



## **RULES & REGULATIONS / TERMS & CONDITIONS OF LSA 2021**

**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)**

### **INDOOR VENDOR CHECK IN**

- **Tuesday, September 21st, 2021, 1PM-7PM, Wednesday September 22nd, 9AM-6PM, Thursday, September 23rd 8AM-12 PM (vendors with small table/tent set-up ONLY).**
- 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.

### **OFFICIAL FAIR HOURS**

- **Thursday, September 23rd 4 PM - 10 PM; Friday, September 24th 9 AM - 10 PM; Saturday, September 25th 9 AM - 10 PM; Sunday, September 26th 9 AM - 7 PM.**
- All concessions in the Indoor Commercial Building must be set up by 12 PM Thursday.
- All concessions will operate during all Fair days/hours as listed above.
- Concessions may not operate prior to 4 PM on Thursday.

### **ALCOHOL**

- **No alcoholic beverages** may be brought onto, sold, or consumed on the Fairgrounds or parking lots. This excludes the CT Wine Tent and CT Craft Beer and Hard Cider Tasting Event Area, which is used for tastings and sale of CT wines during the Fair.

### **STOCK TRUCKS**

- Space is available in designated area in White's Farm with access to electricity.
- Contact Indoor Commercial Rentals team for approval if you require space in White's Farm for your refrigerated 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**

- 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.
- No part of your display may protrude outside the bounds of your Licensed Space.
- No solicitation is allowed in aisles outside the bounds of your licensed space.
- No roaming.

### **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**

- Any property left on the Fairgrounds after Monday, October 1st will become the property of the DFA unless prior arrangements are made with the Indoor Commercial Vendor Superintendent.
- Vehicles are not permitted in the building during Check-In
- Hanging, making holes or damaging the wall insulation inside the building in any way is not permitted
- If your space is on an outside wall in front of an electrical panel, the panel must be left exposed in case of emergency

### **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.
- Vehicles may enter grounds through White's Gate. No other gates will be open to vehicular traffic.

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# DURHAM FAIR



## ELECTRICITY

### • Provisions

- Each rental space includes one 110 volt 10 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 installations must conform to the current National Electrical Code.

### • 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

- An electrician will inspect your rental location and hook up additional power if required as listed on your LSA.
- Priority will be given to food vendors requiring refrigeration.
- Electricians are available the weekend from check-in throughout the Fair.

### • Breakdown

- All hard-wired electrical hookups will be disconnected by 11 AM, Monday, September 27<sup>th</sup>, 2021

### • Extension Cords

- Vendors shall supply their own 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 filing an application for food and beverage dispensing registration with the Durham Health Department. 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). An application specifically for food vending at the Durham Fair can be found on the Town of Durham's website, on the Health Department's webpage, under the heading Applications/Permits.

## ICE

- Ice will be available for purchase during the fair.

## FIRE INSPECTION

- Propane tanks are not permitted in the Indoor Commercial Building.
- All concessions must use flame-proof decorations.
- 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.

## HOURS OF OPERATION

- Refer to **OFFICIAL FAIR HOURS** listed above.
- Setup of Indoor concessions/exhibits may begin at 1PM Tuesday, September 21st . NO concessions/exhibits are allowed to BEGIN setup before this time without prior authorization from the Indoor Commercial Rentals Team.
- Break-down of concessions/exhibits may NOT START UNTIL 7 PM Sunday, September 26th.
- **ALL CONCESSIONS/EXHIBITS MUST BE OPEN FOR BUSINESS DURING THE OFFICAL HOURS of the FAIR.**
- Concessions/Exhibits must be removed by 4 PM, Monday, September 27, 2021. The Fairgrounds will be open 7 AM to 4 PM on Monday following the Fair for this purpose, however the commercial building will not be secured Sunday evening.

## INSURANCE

- The vendor/renter must provide the DFA with a signed original Certificate of Insurance, 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:

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o 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:
  - o Workers' Compensation coverage shall be maintained, as required by law, whenever a vendor has employees.
- **Insurance Certificate, providing proof of insurance, SHALL BE RECEIVED BY SEPTEMBER 1ST or Vendor will be responsible for a non-refundable \$44 default Durham Fair insurance fee. Please remember your application is not considered complete without Vendor signed LSA, full payment AND insurance information.**

## 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. Boxes must be broken down and taken to the nearest trash bin. Indoor commercial garbage is to be emptied into pails provided outside of the building with boxes broken down.**
- **Grey Water will not be dumped directly on the ground. Please ask directions to the nearest location of a dump station.**
- **If you want to participate in COMPOSTING, contact Marilyn Keurajian at [thrivinglives@sbcglobal.net](mailto: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 Thursday, September 24th through Sunday, September 27<sup>th</sup>.
- 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. **CALL 911 DIRECTLY FOR ANY MEDICAL EMERGENCY.**

## 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/BOOTH SET UP

- The Fair does not supply booth setup materials. If a rental tent or booth set up (i.e., poles, back-drop drapery) 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, September 22nd 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.
- No cars, trucks and/or trailers will be allowed to drive onto the Fairgrounds until at least 8 PM Sunday or later, at the discretion of the Durham Fair Public Safety Department.

## TICKETS

- Parking and fair tickets will be issued 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.**