

# Exhibition Halls A/B



Daily Rental:  
7 a.m.-1 a.m.

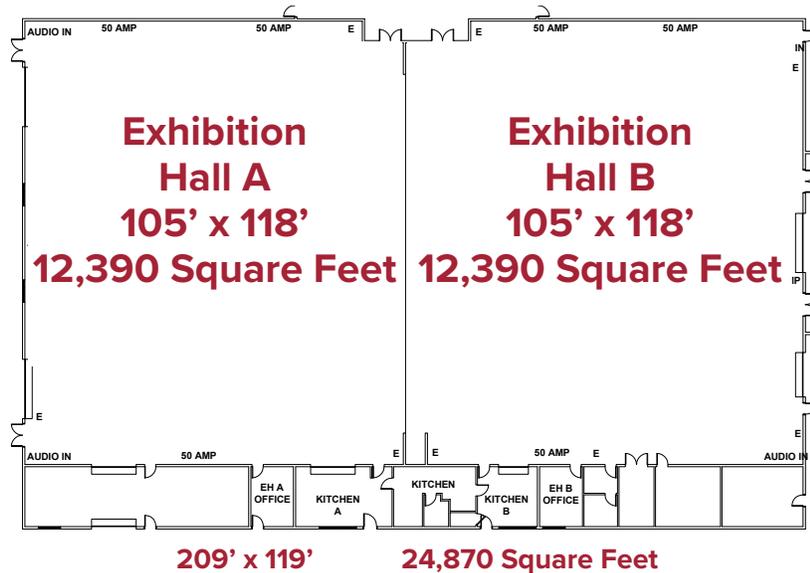
	Full Hall	A	B
Banquet	1000	400	400

## Exhibition Hall A: What's included?

- Facility Coordinator
- Commercial Kitchen
- Windmill Room, Exhibition Hall A Office
- String Lighting
- (2) Direct Load-In Doors to Event Space
- (2) TV Monitor for Slideshow Displays
- Access to Cleaning Supplies
- Access to Electrical- Overhead and Wall Outlets
- Access to Male/Female/Family Restrooms
- Access to parking and WIFI

## Exhibition Hall B: What's included?

- Facility Coordinator
- Warming Kitchen
- Windmill Room, Exhibition Hall B Office
- Outdoor Ceremony Space (pending availability)
- String Lighting
- Dimmed Lighting
- (1) Direct Load-In Door to Event Space
- (2) TV Monitor for Slideshow Displays
- Access to Cleaning Supplies
- Access to Male/Female/Family Restrooms
- Access to parking and WIFI
- Outdoor Ceremony Space (pending availability)
- Dimmed lighting



ARAPAHOE COUNTY  
OPEN SPACES

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Arapahoe County Fairgrounds Event Center  
www.arapahoecountyeventcenter.com  
25690 E. Quincy Ave., Aurora, CO 80016

## Contact:

303-795-4955  
fairgrounds@arapahoegov.com





**Arapahoe County Fairgrounds Event Center**

25690 East Quincy Avenue, Aurora, CO 80016

303-795-4955 | 303-766-0487 fax

## Facility 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 Events 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 Events 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 Events Staff, be properly anchored and need to include proof of insurance coverage.
- Vehicle access indoors is permitted for load in and load out only. Vehicles need to be removed after load in and load out.

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: \_\_\_\_\_