

# Oregon Country Fair Guidelines



**JULY 10, 11 & 12, 2009**

**PLEASE POST THIS BOOKLET  
WHERE YOUR CREW  
AND BOOTHMATES WILL SEE IT**



# Who We Are

The Oregon Country Fair creates events and experiences that nourish the spirit, explore living artfully and authentically on Earth and transform culture in magical, joyous and healthy ways.

The OCF is a non-profit, tax-exempt corporation overseen by a twelve-member Board of Directors elected by the membership. The OCF depends on hundreds of dedicated volunteers whose work is supported by six employees.

You are welcome to attend meetings of the Board of Directors. Please check the calendar for the schedule. We encourage you to read the monthly **Fair Family News** that includes the Board minutes. The **Fair Family News** is available on our website at [oregoncountryfair.net](http://oregoncountryfair.net) or it can be mailed to you by request.

## **OREGON COUNTRY FAIR**

### **BOARD OF DIRECTORS**

Diane Albino	Jack Makarchek
Danya Ariel	Deane Morrow
John Burgess	Indigo Ronlov
Katie Cousins	Anna Scott
Paxton Hoag	Lawrence Taylor

### **ALTERNATES**

Joseph Newton	Jon Silvermoon
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### **OFFICERS**

Jack Makarchek, President  
Steve Gorham, Hilary Anthony, Co-Treasurers  
Bill Ganser, Recording Secretary  
Heidi Doscher, Membership Secretary

### **EMPLOYEES**

Robin Bernardi, Office Assistant  
Mark Hinz, Executive Director  
Charlie Ruff, Assistant Manager  
Norma Sax, Administrative Assistant  
Andy Strickland, Caretaker  
Steve Wisnovsky, Site Manager

# Our Code of Conduct

We are an association of equals. Each and every member of our community is entitled to respectful and equitable treatment by all other participants. We should all act responsibly towards one another wherever we gather.

The OCF is committed to the principles of non-violence. Mental, verbal, physical, or sexual abuse will not be tolerated.

We share reverence for the land. Stewardship is everyone's responsibility. Please help protect the plant and animal life whose space we share, and work to extend this practice beyond the OCF and into daily life.

As Bill Wooten, one of our founders, wrote: This is a community of choice of reason rather than by the chance of birth. Reason is found more each day on the side of cooperation, conservation, and community. Reason stands with those who reduce their wants and simplify their needs, who lessen demands upon the world's resources. Reason stands with those who do not ask the world to do for them what they can do for themselves. Reason stands with those who treat neighbors as friends, friends as brothers and sisters, and this earth, as our one and only home. Let us so stand together. It stands to reason, to endure is to prevail.

# Thank You for Participating

The Fair brings us together from all over the world in a reunion that affirms our sense of community. It assembles artists, crafters, and entertainers for a celebration of the arts and a marketplace where the value of our labor is appreciated.

The Fair is a small, temporary village with roads, bridges, traffic control and water. We provide recycling and a waste disposal system, fire

protection, security, public health care, child-care, and governance. We have rules by which order is maintained and peace is kept in our village. **This is a drug-free event. Alcohol consumption is not allowed in public places.**

We must remember that we are not isolated. We affect the lives of many people who have no direct connection with the Fair. Be courteous; be fair; be cooperative—for the sake of a joyous and memorable Fair.

## Community Agreement

All of us at the OCF want to have a safe and wonderful experience at the Fair. As the Fair has grown we no longer all know each other, and unfortunately, there are people who come to the Fair who take advantage of our open and loving community. Even though the Fair tries hard to prevent problems, inappropriate behaviors sometimes occur. These behaviors can include crimes such as theft, and physical and sexual assault.

The OCF Guidelines exist to help us protect the health and safety of all. By signing for your wristband you acknowledge that you have read, and agreed to abide by, the OCF Guidelines, Code of Conduct and the following statement:

- 1.) I agree to be responsible for insuring the safety of all minors in my care. I will not leave children unattended at any time while at the Fair.
- 2.) I agree not to sneak people into the Fair, or allow people who do not have wristbands to stay after public hours, as doing so strains our capacity to take care of one another and our land.
- 3.) I agree to cooperate fully with the volunteers who "sweep" the Fair of visitors without overnight credentials at closing time, including permitting my tent, vehicle, or other camping facility to be swept if requested.

Failure to abide by the Oregon Country Fair Code of Conduct, the Guidelines, Federal, Oregon, or Lane County laws may result in expulsion from the Fair, booth penalties, removal from staff position, termination of membership, or being turned over to the proper authorities, as the situation requires. If you are involved in a confrontation please remember the following:

- 1.) all parties must identify themselves when asked;
  - 2.) although decisions by authorized staff must be followed at the time, disagreements may be reviewed through proper procedure.
- Reports of situations that cannot be fully resolved during the Fair should emphasize verifiable facts rather than assumptions or hearsay.

If you need support or guidance in resolving some unrest, please check with Quartermaster pre- and post-Fair or White Bird Medical station or an Information Booth during the Fair for a process appropriate to your situation. Feedback forms are available at the Information Booths.

Working together we will constantly rediscover the imagination, creativity, and magic that are the essence of the Oregon Country Fair.

# Calendar

The deadline to submit articles and letters to the **Fair Family News** is always the same day as Board meetings.

## April

- 1** Deadline for craft jury application submissions, including logo items
- 1** Deadline for new food booth applications
- 4** Registration, Saturday Market, 10am-5pm
- 6** Board of Directors Meeting, 7pm, EWEB Community Room, Eugene
- 11** Registration, Saturday Market, 10am-5pm
- 18** Registration, Saturday Market, 10am-5pm
- 25** Registration, Saturday Market, 10am-5pm
- 30** All new craft applicants notified of approval status

## May

- 1** Deadline to submit craft/food booth registration packet
- 1** Admission tickets go on sale
- 4** Board of Directors Meeting, 7pm, EWEB Community Room, Eugene
- 9** **SPRING FLING.** Informational meeting, 2009 poster unveiling and dance. 7:30pm, WOW Hall, 8th and Lincoln, Eugene

## June

- 1** **NO DOGS** allowed on property
- 1** Board of Directors Meeting, 7pm, EWEB Community Room, Eugene
- 1** Peach Pit article final deadline
- 6** Main Camp opens
- 13** Charter Member booth claim begins
- 14** Returning booth claim begins
- 14** Deadline for complete booth fee payment (failure to complete payment risks forfeiture of booth)
- 17** Mandatory food vendors' meeting, 7pm, Harris Hall, 125 E. 8th, Eugene
- 17** Proof of insurance for food booths must be received by OCF office. Bring to food booth meeting.
- 20** One-year-only Booth Claim Day
- 21** Last day for total refund of booth fees
- 27** Last day to submit plans for major booth work
- 28** Human Intervention training at Fair site
- 28** Board of Directors Meeting, (July meeting) 4pm, OCF Site
- 29** Camping passes increase to \$80
- 30** Deadline for Booth Registration outgoing mail



## July

**7** Last day for partial refund of booth fees

**8 & 9** Pick up passes at Registration

**8** All construction requiring inspection must be completed!

**9** All construction completed (tools down!)

**9** Annual meeting of vendors, 7-9pm at Shady Grove

**10, 11 & 12** OREGON COUNTRY FAIR

**14** NO CAMPING ON OCF PROPERTY. No one on property after 6pm except post-Fair work crews.

**20** Main Camp closes

**31** Food voucher redemption expires

**31** Last day to request refund of booth payments

## October

**5** Board of Directors Meeting, 7pm, EWEB Community Room, Eugene

**17** Annual Meeting, 6:30pm to midnight, Knights of Pythias Hall, Eugene

## November

**1** 2010 Budget process starts

**2** Board of Directors Meeting, 7pm, EWEB Community Room, Eugene

## December

**7** Board of Directors Meeting, 7pm, EWEB Community Room, Eugene

## August

**3** Board of Directors Meeting, 7pm, EWEB Community Room, Eugene

**7-15** CULTURE JAM

**14** Booth refunds mailed

**22** Picnic at the Fair site, 3pm

**23** Evaluation meeting at Fair site

**31** Last day to remove all temporary booth/loft structures, personal property, ground covers

**31** Deadline to submit Board candidate statements for publication in the Fair Family News and the Voters Pamphlet

## January 2010

**4** Board of Directors Meeting, 7pm

**15** Applications to sell a new craft or food item at 2010 Fair available

## February 2010

**1** Applications to perform at 2010 Fair available

## March 2010

**1** Teen Crew applications available

**15** Entertainer applications due

**30** Registration packets mailed to booth representatives

## September

**8** Board of Directors Meeting, 7pm, OCF Site

**17** Last day to register as a Fair member to vote in the 2009 election for Board of Directors



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## in case of an emergency

Go to the nearest Information booth, White Bird medical station,  
or person with a radio, and follow instructions.

If evacuation of the site becomes necessary,  
staff will guide you to marked exits located throughout the Fair.

If you have become separated from a small child,  
follow the instructions in Section 25, Lost Children.

ALL PHOTOS BY DARLENE CLEVINGER, WITH THE EXCEPTION OF FRONT COVER DRAGON AND PAGES 14 & 27.

OREGON COUNTRY FAIR GUIDELINES - JULY 10, 11 AND 12, 2009 - **V**

# General Information

## 1. Preamble

These Guidelines are to ensure the smooth operation of our event and the safety and protection of our Fair Family, the public and our site. Adherence to the Guidelines is essential. They apply to everyone, regardless of age, affiliation, or seniority. Please read and know your Guidelines and help us insure everyone follows them.

The Oregon Country Fair hosts a three-day event and a week-long summer camp for teens. The rest of the year the land is natural habitat. Please treat the land with respect and practice the "Leave No Trace" ethic. Minimize your impact and restore the land to its original condition when you leave. Adherence to the Guidelines helps us all be responsible stewards of our land, our family and our event. This is our time to play and to work together as a family; cooperation will enhance the experience for everyone.

