



Arapahoe County Fairgrounds Event Center
25690 East Quincy Avenue, Aurora, CO 80016
303-795-4955 | 303-766-0487 fax

Decorating Guidelines

Event: _____ Date(s): _____

Event location(s): _____

Our goal at the Fairgrounds is to support customer's needs while minimizing the negative impact on the facilities leaving the facility in good condition. To help us achieve this, please follow the guidelines below:

Decorating and Set-Up

- Event Holder may not attach anything to the painted surfaces, wood surfaces, or glass unless it is attached with painters tape or alike item.
- We ask that you do not lean items against the wall without protecting the painted surface.
- Duct tape is prohibited on all floor surfaces within the facility. Painters tape is the preferred method and approved for use on our floors.
- Decorations hung from the ceilings or beams are not permitted unless approved by Fairgrounds staff.
- Confetti, birdseed, rice, glitter or similar items are not allowed; please do not use them in your decorating or during your event.
- Hay or straw inside the facility is prohibited unless approved by Fairgrounds Staff. The Event Holder is responsible for removing these items and cleaning the impacted area.
- Open flames are prohibited inside our facilities. All candles or alike items need to be battery operated.
- Smoking is prohibited in any County facility; this includes smokeless tobacco.
- Liquid petroleum (propane, butane, etc.), hazardous materials (wet cell batteries, fuel, gunpowder) are not permitted. Sterno may be used with chaffing dishes.
- Decorations such as chocolate fountains need to have a floor covering placed underneath to keep the floor from being damaged from spillage.
- Fog machines are permitted and should not interfere with smoke detection systems in the facility.
- Bounce houses and any other inflatables need to be approved by Fairgrounds Staff, be properly anchored and need to include proof of insurance coverage.
- Horses are permitted in the facility. Event Holder needs approval from Fairgrounds Staff to ensure proper non-skid flooring is installed prior to event.

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

I have read and understand the Decorating guidelines listed above. I understand that if the guidelines are not followed, a financial penalty may be incurred or future use of the facility denied.

Event Holder _____ Date: _____