

# **2023 RULES AND REGULATIONS FOR THE DURHAM FAIR**

## **OFFICIAL FAIR HOURS:**

- **Thursday, September 21st 4 PM - 10 PM; Friday, September 22nd 9 AM - 10 PM; Saturday, September 23rd 9 AM - 10PM; Sunday, September 24th 9 AM - 6 PM.**
- All outdoor concessions must be completely set up by 9 PM Wednesday.
- **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 17th through Wednesday, September 20<sup>th</sup> 10 AM - 6 PM and Thursday, September 21<sup>st</sup> 8 AM - 12 PM.**
- If you arrive outside the designated check in times, you may leave your concession in White's Farm.
- The appropriate Superintendent of Outdoor Vendors or a designated volunteer will direct the placement of all concessions in the leased space.
- The leased space location will be determined by the appropriate Superintendent of Outdoor Vendors.

## **CRAFTS/INDOOR VENDOR CHECK-IN**

- **Tuesday, September 19th 10 AM - 6 PM; Wednesday, September 20<sup>th</sup> 10 AM - 6 PM; Thursday, September 21<sup>st</sup> 8 AM - 12 PM. All vendors have to be on the grounds by 12 PM.**
- The appropriate Superintendent of Crafts/Indoor or a designated volunteer will direct the placement of all concessions in the leased space.
- The leased space location will be determined by the Superintendent of Craft/Indoor Vendors.

## **ALCOHOL**

- **No alcoholic beverages** may be brought onto, sold, or consumed on the Fairgrounds or parking lots. This excludes the CT Wine /Beer Tent.

## **STOCK TRUCKS**

- Space is available in designated area in White's Farm with access to electricity.
- Contact the appropriate Superintendent for approval for your stock trailer to be stored on the grounds.
- If stock trucks are set up on the grounds without approval the truck will be towed at the owner's expense.

## **ARTICLES/SERVICES FOR SALE**

- Plastic guns, pop rocks, Confederate items 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 the appropriate Superintendent approval.
- Any Vendor 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, the appropriate Superintendent should be consulted prior to displaying the article.
- The appropriate Superintendent shall have the final authority in determining what products for sale are in the best interest of the Fair.
- All items, actions or activities (including, but not limited to, hunting knives, guns, brass knuckles, etc.) that are deemed by the appropriate Superintendent to be either a threat to the safety of Fair patrons or offensive to the image of the Fair, cannot be displayed or sold on the Fairgrounds and will be removed from Fair property.
- Ear piercing, tattooing and other similar activities are not allowed.

## **AUDIO/VISUAL EQUIPMENT**

- Sound amplification devices **MUST** be approved by the appropriate Superintendent before use.
- The appropriate Superintendent 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 appropriate Superintendent.
- If you have to dig to level your concession, you are expected to refill the holes when you leave.
- **Craft/Indoor ONLY** - Hanging, making holes or damaging the wall insulation inside The Marketplace in any way is not permitted.
- **Craft/Indoor ONLY** - If your space is on an outside wall in front of an electrical panel, the panel must be left exposed in case of emergency.

## **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. Contact your Superintendent to get this done.
- **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, DFA 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 DFA 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 filing an application for food and beverage dispensing 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).

## **ICE**

- Ice will be available for purchase during the fair hours. 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 must have a current inspection tag, and the supplier's name and phone number on them. Propane tanks are NOT permitted in The Marketplace (Craft/Indoor Vendors).
- 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, contact the Outdoor 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 (see Vendor Check-In information). NO concessions/exhibits are allowed to BEGIN setup before this time without prior authorization from the appropriate Superintendent.
- Break-down of concessions/exhibits may NOT START UNTIL 6 PM Sunday, September 24th.
- **ALL CONCESSIONS MUST BE OPEN FOR BUSINESS DURING THE OFFICAL HOURS of the FAIR. Hours are listed at the beginning of the Rules and Regulations.**
- Outdoor Concessions 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.
- Craft/Indoor Concessions must be removed by 4 PM on the Monday following the last day of the fair. The Fairgrounds will be open 7 AM to 4 PM on Monday following the Fair for this purpose. Please note that The Marketplace (where Craft/Indoor Vendors are located) will not be secured Sunday evening after the Fair.

## **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 September 1st or you may be required to pay a \$100 insurance fee.**
- Please remember your application is not considered complete without vendor signed LSA, full payment, AND insurance information.

## **PET**

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 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 Susan Michaels at 860-349-1362.

## **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 of the Fair.
- Any bodily injury, property damage, thefts or vandalism, shall 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**

- 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**

- **All vehicles must be off the fairgrounds two (2) hours before opening at 4 PM on Thursday, the Fair start date, and one (1) hour before the Fair opening on Friday, Saturday, and Sunday.** No one will be allowed to drive on the Fairgrounds after these times.
- Vehicles left on the Fairgrounds after 4 PM on Thursday may be towed at the owner's expense.
- 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 7 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 granted on or after September 1st.**