## 2. Daily Admission

The Fair is open to the public from 11am to 7pm, July 10, 11, and 12, 2009. Tickets purchased in advance cost \$18 for Sunday, \$21 for Saturday, and \$18 for Sunday. Tickets sold the days of the event will cost \$21 for Friday, \$26 for Saturday, and \$21 for Sunday. There is also a ticket good for all three days that costs \$48. No tickets will be sold on site. Discount tickets are available for folks who are alter-abled and/or age 60 or better. All tickets are subject to a ticket agency handling fee of \$1.25 per ticket. Children 10 years old and younger are admitted free with a paying adult. Tickets to the 2009 Fair go on sale by May 1. Look for flyers denoting ticket sales locations or call TicketsWest at 1-800-992-8499.

## 3. Overnight Credentials

Everyone over age 10 who will be at the Fair before 6am or after 7pm must wear a 2009 OCF issued wristband or photo ID.



In order to receive your wristband you must present a valid form of ID that confirms your legal name and date of birth upon check-in.

Wristbands cost \$30 each for teens age 13 through 18 and \$10 each for youth 11 and 12. They must be purchased through their crew or booth. Any teen or youth (not on Teen Crew) who comes to the sticker booth for their wristband needs photo ID. If they do not have photo ID, the crew person who purchased that teen/youth pass may vouch for that teen/youth's identification.

Everyone with overnight credentials is obligated to abide by the Code of Conduct and Guidelines of the OCF community.

Overnight credentials for significant others of crew members are available for purchase by the volunteer through his or her coordinator. The price for an S.O. pass for the 2009 Fair is \$60 through June 28; as of June 29 this fee will increase to \$80. No person may be charged more than the actual cost of a teen, youth or S.O. pass.

Trade passes are available to coordinators to use in exchange for goods or services, as per the crew budget. Trade passes and crew passes are not to be sold. People receiving trade passes are not eligible to buy S.O. passes.

No one who will be under the age of 18 during the three-day event is eligible to purchase or receive an S.O. pass.

## 4. Alter-Abled Access

Wheelchairs, helpers, sign language interpreters, folding chairs, rest areas, maps, and information are available at the Alter-Abled Access Advocates (4A) Center located near Admissions, as well as at the Bus Stop, Community Village, Solutions, and Information booths. There is a battery recharging station for electric wheelchairs at the WareHouse.

Alter-abled staff and booth members will be directed to a designated parking area starting Wednesday, July 8. People who need handicapped parking should have a DMV placard on their vehicles. Vehicle camping for alter-abled staff and booth members will be available in the Crafts Lot beginning Wednesday, July 8.

## 5. Volunteer Staff

Most staff positions are filled with returning volunteers; however, we do take on a few new people each year. If you know someone interested in volunteering, please ask him or her to talk to a crew coordinator or member about joining a crew. Each crew selects its own volunteer staff. The office does not have a process or applications for placing volunteers.

**TEEN CREW.** The OCF has a volunteer program for Fair Family teens aged 14 to 18. All persons under the age of 18 must have a parent or responsible adult on site during the Fair. If the minor is deemed by Fair management to be in violation of the OCF Guidelines, the responsible adult will be subject to disciplinary action, up to and including suspension from the Fair for one year. Further incidents may result in permanent expulsion from the OCF. If you or someone you know would like to apply for the Teen Crew, please get an application from our website in mid-March or by sending a self-addressed, stamped business-size envelope to the office, Attention: Teen Crew. It is the

policy of the OCF to give graduating teens priority consideration in filling vacant staff positions.

No one who will be under the age of 18 during the three-day event is eligible to purchase or receive an S.O. pass.

**T-SHIRTS.** Staff members get crew t-shirts from crew coordinators. Wear your t-shirt visibly when on shift. You may wear your t-shirt at other times as well, but you are considered to be working if your t-shirt is visible, so people may ask you Fair-related questions or ask for help. A staff t-shirt is not considered camping credentials. All those wearing a staff t-shirt during public hours must attend Intervention training offered at the Fair site on June 28. Talk with your coordinator or crew leader about attending the training.

### SERVICES AVAILABLE TO VOLUNTEERS.

Crew Services facilitates the well-being of OCF volunteers during the Fair by providing a variety of services, including hospitality and showers. A hospitality center is located in the Flowin' Notes shower area by the WareHouse (Friday to Sunday nights from 7pm to 10pm) serving warm drinks and small nibbles. Hospitality is also located in Main Camp (noon to 5pm, Friday through Sunday; access is from the gate to the left of the Youth Stage) serving cool drinks, fresh baked goodies and a light buffet. Free showers for staff and performers are located at dahinda's Acres, Flowin' Notes, and on the Far Side. Hours vary, but most are open early and stay open until around 10pm. Bring your own towel and shower supplies.

## 6. Main Camp

The term Main Camp denotes the time period that runs from the month before the three-day event through the week after the event. It is also the central





staging area during our annual put-up and take-down of the Fair's infrastructure. Most essential systems of this operation, including Booth Registration, VegManECs (vegetation management), Quartermaster, Archaeology and Construction, are located in Main Camp. Camping and access to the site at this time are facilitated at the greeter stations on Aero Road. When you arrive on site during Main Camp check in with the greeter at the gates and either Quartermaster (crew members) or Registration (booth members).

During Main Camp the entire site is considered a work zone and as such, please exercise caution. All youth under age 18 need to be accompanied by a legal guardian or be a member of an authorized crew while on site. Please report to QM immediately in the event of lost children or any other emergencies.

See Section 48 for booth registration hours at Main Camp.

The Staff Kitchen serves meals for working crews only. It does not provide snacks nor does it provide meals for crew members who are on site for meetings, trainings or personal walk-arounds or for those working on their booths.

Talk to the folks at the Construction desk before doing repairs or any new construction on your booth.

## 7. Food Vouchers

Food vouchers are one way we feed our volunteers during the event. Food vouchers are non-transferable and are valid only at all food booths and at the Ritz Sauna showers and only during the Fair. Food vouchers cannot be used at craft booths, nor can they be redeemed for cash by individuals at any booth at any time. Food vouchers may not be used at Eugene or Portland Saturday Market. **Only food booths and the Ritz may redeem food vouchers and only with the OCF organization.** The Oregon Country Fair will redeem food vouchers from food booths and the Ritz by issuing checks payable to the business or Booth Representative only. The last day for food vendors and the Ritz Sauna to redeem food vouchers is July 31.

Food voucher recipients are invited to donate their vouchers to the Jill Heiman Vision Fund. The OCF will exchange the vouchers for money to be donated to non-profit groups focusing on an issue chosen by the membership. The amount of donations by Fair Family will be matched by the OCF up to an amount designated by the Board via the budget process.

## 8. No Dogs

The prohibition of dogs on site, except service dogs, is in effect from June 1 through August 31. Anyone who refuses to comply will be told to leave. You may be placed on probation for violating this guideline.

## 9. Video Cameras

Due to our agreement with performers, no video cameras are allowed on site from Wednesday, July 8, through Monday, July 13, except those belonging to credentialed media representatives or people who have made prior arrangements with the Video Crew through the office.

All other video cameras must be checked in at the Backpack Check Inn near Dragon Admissions gate or must leave the Fair.

## 10. Entertaining at the Fair

Entertainment is scheduled throughout the Fair. No battery-powered amplifiers, radios, tape recorders, or recorded music are allowed on paths, on stages, or in stage areas unless provided or approved by the OCF entertainment coordinators or management. Unscheduled performers are expected to comply with the Wandering Performer Guidelines, available at the Entertainment Window in the Check Inn booth. Staff should contact the nearest Information booth if a performer is blocking a path.



Friday through Sunday of the Fair, battery carts devoted to stages shall be used only for acts coordinated and scheduled by entertainment coordinators. With the exception of Main Stage on Saturday night no OCF stage under the supervision of an OCF entertainment crew, shall have amplification after midnight.

## 11. Alcohol

Selling alcohol at the Fair is illegal. Such sales risk closing the Fair, as well as criminal charges. Please notify the nearest Information booth if you see anyone engaged in this activity. **Alcohol consumption is not allowed in public places during public hours.** Please ask others to cooperate.



## 12. Cigarettes

**SMOKING IS ALLOWED IN DESIGNATED AREAS ONLY.** No-smoking areas include, but are not limited to, dining, stage, audience, and childcare areas, anywhere there is hay or straw, as well as all paths. If there is no butt can nearby, you are in a no-smoking area. Please help enforce this guideline by directing smokers to the nearest designated smoking area. Please see the map in these Guidelines.

## 13. Controlled Substances and Drug Paraphernalia

This is a drug-free event. No controlled substances may be sold at the Fair. No pipes, bongs, or other tools to ingest illegal drugs, nor any other drug paraphernalia, may be displayed or sold on Fair property at any time. We must adhere to Oregon and Federal law. Please stop anyone violating this rule. If they refuse to stop, please contact Fair Security. Individuals

or booths selling controlled substances will be immediately expelled from the Fair and their passes will be revoked.

## **14. Information, Health and Safety**

Pre- or post-Fair, go to the Quartermaster (QM) at Main Camp for information and in case of emergencies. During the Fair, there are six Information booths (some open 24 hours) located throughout the Loops. Each Information booth, as well as White Bird Medical has a radio and telephone. All staff should know the locations and services provided at each Information booth and direct requests for information or assistance to the nearest one (see map for Information booth locations).

Fair Central, located above Odyssey Information, coordinates all communications from the Wednesday before the Fair through the Monday after the Fair. Quartermaster at Main Camp coordinates communications outside these times.

