the best interest of the Fair.

### AUDIO/VISUAL EQUIPMENT

- Sound amplification devices MUST be approved by the fair's concession team before use.
- Fair management reserves the right to monitor such devices and set sound levels at their discretion.

### BUILDINGS/PROPERTY

- All improvements made to a permanent booth or location by the licensee shall become the property of the DFA.
- Any property left on the Fairgrounds the Tuesday following the fair's end date will become the property of the DFA unless prior arrangements are made with the Year Round Outdoor Rentals Manager.

- If you have to dig to level your concession, you are expected to refill the holes when you leave.

## COMMERCIAL DELIVERIES

- Vehicles are allowed on the grounds during pre-Fair hours only. All deliveries within one hour of the Fair opening must be done by hand carry or hand truck.
- Golf carts may not be used during Fair hours.
- Scooters and electric bikes are not allowed unless they are handicapped approved.
- Vehicles may enter grounds through White's Gate. No other gates will be open to vehicular traffic.

## ELECTRICITY

### • Provisions

- Each rental space includes one 115 volt 20 amp receptacle. Other requirements MUST be listed on your LSA (License Space Agreement), i.e., 208 volts, higher ampacities or hard wire panel.
- If electrician hook-up is needed, a fee of \$100 will be charged.

### • Requirements

- All cords must be 12-gauge minimum, grounded and approved for use in a wet location and direct contact with the ground. The cord must be the correct size for the proper load. Vendors are responsible for any necessary ground faults.
- All metal trailers must have a supplemental ground rod with #6 gauge-grounding conductor properly bonded to the trailer frame.
- All hot water heaters must be propane gas operated.
- All installations must conform to the current National Electrical Code.
- All trailers and concessions, including concessions with metal pipes or frames using electrical hookups must have an approved ground rod 5/8" x 4' and #6 bare or insulated wire from approved ground connection to connection on frame.

- **Sensitive Electronic Equipment** - Although the DFA attempts to maintain 115/208 voltage throughout the fairgrounds, fair management is not responsible for failure of any electronic equipment, i.e., computers, cash registers, etc., due to voltage fluctuations or power failures.

### • Obtaining Electrical Service

- A Fair Association approved electrician will inspect your rental location and energize your power.
- Priority will be given to food vendors requiring refrigeration.
- Electricians are available the weekend before the Fair straight through the Fair.
- Vendors will receive instructions on how to schedule their electrical hook up.

### • Breakdown

- All hard-wired electrical hookups will be disconnected by 11 AM, Monday following the fair end date.

### • Lights and Extension Cords

- Vendors are expected to supply their own lights, electrical cords, and extension cords.

## FOOD SERVICE SANITATION

- Vendors who dispense prepared, cooked or processed foods and beverages (including food product sampling) for consumption by the public are responsible for registering with the Durham Agricultural Fair Association. If you are not sure that your operation requires registration or if you have any questions regarding proper preparation and sanitization procedures, please call or email William R. Milardo, Jr., RS, Assistant Health Officer for the Town of Durham, at 860-349-8253 or [wmilardo@townofdurhamct.org](mailto:wmilardo@townofdurhamct.org).

## ICE

- Ice will be available for purchase during the fair. Vendors are encouraged to stock up early in the day.

## FIRE INSPECTION

- ALL inspections must be done by 12 PM (noon) Thursday, first day of the fair.
- Propane tanks should have a current inspection tag, and the suppliers name and phone number on them.
- All propane tanks must be within current certification date. Out of date tanks must be removed from the property.
- Any vendors frying or cooking where grease laden vapors are present must have appropriate k class or Ansul hood system.
- All propane tanks must be firmly staked and strapped.
- After you are set up at the fair, please send an email to [fireinspection@durhamfair.com](mailto:fireinspection@durhamfair.com) to give the inspection team the time you will be at your space ready for inspection. Ready means the booth/concession is cleaned and ready to fire up the grills and start cooking, fire extinguishers in place, the propane has been delivered, etc. The Fire Marshal does not have the manpower to do multiple inspections to get you to pass.
- Any concession using a fire flame or electricity for cooking or other purposes must have an approved 5 lb. dry powder fire extinguisher or equivalent.
- All concessions must use flame-proof decorations.
- All concessions using LP gas appliances must meet all LP requirements and must have one main valve for all tanks outside by the tanks.
- An inspection of all concessions, trailers, tents and/or buildings may be made by the Fire Marshal and will not be allowed to operate until all requirements of the Fire Marshal are complied with.

## FRONTAGE

- Per the Fire Marshal all outdoor vendors will pay for two feet of frontage on each side of their location.
- No part of your display may protrude outside the bounds of your Licensed Space.

