

## **Booth Construction and Red Tag - FAQ's - 2016**

To help get your booth ready for the Fair, your Red Tag Crew has put together this handout to give you the highlights of who, what, and how. You can find more in-depth construction information by either going to the website at: [www.oregoncountryfair.net](http://www.oregoncountryfair.net) or in your Guidelines booklet.

Please understand that current building practices have changed and evolved since the manual was last updated. It still can be used as a good general reference. Some of the manual changes include: no digging of posts into the ground, sizes of posts, joists, plywood, brace ideas, signs, aesthetics, paint, and sealant rules. The Red Tag Crew will work with you to help you understand these and other changes.

### **WHO IS THE RED TAG CREW?**

A small group of the Construction Crew who arrives early to shake and rattle each booth to help find the problems that need fixing. Booths that need repair are given a red tag and a courtesy call to notify the booth rep of needed repairs. We are available to offer ideas and solutions to help your particular situation. We concentrate on structural safety but also raise concerns regarding design aesthetics, environmental sensitivity, and archaeological preservation. We can be found at the Construction Booth in Main Camp.

### **TAGS**

#### **What is a yellow tag?**

A yellow tag is used to notify you of the annual loft safety check. Once your removable loft items (such as: fastened ladders & railings) are installed, please contact the Red Tag Crew for final inspection. Our loft inspection may reveal other needed repairs.

#### **What is a red tag?**

A red tag is used to notify you of significant structural items to be repaired, replaced, and/or changed in your booth.

### **THE MAJOR DO'S AND DON'TS**

Do check in with Construction and Quarter Master in Main Camp before any repairs or construction improvements begin.

Do contact Vegemanics at Main Camp about all tree and plant adjustments.

Do bring a fire extinguisher and a basic tool kit.

Do get in the habit of doing your own safety checks to your booth.

Do ask Greeters to facilitate your material deliveries to your booth. Note: Weather may dictate site accessibility.

Do ensure that all designs and construction address seasonal flooding. Structures must be built with removable walls, floors, and skirt elements to let the sun and rain through.

Do put wood to be recycled along the trail side for removal by Site Crew.

Do not use pressure treated wood or unapproved wood preservatives.

Do not dig without Archeology approval.

Do not do any construction work before Main Camp opens on June 4, 2016.

Do not remove red tags! The Red Tag crew will remove this posting when you pass inspection.

Overwhelmed? Please talk to us. We have lots of tips and tricks to offer.

### **SETUP AND REPAIRS**

#### **When do I have to check in?**

Check in if you have a red tag, yellow tag, new construction projects, or for structural alterations. You do not have to check in with Construction if you are just setting up your sales display.

When in doubt, please ask your Red Tag Crew @ the Construction Desk @ Main Camp

### **When do I need a 'permit' ?**

OCF manages all OCF booth permits. OCF permits are required for ANY structural alterations, additions, and/or new construction.

OCF permits are not required for most Red Tag repairs and non-structural repairs such as shelves, counters and display items.

### **Do I need to apply to Lane County for a permit?**

NO. Please bring your booth plans to the Construction Booth at Main Camp. All OCF booth permits and plan approvals are given by the Red Tag Crew.

### **When do I need drawings?**

Drawings are required for new construction or major repairs.

OCF permit forms and examples of various booth plans are available in the on line Booth Construction Manual. Simple plans and sketches are acceptable with a cover letter.

### **Where do I submit my 'permit', plans, sketches?**

They can be sent directly to the OCF office or to a Red Tag Crew member listed below.

Please put your booth number on your communications.

## **FOOD BOOTHS**

There are additional concerns regarding food booths such as: water towers, gray drains, removable floors, flammable materials, and more. It is imperative that food booths check in with us regularly and often. We do have lots of tricks to solve such issues, so please let us help.

## **WINTER STORAGE**

### **What do I do to help my booth survive the winter after the Fair?**

For over a decade we have been working on evolving our booths to have more removable parts (that can be stored in the booth) to promote better flood and rain drainage and to let light flow through. Many of you have heard us say "bones (structure) are good, skins (walls, floors, roofs) are bad." With some creative thinking it is easy to make parts of your booth removable which are then stood up, roped in, and 'stored' for winter. Over the years a lot of good has come with this method. Bones can dry out between rains. We can get to the bones to inspect them. Floors and such last longer stored on their sides. If you can come to the site in spring you will see amazing flowers growing in your booth, where before they could not because of the shade from your loft floor. Please help us continue with creative designs and tidy storage efforts before you leave the site for the season.

Please note recent updates for off season storage requirements in the Guidelines.

## **CONCLUSIONS**

We encourage creativity and individuality with construction planning and design. There are so many talented people at our Fair that have invented new details and tricks on how to build the most amazing booth structures. Our pockets are full of ideas harvested from so many of you over the years. We do have standards and goals to meet and we want to make this a positive experience for everyone.

## **Your Red Tag Crew:**

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