**Report all emergencies to Fair Central or the Quartermaster.**

**The Long Tom River runs through the Fair site. It may be very polluted (mill wastes, sewage effluent, and beaver and other animal wastes). Please do not drink the water or swim in it.**

Pit toilets (holes dug in the ground for disposal of human or animal waste) and personal camp toilets are not allowed on the OCF site.

### **FIRST AID AND INTERVENTION**

**SERVICES** are provided to the Fair by White Bird Clinic, located across the path from Main Stage Information booth, (#253). Doctors, nurses, EMTs, and ambulances are available. Hours are noon Wednesday through 6pm Monday, staffed continuously. A second, smaller station is at Odyssey Information during the hours the Fair is open to the public. Each Information booth has minor first-aid

supplies (band-aids, aspirin, etc.).

If you are allergic to bee stings, please inform the Quartermaster when you are on site pre- or post-Fair. Please carry your own Epi kit.

Intervention training is required for all shirted volunteers. It will be held Sunday, June 28 at the Fair site.

## **15. Public Facilities**

Toilets and handwashing stands are located throughout the Fair. See map for locations. Showers are available at Energy Park and the Ritz Sauna. Private showers and pit toilets are not permitted. Private and open-air showers at the Ritz are available 24 hours a day from Wednesday at 6pm to Monday at noon. The facility has alter-abled accessible showers (both private and open-air) and an alter-abled accessible toilet.

Use of Ritz shower facilities is half-price to Fair children 12 years of age and under who are accompanied by a paying adult from 11am to 7pm daily. The Ritz is located at 334 Sesame Street, beyond Childcare.

Public telephones are located near the treeline of Alter-Abled Parking, which is across Indian Creek from Main Camp.

ATMs are located in front of the Fair at the Dragon and at Main Stage.

## **16. Fire**

In case of fire, send someone with knowledge about the fire to the nearest Information booth or radio to contact Fair Central or Quartermaster to give clear directions to the fire's location.

Open flames from candles and torches are the leading cause of fires at the Fair. No unattended open flames (candles, tiki torches, etc.) are allowed anytime, anywhere, including inside tents. Extinguish cigarettes before depositing them in the butt cans located at recycling stations and in designated smoking areas throughout the Fair.

Camps and booths with cooking and/or permitted campfires must have a 5-pound ABC fire extinguisher, a shovel and two five-gallon containers full of water with one burlap bag submerged in each.

Be extremely careful with gas and kerosene stoves. The Oregon Country Fair Site Manager, Fire Marshal or Fire Crew coordinators may prohibit or limit campfires as they see fit. Campfires (if permitted) must be kept small. Camps and booths with cooking and/or permitted campfires are required to have a new inspection and permit each year. Only Fire Crew and the Site Manager can issue permits.

A five-pound ABC fire extinguisher is required at every booth and camp. This rule applies to camping at any time on the Fair site, by anyone. Please be prepared to show your fire-fighting equipment to the staff volunteer who will stop by each booth to verify compliance with this rule during the Fair.

**Fireworks are prohibited at all times.**

**Burning painted or treated wood is prohibited at all times everywhere on OCF property.**

## **17. Water**

The Fair provides an ample potable water supply. We have an underground pipe system for water delivery throughout the Fair. Public patrons are served from drinking fountains. Water for booths is delivered twice daily: between 7 and 11am and 7 and 11pm, with the exception of Sunday evening.

We strongly suggest you **plan your storage capacity to last until the next scheduled delivery**. The same guidelines will be applied to the entire Fair: non-public water containers must be accessible, adequately braced, with the platform base no higher than six feet.

Portable containers must have two-inch or larger openings. If you miss your delivery, please go to the nearest Information booth for instructions. Water containers left behind after the Fair are likely to float away; do not build water storage without consulting with a Construction Coordinator. Fair system water outlets are to be accessed only by the appropriate crews (Water, Fire, and Main Camp). If there is a problem with a water outlet, report it to the nearest Information booth or to Fair Central immediately.

## **18. Grid Electricity**

Grid power delivered to the Fair from Emerald People Utility District is for designated uses only. Unauthorized connections to booths, camps and RVs are not permitted.

## **19. Security**

The Fair keeps order through its own security staff. These are your sisters and brothers, here to keep peace in our village. The first responsibility of the Security Crew is safety. Our Security staff is on duty from Tuesday before the Fair through Monday after the Fair. Report security related problems to the nearest Information booth or staff person with a radio. Outside these times, contact the Quartermaster if you observe or are involved in a troublesome situation. It is Fair policy not to interfere with County sheriffs if they are present. Any situation that requires attention from the sheriffs will already involve Security and the management team.

All Security outposts with lanterns will have fire extinguishers and radios.

## **20. Nudity**

In accordance with Oregon law, people are required to cover their genitals in

public areas during the hours the Fair is open to the public.

## **21. No Glass Containers**

Glass containers are not allowed through public Admissions gates.

## **22. Recycling**

The OCF Board of Directors has set the goal of a waste-free Fair. Our mission: To reduce the amount of waste generated by our event, minimize our impact upon the land by removing all extraneous materials from it, and to set an example that future generations will be proud to follow.

For the convenience of our family and guests, recycling kiosks are provided and maintained from Thursday of pre-Fair to Monday, 6pm of post-Fair. We ask that all adhere to the “pack it in, pack it out” policy outlined in Section 39 of this handbook and that you “Leave No Trace” of your visit upon your departure.



The following items may be left at recycling kiosks provided throughout the Fair: cans, glass and aluminum (flatten cans, ball up aluminum and co-mingle for space); cardboard (flatten and stack); compost (co-mingle food and biodegradable food service ware or soiled paper products); newsprint (contain in a sack); mixed paper (any paper that isn't cardboard or newsprint, contain in a sack); plastic containers and bottles #1-5

and #7 (no #6 plastic cups of any kind or plastic utensils, as these things are not readily recyclable); clear plastic bags and sheeting (leave clean, folded or bagged); waste (none of the above).

Please bring recycling out every morning to avoid build-up or overflow.

## **23. Youth On Site**

All persons under the age of 18 must have a parent or responsible adult on site during the Fair. If the minor is deemed by Fair management to be in violation of the OCF Guidelines, the responsible adult will be subject to disciplinary action, up to and including suspension from the Fair for one year. Further incidents may result in permanent expulsion from the OCF.

Main Camp does not operate pre- or post-Fair childcare services. Please instruct your children and non-working teens not to rely on Main Camp kitchen as a resource. Bring adequate food and water for kids.

To prevent safety hazards, scooters, bikes, tricycles, or other riding toys are not allowed from June 1 through August 31. Only service bikes are allowed on paths, conditions permitting.

Youth, 18 and under, found by Fair management to be under-supervised and in unsafe situations will result in a one-year suspension for the responsible adult listed with the youth's pass. Further incidents involving youth and the same adult will result in a permanent expulsion of the adult from the OCF.

## **24. Childcare During the Fair**

**CHILDCARE FACILITIES** are available during the Fair to the Fair Family (staff, booth members, and entertainers) at no charge, and to visitors for \$2.00 per hour. The childcare facility is located at Booth #333 Sesame Street, by the back gate, across from the Sauna and not far from Main Stage.

Please observe the protocol for the Childcare facility:

**SORRY, NO DIAPERS.** We cannot change diapers or care for children who are not toilet-trained. Sanitation facilities are extremely limited.

**TIME LIMITS.** There is a limit of two hours per visit. We ask people to observe that time limit and to check on their children at least once an hour. The time limit is flexible if we are not too busy. We ask everyone to consider the comfort of the children and the demands made on the Childcare staff.

**PARENTAL RESPONSIBILITY.** Childcare is not a surrogate parent. We are here to give you a break from parenting. We reserve the right to ask those who do not honor our protocol not to bring their children back to Childcare for the duration of the Fair.

**REGISTRATION.** We ask parents to register their children and to fill out the registration forms completely. Give your full name, home address, booth number and location, or crew and shifts.

**CHILDCARE'S CHIEF GOAL.** The Childcare staff is dedicated to making Childcare a safe and pleasant place for your children to play. We appreciate your cooperation.

**MELLOWPLACE.** Adjacent to the Kid's Loop is an area called Mellowplace. It offers people the opportunity to rest with their little ones. There is a diaper-changing table, a sink, and a cushy place for time-outs and naps. Everyone who uses this facility **must stay with his/her children at all times.** This is a bring-your-own diapers area.

**DIAPERS. BRING** Recycling will provide diaper service from its booth in Energy Park. Cloth diapers will be available for \$4.00 per dozen and a \$10.00 refundable deposit. Plastic storage bags and pins are available, but diaper covers are not. Diapers can be rented and

returned during Fair hours. This greatly helps reduce waste and protects health and safety conditions for the sanitation and recycling crews.

## 25. Lost Children

Pre- or post-Fair, lost children are to be reported and/or taken to Quartermaster at Main Camp. **During the Fair, between the hours of 10am and 10pm, all found children are to be taken to Mellowplace at the back of Kid's Loop. After 10pm all found children are to be taken to Childcare.** During the Sweep, parents who become separated from their children should be directed to the Odyssey Information booth. From Odyssey, Information staff can call Childcare staff at either location and arrange reuniting parents with children. Childcare, Security, and Fair Central work in concert to reunite parents and children as quickly as possible.

## 26. Lost and Found

The Fair will not be liable for damaged, lost or stolen property anywhere on site, including the parking lots. Lost and Found is located in the Odyssey Information booth. Found items can be turned in at Information booths, and from there will be transferred to Odyssey Information. Lost items may also be reported after the Fair by calling (541) 343-4298, or e-mailing [office@oregoncountryfair.org](mailto:office@oregoncountryfair.org). If we have your item, we will return it to you at your expense. Please contact the office if you wish to put an ad in the *Fair Family News*. Please consider putting an identification label on your valuables so they can be returned to you promptly. We will keep found items until September 1, then all unclaimed, usable property will go to a charity.