- No solicitation or roaming is allowed in aisles outside the bounds of your licensed space.
- Do NOT set up signs outside the bounds of your licensed space.

#### **HOURS OF OPERATION**

- Refer to **OFFICIAL FAIR HOURS** listed above.
- Setup of concessions/exhibits (see Vendor Check-In information). NO concessions/exhibits are allowed to BEGIN setup before this time without prior authorization from the Concession Manager.
- Break-down of concessions/exhibits may NOT START UNTIL 7 PM Sunday, September 29th.
- **ALL CONCESSIONS/EXHIBITS MUST BE OPEN FOR BUSINESS DURING THE OFFICIAL HOURS of the FAIR.**
- Concessions/Exhibits must be removed by 4 PM on the Tuesday following the last day of the fair. The Fairgrounds will be open 7 AM to 4 PM on Monday and Tuesday following the Fair for this purpose.

#### **INSURANCE**

- The vendor/renter must provide the DFA with a signed original Certificate of Insurance (ACORD form), lawfully transacted which sets forth the following:
  - List The Durham Agricultural Fair Association as the **ADDITIONAL INSURED and CERTIFICATE HOLDER.**
  - Dates: The dates of inception and expiration of the insurance. For individual events, the specific event dates must be listed, along with language that acknowledges all set-up and tear down times.
- General Liability coverage required:
  - Limits shall be not less than \$1,000,000 combined single limits per occurrence.
- Automobile Liability coverage required:
  - Limits shall be not less than \$1,000,000 combined single limits per accident for contracts involving use of contractor vehicles (autos, trucks or other licensed vehicles) on the fairgrounds.
- Workers' Compensation coverage required:
  - Workers' Compensation coverage shall be maintained, as required by law, whenever a vendor has employees.
- **ACORD Certificate, providing proof of insurance, SHOULD be received by August 15, 2019 or you may be required to pay a \$100 insurance fee.**

#### **PETS**

- No pets or animals, except handicapped service animals or those used as part of an authorized exhibit shall be allowed on the Fairgrounds.

#### **SANITATION**

- Each vendor/exhibitor is expected to clean the immediate area around their rental space of debris throughout the Fair. The DFA appreciates your help in keeping our Fair clean and inviting.
- **Trash pickup will be curbside throughout the Fair.**
- **Grey Water will not be dumped directly on the ground. Please ask directions to the nearest location of a dump station.**
- **When the fair is over, please clean up your location.**
- **If you want to participate in COMPOSTING, contact Marilyn Keurajian at thrivinglives@sbcglobal.net**

#### **SECURITY**

- Safety and security is the most important concern of our Fair. The Rules and Regulations are for the benefit of everyone.
- Fair Security will available 24x7 Thursday through Sunday.
- Any bodily injury, property damage, thefts or vandalism, should be reported immediately to any Public Safety officer, the Public Safety Office or the Administration Office.

#### **TAX REGISTRATION NUMBER**

- Unless otherwise exempt, all vendors must have a valid tax number from the State of Connecticut Department of Revenue Services. If you have any questions concerning sales tax or wish to obtain a tax number, you may contact the Department of Revenue Services, Collection & Enforcement Division, 25 Sigourney St., Hartford, CT 06106, call 860-297-5962 or visit [www.ct.gov/DRs](http://www.ct.gov/DRs)

#### **TENTS**

- If a rental tent is needed, you need to arrange for this yourself.
- All tents will meet State of Connecticut fire requirements.

#### **TERMS**

- The terms "Licensee," "Concessionaire," "Exhibitor" and "Vendor" contained herein shall be one and the same.

#### **VEHICLES**

- Vehicles left on the Fairgrounds after 4 PM Thursday, fair start date, may be towed at the owner's expense.
- **ALL Vehicles must be off grounds two (2) hours before opening at 4 PM on Thursday and one (1) hour before the Fair opening on Friday, Saturday and Sunday.**
- During the Fair, cars, trucks and/or trailers must be removed from the Fairgrounds by 8 AM and no one will be allowed to drive on the grounds after this time.

- Vehicles are allowed on the grounds after the fair closes, however at the discretion of the Public Safety team.
- No cars, trucks and/or trailers will be allowed to drive onto the Fairgrounds until 8 PM Sunday or later, at the discretion of the Durham Fair Public Safety Department.

#### **TICKETS**

- Parking and fair tickets will be issues upon arrival during vendor check-in times.

#### **CANCELLATION**

- Cancellations prior to September 1st will receive a refund for 50% of the total rental fees paid.
- **NO refunds will be authorized on or after September 1st.**