



## EXHIBIT HALLS DECORATING AND SETUP GUIDELINES

Our goal at the Fairgrounds is to meet the needs of our customers in such a way as to minimize the negative impact on the facilities, and to leave the facility in good condition to maximize the efficiency of our small staff. You can assist in this endeavor if you will follow these guidelines.

- ❖ Please do not attach anything to the painted surfaces, wood surfaces, glass or curtains. There are bulletin boards on most walls that can be used to hang banners, etc. on, as well as a portable bulletin board and dry marker boards. We also have PVC racks which can be used. Please request these racks in advance. We ask that you not lean things against the wall without protecting the painted surface.
- ❖ If you need to tape electric cords to the floor, please ask staff for tape. Most tapes especially duct tape leave a residue which fouls our floor machines.
- ❖ If you would like to hang a banner, or other decoration above the stage on the light bar, please ask staff to do that for you as our Risk Management Policy discourages the use of ladders by our customers in any fairgrounds facility. Nothing may be hung from the ceilings or beams.
- ❖ In the Exhibit Halls, Conference Rooms or restrooms - confetti, birdseed, rice, glitter or similar items are not allowed so please do not use them in your decorating plan. This includes face painting and/or costumes where glitter is used and can wash off or fall off. We also do not allow hay or straw inside the Exhibit Halls or Conference Rooms. Graphite is not allowed in the Exhibit Halls or the Conference Rooms.
- ❖ All doors are emergency exits. Please do not place anything in these doorways which would impede emergency egress. There must be a minimum of 6' passage between emergency exits (please see Fairgrounds Office for approval of floor plans)
- ❖ If you place items on tables that might mar, scratch, or stain the surface, or if candles are being used on the tables, please cover the table to prevent damage to the table. Please be conscious of how much weight is being placed on tables.
- ❖ Smoking is not allowed in any County building. Smokeless tobacco is also not allowed in any County building.
- ❖ Alcohol may not be consumed without a license, and a Uniformed Colorado Peace Officer must be present. Glass containers are not allowed.
- ❖ Liquid petroleum (Propane, butane, etc.), hazardous materials (wet cel batteries, fuel, gunpowder) is not allowed in any building. Sterno may be used with chaffing dishes. Candles should have something under them to catch dripping wax. There will be a \$50.00 fee if wax is found any table and/or the floor.
- ❖ Children are to be supervised by an adult at all times.
- ❖ Only working service animals are allowed in the Exhibit hall buildings. Animals include birds, reptiles, fish as well as the obvious animals.
- ❖ We are very sensitive to the needs of our customers who are authorized to use the parking spaces designated for the handicapped. We ask your cooperation in this area. Cars parked in the designated handicapped spaces, without proper identification, will be asked to be moved. If a vehicle is not moved it will be towed at the owner's expense.

It is understood that these guidelines are an addition to the Fairgrounds Policy Statement and are not all-inclusive.



## **CLEANING GUIDELINES FOR EXHIBIT HALL(S)**

1. Take down all decorations
2. Pick up trash
3. Wipe off tables and chairs
4. Wipe up spills on floor
5. Take trash to outside dumpster
6. Remove all belongings from rooms/stage

## **CLEANING GUIDELINES FOR KITCHENS**

1. Remove all food from refrigerator/shelving
2. Wipe off all counter tops .
3. Wipe out microwave(s)
4. Turn off coffee pot
5. Rinse out and dry coffee pots
6. Replace pots on burners
7. Sweep floor
8. Mop floor
9. Rinse out sink
10. Take trash to outside dumpster