## 27. Personal Property

All personal property left anywhere on the Fair site, including in or behind booths, must be removed by August 31 each year unless prior written permission is obtained from the Site Manager.

Copies of the permission will be given to the property owner and to the OCF office. The original will remain with the Site Manager. Remaining “unpermitted” personal property will be deemed abandoned and may be removed by the OCF.

## 28. Package Storage

To limit camping, backpacks and sleeping gear brought in by visitors without wristbands are checked in the Backpack Check Inn near Dragon Admissions, which will be staffed by Security from 10:30am to 7:30pm. A package check is available for visitors at the WOW Hall booth located near Main Stage.

## 29. Bulletin Boards

Posting of flyers and notices is allowed only at areas marked as bulletin boards located near the small dragon at Admissions, by the Community Village six-pack, or Upper River Loop near Pike Place. Postings outside these areas will be removed immediately.

## 30. Feedback

The OCF appreciates your input regarding all aspects of our organization and event. Written suggestions, compliments, complaints, recounting of specific incidents, and philosophical ramblings are accepted throughout the year. These are reviewed by the Feedback Coordinator and the staff, forwarded to relevant coordinators and committees, and compiled for an annual report each fall. (Send a long SASE for your own copy.) You are encouraged to attend monthly Board meetings, (usually the first Monday of

the month at EWEB in Eugene), Board work sessions, the Spring Fling, the annual Evaluation Meeting, the Employee Evaluation meeting and the Annual Meeting. (Please see the Calendar for the dates of these events.) Feedback forms are included in all booth registration packets—please use them to share your Fair experiences with us. During the Fair, feedback forms may be obtained and left at any Information booth. After the Fair, mail your comments to: Feedback, Oregon Country Fair, 442 Lawrence Street, Eugene, OR 97401.

## 31. Grievance Process

From time to time, disputes and disagreements in the flow of interactions within the Fair Family may arise that require settlement. The grievance process is one method for settling disputes, and it strives to be completely fair to everyone while supporting the expression of our alternative ideals. You may obtain a full copy of the Grievance Process and the necessary filing form from the Fair office. All grievance processes and time limits at any step of this procedure are suspended by a moratorium period from June 1 through July 31. During this period, contact Quartermaster or Fair Central for assistance from people trained in conflict resolution.



# Membership + Publications

## 32. Membership

Everyone who participates in any capacity is considered a Fair Family member. In order to be considered a voting member, one must **submit a signed membership application** and have participated in one of the two previous years as a recognized and verified volunteer, employee, performer, booth participant, or Elder. Contact the Fair office or an Information booth if you would like to register as a voting member of the Fair. The same form is also a way to sign up to get the *Fair Family News* mailed to you if you do not have access to the internet, but please read the form carefully and notice that you must check two different boxes on the form in order to become a voting member and to receive the *FFN*. **Crew Leaders: turn in a crew list after the Fair to guarantee that your staff will remain members.**

## 33. Privacy Policy

The Oregon Country Fair collects information only for its own use. The OCF will not require that you provide any information that is not necessary for either membership in the organization or participation in an event put on by the organization. If you are a Fair member, information you provide will be used to verify membership and to track eligibility for member benefits. The Fair may also use membership information to contact you for Fair-related purposes. We will also disclose any information that we are required to by law. The Fair will not intentionally disclose nor will we sell any information that you provide to third-party marketers, vendors or other parties. In the future there will be additional opportunities to sign up for information, notifications and other mailing lists.

These will be opt-in lists and will be covered by their own set of terms and conditions.

## 34. Publications

**FAIR FAMILY NEWS.** The *Fair Family News* is published eleven times a year by and for Fair staff, entertainers, booth members and Fairgoers. The *FFN* welcomes your Fair-related contributions of articles, letters, photos, camera-ready art and/or poetry. All Fair participants are encouraged to receive the *FFN*. The *FFN* is published on-line through the OCF website ([oregoncountryfair.net](http://oregoncountryfair.net)). It can also be mailed to you if you prefer.

**PEACH PIT.** The *Peach Pit* is published once a year for the three-day event. It contains essential information for Fairgoers regarding on-site services and entertainment schedules for all the stages. The paper is distributed at ticket outlets and other locations in the greater Eugene/Springfield area prior to the Fair and on site during Fair days. The *Peach Pit* does not accept advertising.

**WEBSITE.** The OCF maintains two web sites. The site at [www.oregoncountryfair.org](http://www.oregoncountryfair.org) holds information about tickets, accommodations, entertainment schedules and other information for the general public. OCF staff, boothfolks and entertainers are also invited to visit [www.oregoncountryfair.net](http://www.oregoncountryfair.net) for information of interest to Fair family. This includes the *Fair Family News*, Board minutes, these guidelines and a calendar of events.

### LAND USE MANAGEMENT PLAN.

The *Land Use Management Plan*, available at the Fair site office and on the .net website, includes Board-adopted land use policies, implementation guidelines, and zone maps and descriptions.



# Transportation at the Fair

## 35. Transportation & Parking

### PLEASE, TAKE THE BUS OR CARPOOL.

OCF-chartered Lane Transit District (LTD) buses leave regularly from Eugene starting about 9:30am and continuing until about 5:30pm each day of the Fair. The last bus returns to town at 8:30pm.



**WORKER SHUTTLE BUSES** leave Eugene daily at 7am during the event from the Valley River Center shuttle site in Eugene. There is absolutely no overnight parking at the shuttle site. **You must have a wristband, worker pass or dragon voucher to board any LTD bus to the Fair site during the event, including the worker shuttle bus.** Please see your booth representative or crew coordinator for any of these credentials.

### PUBLIC PARKING AT THE FAIR.

Fair-going public arriving in any vehicle other than human-powered (including motorcycles) will be charged for parking. Parking tickets may be purchased in advance (\$7 per vehicle) or on site

(\$8 per vehicle). Each patron must have an admission ticket to come on site no matter what form of transportation is chosen. Visitors' cars are not allowed onto the Fair site after 6pm on Fair days.

**TRAFFIC FLOW.** Traffic crews work in the hot sun and eat dust all day. Please say "Hi" and be cooperative. They know how to squeeze a lot of cars into limited space and they know areas that need protecting. The public will use both the Maple Gate and Bus Road entrances on days of the event. Beginning Tuesday pre-Fair, staff, performers, and booth members will use the Bus Road entrance on Suttle Road. **No vehicles, except those with emergency stickers, can enter any gate between 6pm and 8pm on event days.**

The OCF is not responsible for theft of or damage to vehicles, motorcycles, bikes or their contents while on OCF property or damages caused by tow companies while moving vehicles parked illegally on OCF property.

**FAIR-OWNED VEHICLES.** Every year, the OCF insures a limited number of volunteers and staff as drivers for Fair-owned vehicles. Only those on the insured drivers list may operate such vehicles. Drivers must be approved by the OCF's insurance carrier. Coordinators need to talk to office staff about getting drivers on the insured list.



### ALTERNATIVE FORMS OF MOTORIZED TRANSPORTATION.

All alternative forms of motorized transport intended to operate at the OCF site any time during the period from the opening of Main Camp through the Sunday after post-Fair must be registered at Quartermaster prior to use. These include but are not limited to

gators, golf carts, go carts, ATVs, mini-bikes, scooters and mopeds. All registered parties must agree to terms of use on site and adhere to operations in approved areas and at approved rates of speed. No one under 16 may operate these devices on site at any time. Failure to follow the terms of this agreement will result in the OCF requiring removal of the device from OCF property.

### 36. Vehicle Stickers

By Wednesday, July 8 each vehicle on the premises after 9pm must have a vehicle sticker affixed to the lower-left front windshield—no exceptions. All staff and crew vehicle stickers (including Far Side and Outta Site) cost \$10. **Vehicle stickers are not transferable.** People with day worker and significant other passes are not eligible to receive vehicle stickers. Cars without stickers will likely be towed. All vehicles parked in the public lots after hours are subject to towing whether or not they have a vehicle sticker (see Towing below).

**Vehicles are not allowed in path and meadow areas from 6am Friday, July 10 until 6am Monday, July 13.**

Staff and booth members must park in designated staff and Crafts Lot only. Booth members' parking is located at, and limited to, Crafts Lot, Staff/Craft Overflow, South Miss Piggy's and off-site parking, which is just west of the Dead Lot through the tree line. No Fair Family vehicles can park in areas designated as public parking. Public parking includes Kermit's, Trotter's and the Dead Lot and North Miss Piggy's Lot (with the exception of Medallion Row). Absolutely no camping is allowed in the public lots or the off-site parking lot.

**OUTTA SITE PARKING** Vehicle stickers for parking in the Outta Site parking lot is available to eligible participants on a first-come, first-served basis for \$10 each.



**TOWING.** All vehicles of Fair participants (crews, booth members, entertainers) must have a Vehicle Sticker on the windshield to be parked on site after 9pm. **Vehicle-stickered cars that are parked in such a way as to block traffic, fire roads, any Red Vehicle Sticker Zone, or in areas designated as public parking, will be towed to an out-of-the-way area on Fair property and identified via their vehicle sticker number. The registered owner will be assessed a towing fee.** Those who fail to pay and/or repeat offenders may lose the privilege of purchasing a vehicle sticker at subsequent Fairs. Vehicles belonging to Fair participants parked in alter-abled spots must have a DMV-issued permit and a regular vehicle sticker. Vehicles that do not have a Vehicle Sticker displayed after 9pm may be towed by a private towing company to its impound lot off Fair property. The OCF is not responsible for damage to vehicles caused during towing. Contact the towing company.

**TOWING AND CITATIONS BY LANE COUNTY SHERIFFS.** All vehicles parked along the shoulder of the highways or side roads may be cited and/or towed by the Lane County Sheriffs.

# Stewardship of the Land

## 37. Environment

### **NO CUTTING OF ANY VEGETATION, LIVING OR DEAD, IS PERMITTED.**

See the Main Camp Quartermaster if you have any questions. Violations may result in disciplinary action that may include probation, suspension, or expulsion.

Much of the natural ground cover of the Fair has been removed in recent years; no additional clearing is permitted. Consult with the Main Camp Quartermaster before you plant anything in the ground or if you need help tying up any vegetation in your booth. Please be sure to remove your tie-backs by July 31. Use of all gas-powered tools is prohibited except during Main Camp when they must be checked in with the Quartermaster and receive a permit tag and fire extinguisher.

**GREEN ZONES.** These are the parcels or islands within or surrounding camping spaces and booth spaces as well as the river and creek banks. **Green zones are habitats that need to be undisturbed.** The OCF is actively involved in wetland and riparian restoration projects. **Do not cross or camp in these designated areas.** Use existing campsites and encourage the growth of natural barriers between camps and elsewhere.

**NATIVE PLANTS.** In order to preserve the natural setting of the Fair environment, native plants are the preferred choice for planting on OCF property. The Site Manager must approve any planting of non-natives directly into non-confined areas. The Site Manager or his designees will do any removal of non-natives. Non-native invasive species must not be brought on site at all. Please check with the Site Manager if you are unsure about whether a plant is native.

**GROUND COVER.** Hay, straw and wood

shavings are detrimental to native ground cover and are a fire hazard. They are also large contributors to dust and are allergenic for some people. Cedar shavings and boughs, coconut fiber mats and burlap are not allowed because they inhibit growth and are difficult to compost. If used as ground cover in booths or camps, the “pack it in, pack it out” rule applies. Because all commercially available lawn sod is now grown with plastic netting that is not compostable and is difficult to remove, grass sod is not an appropriate ground cover. **Use of this material in campsites or on paths is prohibited.**

If you wish to use sod in your booth, you must sign a site stewardship agreement form that is available at the Registration Booth, Quartermaster or through your coordinator. All hay, straw, and wood shavings must be removed from the Fair site or taken to an OCF-designated compost pile by July 31. Any carpet, cardboard, plastic, plywood, or sod used as ground cover must be removed from the Fair site by July 31.

**DUFF.** This is the native ground covering composed of organic materials and seeds that are necessary to the regeneration of the ecosystem. Moving of this duff should be kept to a minimum and you must replace it before you leave. More detailed information can be found in the “OCF Land Use Management Plan.”

## 38. Archaeology

The OCF property is the home of many important archaeological sites protected by state law. Ground disturbance on these sites requires a state-issued permit. **All ground disturbing activities, including replacement of existing in-ground structures, must be approved by archaeology**

**and construction crews.** Violations of this policy will result in disciplinary action up to and including probation, suspension and expulsion from OCF property.



## 39. Cleanup

### **PACK IT IN, PACK IT OUT.**

The Oregon Country Fair strictly adheres to a “Pack it In, Pack it Out” policy.

All plastic sheeting, tarps, carpets, bedding, buckets, milk crates, coolers, removable signage, furniture, cinder blocks, wire spools, building materials, or any other bulky items must be removed from the Fair site by the owner of said items. The garbage and recycling kiosks throughout the Fair do not have the capacity for bulky waste. You must pack out the gear you brought to the site. Clean your camp and booth site to remove all evidence of human activity.

### **Leave no trace.**

In order to meet the Fair’s waste free goals, all participants are required to use compostable or reusable food service containers whether at gatherings before, during, or after our event. The use of disposable plastic cups, plates or bowls is strictly prohibited.

The deadline to have your campsite cleaned up is August 31. After such time, any items on site will be considered abandoned and will be removed at the expense of the booth or campsite occupant. The entire Fair site is often flooded during the winter and the flowing water moves our debris downstream. All moveable benches, tables, dimensional lumber, firewood, pallets, and other loose materials must be secured at least four feet off the ground to a booth or other existing structure (not to trees!) or taken off-site.

The Site Manager and/or the Caretaker have been authorized by the Board to be available on site to facilitate interpretation of, and compliance with, OCF cleanup guidelines.

## 40. Paths

Because of reseeding and compaction problems associated with vehicle traffic, we ask that you **keep vehicle use on Fair paths to an absolute minimum.** Carts will be available for your use, so please be prepared to cart and carry your stuff in. Handcarts are available on weekends for free at Cart Central beginning three weeks before the Fair. Check with your coordinator or Cart Central before Friday, July 10 if you need a cart during the Fair.

### **Do not put straw or hay on the paths.**

It is an extreme fire hazard, for some folks it is highly allergenic, and it inhibits the growth of ground cover. Straw is one of the biggest contributors of dust. There will be no straw available for camping areas. **Thank you for your cooperation.**

### **Only service bikes are allowed on paths, conditions permitting.**

Cover all open holes in the path.

Fair policy states, “All Fair Family members shall work together to do whatever possible to insure a grass covered, barefoot-safe path during the Fair.”

# Camping at the Fair Site

## 41. Camping Before and After the Fair

Camping before and after the Fair is limited to working Main Camp crews. Booth people setting up for the Fair with authorization from their Booth Representative may camp for \$2 per night per person from July 5 through July 8. You must sign in with Registration at Main Camp. The Fair does not provide meals for booth workers. You can camp at the Fair for the event starting Wednesday, July 8, only with possession of a wristband. Crafts Lot camping will be open at 9am Wednesday, July 8, for those who must be on-site and have traditionally camped there. Vehicles in the Crafts Lot are for camping only and may not be removed from 7am Friday to 9pm Sunday.

All campers and their belongings must be packed up, packed out and off site NO LATER THAN 6pm, Monday, July 13.

All campers must observe the fire regulations in Section 16 (Fire). Campfires require a new inspection and permit each year. Only the Site Manager and the Fire Crew can issue permits.

## 42. Camping During the Fair

Public camping is not permitted anywhere on site. Everyone over 10 years of age must wear a wristband or OCF issued photo ID to be on site after public hours. Anyone on the grounds before 11am and after 7pm without overnight credentials will have to leave. Everyone with overnight credentials is obligated to abide by the Code of Conduct and Guidelines of the OCF community. Wristbands must be worn on the wrist. Should you need an alternative, photo ID is available for a fee with limited

availability. Photo ID hours of operation are also limited. Please check hours Wednesday and Thursday prior to the Fair. The Board has requested voluntary wristbanding of children 10 and under for identification purposes. The OCF will provide wristbands for children at the wristband booths in the parking lot. **Wristbands are not transferable; violators will be expelled and wristbands will be confiscated.** See also Section 3 (Overnight Credentials). Wristbands or photo IDs must be worn from Wednesday, July 8, 9am through Monday, July 13, 9pm.

## 43. Camping Neighborhoods and Camp Hosts

The OCF site is divided into camping neighborhoods with a camp host for each. Camp hosts work with the Fair Family in their neighborhoods to facilitate a fun, safe, mutually respectful camping experience at the Fair. Camp hosts are available to help prevent and help mediate disputes over campsites and to promote respect for the OCF Code of Conduct and Guidelines. They also serve as stewards to help enhance the beauty and creative design of their camping neighborhoods. **Check with your coordinator, Main Camp Quartermaster or camp host before setting up camp.**

## 44. Tent Tags

An OCF-approved tent tag must be affixed to each tent or other sleeping structure on the OCF site during Main Camp in June until closing post-Fair. We use tent tags to ensure that only OCF booth members, entertainers, volunteers, and other Fair Family members are camping on the Fair site. Tent tags are available from the Main Camp Quartermaster

pre-Fair. They are also available starting Wednesday, July 8, from camp hosts, or other volunteers designated by the Tent Tag Camping Elves.

## 45. Campsites

Everyone must camp in designated areas. Please check with your coordinator, camp host, Booth Representative or the Main Camp Quartermaster before setting up a new camp. Campsites must not be claimed or altered without an OK from Main Camp Quartermaster. **No brush cutting or digging is allowed.** Please do not use rope or flagging tape to claim your campsites. Do not alter the land or the natural surroundings. All camps must be cleaned up when you leave: no benches, tables, camp furniture, etc. can be left or stored. All OCF camping areas are pack it in, pack it out, leave no trace areas.

**Personal camp toilets and pit toilets (holes dug in the ground for disposal of human and/or animal waste) are not allowed on the OCF site!**



Campfires require a new inspection and permit each year. Only the Fire Crew and the Site Manager can issue permits.

**NO VISIBLE CAMPSITES.** Camping within the Fair must not be visible to the general public and must be in designated camping areas only.

In order to meet the Fair's waste free goals, all participants are required to use compostable or reusable food service containers whether at gatherings before, during, or after our event. The use of disposable plastic cups, plates or bowls is strictly prohibited.



**SOUND AMPLIFICATION.** Because we camp so close together, amplified sound, whether live or recorded, projected beyond the intended audience creates problems for other Fair members. Think before you crank it up; please be sensitive to the surrounding impacts on live acoustic musicians, exhausted kids and parents trying to sleep, and Fair volunteers with early morning shifts. Camp hosts, coordinators, booth reps and campers are encouraged to develop and negotiate neighborhood agreements before the Fair regarding sound levels and noise curfews.



If neighborhood agreements have failed and conflicts develop, the Management Team will intervene if requested. Conflict resolution decisions made by the Management Team at that time must be honored by all parties involved, and will be reviewed post-Fair. All sound amplification, live or recorded, must end at midnight on Thursday and Sunday nights and 2am on Friday and Saturday nights, with the exception of Main Stage on Saturday night. The Fair will be implementing a Board-mandated sound amplification permit system for the 2009 Fair. If you are planning an event involving amplified sound at any time of year on the Fair site, you must obtain a permit from the Site Manager or the Operations Manager for your event.

**FAR SIDE CAMPING.** The Far Side campground is primarily for volunteer staff camping. All OCF camping and environmental guidelines apply. The Site

Manager or the Far Side Coordinator must approve all camp locations. Campsites cannot be visible from the Fair side. Please identify your camp with a name and sign. All individuals must have wristbands and all vehicles must have Far Side vehicle stickers affixed to the lower left hand side of their front windshield. Vehicle access is through a leased access road entrance off Territorial Highway, which opens at noon on Wednesday before the Fair. Our access permit with the Oregon Department of Transportation requires us to close the gate Friday, Saturday and Sunday until 6pm, when we can open to exiting traffic. If you're camped on the Far Side and need to use your vehicle during the Fair days, you'll need to have a regular Fair vehicle sticker and park in an approved staff parking lot on the Fair side.

**ZENN ACRES, MARSHALL'S LANDING AND ALICE'S WONDERLAND CAMPING.**

All OCF camping and environmental guidelines apply. No parking is available. Zenn Acres and Alice's Wonderland campers must register with their Camp host or the Site Manager by Monday, July 6, at the office on site.

**BARTER FAIR.** You must park and camp in South Piggy's if you plan to participate in the Barter Fair. You must have a Fair wristband or photo ID to enter the Barter Fair area from Wednesday, July 8 at 9am through Monday, July 13 at 9pm. No vehicles will be allowed to enter South Miss Piggy's on Sunday night or Monday. To camp in the Crafts Lot you must have a wristband, vehicle sticker, and Crafts Lot sticker before you will be able to enter. To camp in South Miss Piggy's you must have a wristband, vehicle sticker and South Miss Piggy's sticker before you will be able to enter.

Each vendor will be charged up to \$75 according to the size of his or her space.

All health, safety and environmental guidelines must be followed (see Sections 11, 13 and 78) as well as all state and county laws.



No pipes, bongs or other tools for ingesting illegal drugs, nor any other drug paraphernalia, may be displayed or sold on OCF property at any time, including during the Barter Fair. (See Section 62 of these Guidelines.)

## **46. Sweep**

Each night we ask our guests to leave. All staff who are not already on duty during this time, as well as significant others, are asked to help with the sweep. We need your understanding and cooperation in this process. People in the interior of the Fair at night without credentials pose myriad potential problems, as well as constitute an unwarranted and unexpected drain of limited resources (water, toilets, patience, etc.). From Wednesday, July 8, through Monday, July 13, **no one** may stay after closing without a 2009 wristband or official OCF photo pass. See Section 3 (Overnight Credentials).

**We are particularly concerned with unauthorized overnight guests in booths and camping areas. Their presence at the Fair after it has officially closed for the day is a breach of contract. Failure to cooperate may result in probation, suspension, or expulsion from future Fairs.**

# Booth Registration Info

## 47. Booth Representatives

The Oregon Country Fair owns the booth spaces at the Fair. Fair Registration requires that each craft and food booth has a Booth Representative. Each Booth Representative must be an approved vendor at the Fair. Booth spaces and Booth Representative status may be transferred according to the Guidelines, but cannot be sold or traded for compensation. The OCF reserves the right, when necessary, to appoint Booth Representatives, to reject the transfer of Booth Representative status or to revoke Booth Representative status.

The Booth Representative may delegate specific responsibilities to other booth members by providing Registration with a letter indicating which booth members are authorized to do which tasks. If there is not sufficient time to send a letter to Registration in advance, the Booth Representative should provide the delegated booth member with a note of authorization.

The Booth Representative is the contact person between the booth and the rest of the Fair organization. It is the Booth Representative's responsibility to see that all booth members read and comply with these Guidelines. The Oregon Country Fair can revoke Booth Representative status and/or approved vendor status for violations of the Guidelines. Please feel free to make copies to distribute to booth members. Additional copies of the Guidelines are also available from the OCF office, on site and on the web at [oregoncountryfair.net](http://oregoncountryfair.net).

## 48. Registration

A registration packet is sent to each Booth Representative near the first of

April each year. The deadline for registration is May 1. Any outstanding debts to the Fair must be paid before a booth registration will be accepted. You may register by mail by sending your registration form to: Registration, Oregon Country Fair, 442 Lawrence Street, Eugene, OR 97401. Registration staff will also be at Saturday Market in Eugene from 10am to 5pm every Saturday in April to accept registration forms, fee payments, and to answer questions. It is the Booth Representative's responsibility to keep Registration informed of any address changes by March 15 each year.

### registration main camp hours

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**JUNE 6 - JUNE 28**

**SATURDAY/SUNDAY 9am - 9pm**

**MONDAY/TUESDAY Closed**

**WEDNESDAY/THURSDAY 11am - 7pm**

**FRIDAY 11am - 9pm**

**JUNE 29 - JULY 7**

**DAILY 9am - 9pm**

**OPEN JULY 4TH!**

### registration wristband booth hours

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**JULY 8 - JULY 12**

**WEDNESDAY, JULY 8 8am - 11pm**

**THURSDAY, JULY 9 9am - 11pm**

**FRIDAY, JULY 10 9am - 9:30pm**

**SATURDAY, JULY 11 9am - 9:30pm**

**SUNDAY, JULY 12 10am - 2pm**

**NEW: SUNDAY, JULY 12**

**7 - 8pm at Dragon INFO (the lady dragon)**

## 49. Booth Fees

Booth fees must be paid in full by June 14. If not paid, the booth is forfeited. No post-dated checks will be accepted.



No booth member can be charged more than the actual cost of a wristband, which for adults is \$60 on or before June 28, and \$80 on or after June 29.

**CRAFTS BOOTHS** pay \$380, which includes a flat fee of \$100, plus four wristbands and two vehicle stickers. Up to four additional wristbands may be purchased for \$60 each on or before June 28. On or after June 29, additional wristbands will cost \$80.

**STROLLING CRAFT VENDORS** pay \$190, which includes a flat fee of \$50, plus two wristbands and one vehicle sticker. Two additional wristbands may be purchased for \$60 each on or before June 28. On or after June 29, additional wristbands will cost \$80.

**FOOD BOOTHS** pay a booth fee of \$520, which includes a \$100 booth fee, plus six wristbands and three vehicle stickers. Up to six additional wristbands may be purchased for \$60 each on or before June 28. On or after June 29, additional wristbands will cost \$80. Any requests for more than 12 total wristbands will be considered based on the following criteria approved by the Board of Directors: on-site food preparation and the booth must be open at least 15 hours a day; or any booth, including drinks-only booths, that are open 20 or more hours per day, (including Sunday). **Be sure to request your wristbands by the May 1 deadline. (This is extended for any new food booth accepted after the May 1 registration deadline.)**

**FOOD CART VENDORS** pay a booth fee of \$250, which includes a \$60 flat fee, plus three wristbands and one vehicle sticker. Three additional wristbands may be purchased for \$60 each on or before June 28. On or after June 29, additional wristbands will cost \$80 each.

**NONPROFIT ORGANIZATIONS.** These may register with reduced fees. To be

eligible submit copies of 501(c)(3) status or nonprofit papers with your packet or by 30 days prior to the Fair. The nonprofit craft booth fee is \$190 (all guidelines regarding eligibility of crafts still apply); the nonprofit food booth fee is \$260. Nonprofit organizations may also participate through Community Village (although no sales are allowed). Call (541) 343-4298 for Community Village contact information.



## 50. Booth Fee Refunds

If an emergency arises preventing your participation in the Fair, a total refund of the booth fee may be made if Fair Registration is notified by June 21. A partial refund of the booth fee may be made with a cancellation before June 29. **Vendor fees are nonrefundable if the Fair is cancelled by events beyond the control of the Fair.** Requests for refunds must be submitted in writing to Registration by July 31.

## 51. Passes

Only a Booth Representative or a delegate with written authorization from the Booth Representative may order or purchase wristbands, worker day passes, or vehicle stickers.

Everyone with overnight credentials is obligated to abide by the Code of Conduct and Guidelines of the OCF community.

## OVERNIGHT CREDENTIALS

### (WRISTBANDS OR OCF-ISSUED PHOTO ID)

are required for everyone over 10 years old who will be at the Fair before 6am or after 7pm. Overnight credentials are not to be transferred or sold. If your credential is lost, report immediately to your Booth Representative. Please indicate on the registration form the names of booth members who will receive credentials. Additional adult credentials are \$60 each, or \$30 for teens 13–18 years old and \$10 for youth 11 and 12 years old. When requesting Youth credentials, please indicate the name, date of birth, and person at the Fair responsible for the minor. All persons under the age of 18 *must* have a parent or responsible adult on site during the Fair. If the minor is deemed by Fair management to be in violation of the OCF Guidelines, the responsible adult will be subject to disciplinary action, up to and including suspension from the Fair for one year. Further incidents may result in permanent expulsion from the OCF.

The number of youth overnight credentials requested cannot exceed half the number of approved adult credentials.

**WORKER DAY PASSES.** These are available to daytime booth workers for \$10 each, including those for Wednesday and Thursday. These passes allow persons working in booths to be on the property between 7am and 7pm only. **Unused worker day passes are not refundable.**

**VEHICLE STICKERS.** Each vehicle on the Fair property after 9pm must have a vehicle sticker affixed to the lower-left front windshield by Wednesday, July 8. There are no exceptions and vehicle stickers are non-transferable. When registering, please indicate who is to receive the vehicle stickers included with the registration fee, and which booth members' vehicles will receive the additional purchased

stickers. Additional vehicle stickers are available to booth members for \$20 each. Total number of vehicle stickers sold to a booth cannot exceed half the number of passes. Because of limited parking, we strongly urge carpooling. Outta Site vehicle stickers are available to designated participants for \$10 each.

Please see Transportation and Parking (Section 35) and Vehicle Stickers (Section 36) for information on parking for booth vendors.

**DRAGON VOUCHERS.** Dragon vouchers facilitate site access in order to pick up your credentials during the event. You will need a dragon voucher to get on the bus and/or the check-in booths at the Fair site without your wristband. They will get you on the bus or to the check-in booths only. Please see your Booth Rep to get a dragon voucher.



## 52. Booth Changes

Booth Representatives are required to notify Registration of all booth changes.

**CONTACT INFORMATION.** Registration will collect the names, addresses (e-mail and postal), and phone numbers of folks in each booth. Booth Representatives should provide this information in the Registration packet and update this information if it changes once the Booth Registration crew has received the packet.

**BOOTH SHARING.** Booths may share space with any successfully juried crafter. Booth Representatives must notify Registration as soon as possible to insure that the added crafter gets credit for vending.

**LEAVE OF ABSENCE.** A booth, crafter, or Booth Representative may take a leave of absence for no more than two consecutive years with written notification to Registration before the May 1 deadline.

**NEW BOOTH REPRESENTATIVES.** Booth Representatives may appoint a temporary, one-year-only Booth Representative or a new permanent Booth Representative. A new crafts Booth Representative must have been an approved crafter in that booth for the two previous consecutive Fairs.

Contact Registration by calling (541) 343-4298, writing to Registration, Oregon Country Fair, 442 Lawrence Street, Eugene, OR 97401, or by e-mailing to boothreg@oregoncountryfair.org.

## 53. Booth Site Selection

Booth fees must be fully paid before a booth site may be claimed.

Please check with Booth Registration at Main Camp before physically claiming a booth space. Let Registration know if you are considering a move from your traditional space. Any decision to reallocate booth space will be made by experienced Fair staff in the best interests of the Fair. You may request that Registration claim your booth site for you. Any booth (old or new) is guaranteed a space approximately 10 ft. by 10 ft. Existing booths larger than this may be cut back if the space is needed.

**NEW VENDORS** wishing to have us claim a space for them should supply us with a description of any portable booth (including measurements and a picture), or of space requirements if a booth is to be built on site. We also need to know

your camping requirements, if any.

If you are coming out to the Fair to claim your site, please bring your own supplies of food and water. There are maps and staff members available to answer your questions. If you plan to stay overnight, register at the Registration booth in Main Camp. Please see Section 41 (Camping Before and After the Fair).

**CHARTER MEMBERS** have the option of moving from their traditional site to a site left vacant by a non-returning booth beginning Saturday, June 13. This is also the first day for construction on booths.

**RETURNING BOOTH REPRESENTATIVES** (or their delegates with written authorization) may claim their traditional booth site beginning Sunday, June 14. Returning Booth Representatives have the option of moving from their traditional booth site to a site left vacant by a non-returning booth as of this date.

## 54. Opening and Closing

All booths must be closed by Monday, July 13, 1pm. There is no camping Monday night. Everyone must vacate by 6pm.

## 55. Barter Fair Sales

Each vendor will be charged up to \$75 according to the size of the space. All health, safety and environmental guidelines must be followed (see Sections 11, 13 and 77) as well as all state and county laws.

No pipes, bongs or other tools to ingest illegal drugs, nor any other drug paraphernalia, may be displayed or sold on OCF property at any time, including during the Barter Fair.

# Booth Construction

## 56. Construction Calendar

See Calendar on page iii for booth claim dates.

**JUNE 6** Main Camp opens

**JUNE 6** No work permitted prior to this date

**JUNE 27** Last day to submit plans to Construction for repairs

**JULY 8** All construction requiring inspection must be done!

**JULY 9** All construction completed (tools down!)

## 57. General Construction Requirements

All booths will be inspected. Unsafe booths must be repaired before use. Lane County building permits may be required—see Section 61 (Permits). **Absolutely no booth demolition or construction prior to June 6 is allowed without permission of the Site Manager and the Construction Coordinator. Booth construction requiring inspection must be completed by Wednesday, July 8. All booths must be completed by Thursday, July 9. Booths not completed by that date may lose the right to participate and their booth fees will not be refunded.**

Booths must be built with adequate structural support but must be temporary in character. No poured concrete is permitted. Foundation blocks may be used under posts to hold them off the ground.

Wood used for booth construction may not be painted, stained or sealed. However, decorative painting, including signs, is allowed if removed after the Fair. Do not use pressure-treated lumber or lumber treated with penta or creosote—both substances are highly toxic. We suggest the use of cedar or redwood where

rot might be a problem.

Be careful to avoid starting forest fires. Generators and chain saws must have U.S. Forest Service-approved spark arrestors. **You must have a fire extinguisher more than three feet but not less than ten feet from any gasoline-powered equipment and in plain sight to any person in the booth or on the path.**

Stack all excess construction material in front of your booth for recycling. Materials inside a booth belong to the booth. Anything placed in front of a booth will be removed, recycled, or scrounged.

### **NO NAILING INTO TREES.**

**NO BRUSH CUTTING.** Violations may result in disciplinary action that may include probation, suspension or expulsion. The explanation for this policy is given in Section 37 (Environment).

During Main Camp, call Quartermaster before you dig any holes in the ground. Do not cut any wiring! The Quartermaster has maps that identify where underground wiring and water systems are located. All open holes must be covered at all times.

All booth dismantling, storage and removal must be done on or before the weekend of the annual picnic, August 22. Staff may remove hazardous or abandoned booths, lumber, and materials. The OCF will not accept responsibility for materials left at the Fair site. All booths and lofts must have floors and walls dismantled, properly stored (see the Booth Construction Manual) and tied down for the flood season per FEMA floodplain codes. All ground platforms in temporary structures must be taken up and stored at least four feet off the ground. The OCF may remove structures left on site and a fee may be charged.

The Fair site floods most winters; please consider this important reality in your booth construction. Fences, walls and booth fronts impede and channel flood waters and cause path erosion. Remove and secure, or hinge and fold up, these vertical surfaces. Converting your booth to a temporary structure and removing it from the flood plain each year is the most site-friendly alternative.

#### **NO BRUSH CUTTING.**

#### **CAR BATTERIES FOR BOOTH LIGHTING.**

All car batteries used for booth power should be properly fused to prevent fires. Shorted wiring connected to car batteries can start a fire that cannot be easily extinguished. Contact Quartermaster for instruction on how to protect your booth and the environment.

## **58. General Considerations for Wheelchairs**

The minimum width for one wheelchair is 36" of clear space. Clear floor space needed for a single wheelchair is 30" by 48". A high forward reach of a maximum 48" from the floor, and a side reach of a maximum 54" from the floor are also needed. Turning space necessary for a wheelchair is 60" in diameter. Two wheelchairs passing each other need a minimum 60" width. The proper incline for a wheelchair ramp is 1" x 12" rise.

## **59. Aesthetics**

Booth construction should be simple yet imaginative and attractive. Organic, asymmetrical, and non-rectangular designs are encouraged. Please strive to maintain the Fair ambience of a small, temporary village. Booths that are fully removable are strongly encouraged as they impact the land the least. Whether fully removable or not, booth walls, roofs, counter skirts and such must be substantially removable to allow light and rain to reach the

ground. Materials should include wood (poles and old weathered wood are best) or fabric (canvas, parachutes, tie dyes).



**The OCF does not permit visible pressure-treated materials, plywood, lattice, chipboard, or pallets as building materials for new or rebuilt construction.** However, covered plywood countertops in booths, removable plywood signs, and removable 4A ramps are acceptable. Plastic, including woven plastic, must be covered and out of sight during the Fair unless it is actively raining. Automobiles, trailers, camping tents, or converted trucks may not be used as booths. Personal camping tents must be kept well hidden from public view. The OCF has the right to reject a booth not in keeping with the aesthetic standards of the Fair.



**SIGNS.** Signs must follow the same aesthetic guidelines as booths. Signs may be no larger than 16 square feet, but not necessarily square in shape. No signs are allowed in the paths. Signs may not be made of plastic or vinyl signboard or laminated material. Excessive signage is not permitted.

Booth signage must be on the booth itself. Signs in other areas directing folks to your booth are not permissible, other than

in cases where a booth has moved. The Fair will then provide a small sign at the old location for the first Fair of the move.



## 60. Lofts

Lofts may not be used as commercial selling space and may not be used by the public. Lane County Building Department and OCF policy require that no new lofts larger than 100 square feet may be built. Lane County and OCF Construction strongly urge that new booths be built without lofts to reduce hazards, simplify construction, and avoid the potential for commercial building permits.

The County and the OCF also require that all lofts have safety rails and removable ladders. Stairs are discouraged but if used must also be removable. All loft areas shall have approved guardrails at least 42 inches high, with openings and ladder access areas similarly protected, before occupancy approval will be granted. Ladders should be securely mounted, but removable to inhibit loft access during the off-season. **All ladders or stairs must be removed from the site or fastened to the loft floor after the Fair.**

All posts for lofts shall be on pier pads with straps. All posts must be of an

approved species: redwood, cedar, yew, locust. Do not use creosote-treated posts. Loft structures must have adequate diagonal bracing. No tree structures are allowed.

## 61. Permits

Lane County Building Permits may be required for any structural alterations, additions, and/or new construction of booths with lofts, structures higher than 10 feet, and public structures and facilities. Permits are not required for non-structural work such as shelves, counters, and storage bins. Permit applications should be given to OCF Construction Coordinators, who will be your liaison with the County. Information on fees and permit requirements will be available at the Construction Crew office in Main Camp. Checks for fees should be made out to Lane County Building Department.



Whether or not permits are required, please inform the Construction Coordinators of your plans before you begin. **Permit information and design advice will be provided by the Construction Coordinators.** Further information may be obtained by writing to: OCF Construction, 442 Lawrence Street, Eugene, OR 97401, or e-mail [office@oregoncountryfair.org](mailto:office@oregoncountryfair.org). When in doubt, ask.

# Craft Jurying

**THE OREGON COUNTRY FAIR FEATURES HAND-MADE, HAND-CRAFTED OR SIGNIFICANTLY HAND-ALTERED ITEMS FOR SALE BY THE ARTISAN.**

## 62. Prohibited Items

**IMPORTED OR MANUFACTURED ITEMS ARE INAPPROPRIATE FOR THE OREGON COUNTRY FAIR.** No pipes, bongos, or other tools to ingest illegal drugs, nor any other drug paraphernalia, may be displayed or sold on OCF property at any time. Crafters who believe that any of their items may be interpreted by staff to be in violation of this guideline should contact the Craft Committee at the Fair office before the April 1 craft jury deadline each year to resolve questions about what they may exhibit at the Fair.

## 63. Grandfathered Crafts

In 1989, the Board of Directors confirmed that crafters/crafts that were listed in Craft Inventory records as being at the Fair of 1982 are grandfathered. As long as the crafter is present selling that craft and complies with the provisions of Section 64 (Returning Crafters), the crafter/craft retains a grandfathered status.

## 64. Returning Crafters

For purposes of jurying a craft, a returning crafter is defined as a crafter who has been at one of the two previous years' Fairs selling their approved craft. A crafter may be absent from the Fair (on Leave of Absence) for up to two consecutive years. A crafter absent from the Fair for three years or more will be dropped from the records of approved crafters. **Any craft for which a crafter is approved as of the 2009 Fair will remain on his or her list of approved crafts for**

as long as that crafter remains active at the Fair. Returning crafters who wish to have new crafts approved for sale at the Fair must submit three slides with a craft jury application and the non-refundable application fee of \$5 by the April 1 deadline.

## 65. New Craft Vendors

Each year a few new applicants are approved through the jury process to sell their crafts at the Fair. Applicants with the highest jury scores for that year will be placed in one-year-only booths and required to share these booths with other approved crafters.

For purposes of jurying a craft, a new crafter is defined as a crafter who has not been at any of the three previous years' Fairs selling their approved craft. New crafters who wish to have crafts approved for sale at the Fair must submit three slides with a craft jury application and a non-refundable application fee of \$5 by the April 1 deadline. Applications for the following Fair are available in January of each year. To request an application, send a self-addressed, stamped business-size envelope to Craft Inventory, Oregon Country Fair, 442 Lawrence Street, Eugene, OR 97401 or e-mail the office at [office@oregoncountryfair.org](mailto:office@oregoncountryfair.org). You can also find applications on our web site starting in January of each year. **All Craft Jury applications must be received at the Fair Office by April 1.** If you have questions, you may send an e-mail or call the Fair office at (541) 343-4298 and leave a message for Craft Inventory.

Sales space is not guaranteed to all approved crafters; there is simply not enough booth space available for all the crafters who want to participate. Crafters

who are approved by the jury but whose scores do not guarantee them placement in one-year-only booths, as well as any crafters who have been displaced from a booth at the Fair, are encouraged to do the following:

- 1) Network with Booth Representatives to find available sales space; this can be done during the Fair or during the off-season.
- 2) Contact Registration in the spring to request that their names be placed on the wait-share list. Booth representatives are encouraged to use this list to contact crafters if space becomes available in their booths. The Wait/Share list is published in the *Fair Family News* for greater exposure.
- 3) Place an individual ad in the *Fair Family News* stating needs and requesting sales space. Ads are limited to 30 words maximum and cost \$5 per ad, per month.

## **66. Wait/Share List**

Each year, crafters are ranked by jury score in the current year to create the Wait/Share list of crafters looking for space. Crafters with the same jury score are ranked randomly within their range. Top-ranked crafters on the Wait/Share list are awarded one-year-only booths. Any other approved crafter looking for space may be included on the Wait/Share list. Crafters who want to be on the Wait/Share list should notify Registration in April or May.

## **67. One-Year-Only Booths**

One-year-only booths are awarded to the top-ranked crafters (by jury score in the current year) on the Wait/Share list. A crafter who is awarded a one-year-only booth must share that booth with at least one other crafter looking for space at the Fair. A crafter who is awarded a one-year-only booth for two consecutive years will not be eligible for a one-year-only booth in

the third year but will be eligible again the following year. Registration will maintain at least 10 booths as one-year-only booths.

## **68. Awarding of Booth Space on a Permanent Basis**

Each year the Fair will determine if there are booth spaces available to award to returning crafter(s) on a permanent basis, rather than for one year only. If space is available, it will be awarded to the top-ranked crafter(s) from the current Wait/Share list who have:

- 1) five years verifiable presence at the Fair as an active crafter; and
- 2) presence at the Fair as an active crafter in at least one of the previous three Fairs.

Booth availability will not be known before the April 1 jury deadline. Because of this, returning crafters who are interested in (and eligible for) being awarded booth space on a permanent basis must submit a new application (with slides and fee) by the April 1 deadline.

## **69. Logo Items**

Each year, a few returning crafters are awarded the privilege of using the Oregon Country Fair logo on their craft, for that year only. **April 1 is the deadline for applying for this privilege.** Unlike regular new craft applications for which only slides are accepted, a sample of the proposed logo item is required. Please contact the Fair office for more specific information. **The Board of Directors must approve use of the logo (the Peach and/or the words Oregon Country Fair) for sale, trade, or display during public hours.**



# Craft Booths

## 70. Craft Inventory

A copy of the Craft Inventory records for your booth is included in your registration packet (the pink sheet). Look over this information, verify it for accuracy and completeness, and return it with your registration materials.

The Booth Representative is the contact person between the booth and the rest of the Fair organization. **It is the Booth Representative's responsibility to see that all the members of the booth are aware of, and comply with, the OCF Guidelines.** Booth Representatives must be active in their booths at the Fair for the three days of the event. In an emergency, the Booth Representative may supply written authorization to Registration to empower a temporary Booth Representative. New permanent Booth Representatives must be approved crafters who have sold their craft in that booth for the previous two years.

All crafts sold at the Fair must be hand-crafted, handmade, homegrown, hand-gathered, or significantly altered by the person(s) who had that craft approved by the OCF. **What is approved (juried) is the craft and the crafter.** Approved crafters are those who were grandfathered by being present in 1982, or who have successfully juried since then and sold regularly at the Fair thereafter. **The craft must be made, displayed and sold by the crafter who juried that craft. If the approved crafter cannot be present at the Fair, their crafts may not be displayed.**



A crafter may be absent from the Fair (on Leave of Absence) for up to two consecutive years. A crafter absent from the Fair for three years or more will be dropped from the records of approved crafters.

Sale of unapproved crafts is not allowed. Imported or manufactured items are explicitly prohibited. Craft Inventory staff will stop by

each booth daily to assure that the crafts in the booth are the approved crafts for that booth. **There is absolutely no on-site jurying.**

Recently approved crafters: To avoid disputes, please have a copy of your craft jury acceptance letter with you at the Fair. A Craft Inventory coordinator will be available in the evenings after the Fair closes to try to resolve disputes. If you observe any violations of these guidelines, please contact the nearest Information booth. Be aware of blanket vendors as well, and report them to the nearest Information booth. See Section 69 (Logo Items). Before or after the hours the Fair is open to the public, sale of handmade or hand-crafted items is allowed inside of booths so long as the person or persons who made them are present at the Fair with a valid wristband or pass.

**After-hours sales at the Main Stage area or outside of established booths, are limited to approved strolling vendors displaying a valid strolling permit.**

If staff believes that an unapproved craft is being sold, the Booth Representative will be asked, in writing, to remove

that craft from display. Failure to comply with the request to pull a craft immediately will put the booth at risk of being put on probation. In extreme cases of continued offenses, you may be expelled from the Fair. If there is doubt about a craft being approved for sale at this year's Fair, check with Craft Inventory or submit a craft jury application with three slides and the non-refundable application fee of \$5 by April 1. Successful jurying will guarantee approved status of the craft for subsequent years.



All booths are expected to be set up and open for business during the hours the Fair is open to the public. Please have sufficient product available for sale for the three days of the Fair. Remember that the Oregon Country Fair is a juried arts and crafts fair. If you do not have sufficient goods for sale for the whole Fair, please consider taking crafters from the Wait/Share list into your booth. Registration crew will facilitate contact with crafters from the Wait/Share list.

## **71. Strolling Craft Vendors**

Strolling craft vendor assignments are meant to provide the Fair with a continually changing atmosphere on the paths. **Strolling craft vendors are expected to stroll.** Strolling vendors who do not regularly move may face sanctions. Strolling vendors are required to check

in with the Craft Inventory Crew at Odyssey at least once a day during the Fair, between 10am and 5pm, with their complete path display.

## **72. Youth Crafts**

Youth age 18 and younger may sell unjuried articles (kid's crafts) in their registered booth only. All items must be hand-crafted, hand-made, home-grown, hand-gathered, or significantly altered by the child selling the craft. We encourage you to list kid crafters on your Craft Inventory record. Youth who will be 19 at the time of the Fair must jury their crafts. They will jury as returning crafters if they were listed on Craft Inventory records in the previous two years.



## **73. Craft-related Customer Complaints**

The Fair may deny crafter status to vendors about whom the Fair has received substantial unresolved customer complaints. Written complaints will be forwarded to the Craft Committee for consideration.

# Food Booth Guidelines

## 74. Food Committee

The Oregon Country Fair has a Food Committee which is responsible for the selection of new food booths and coordination of food policies. The committee aspires to maintain quality food service to the public while serving as a representative body for the food booths by making recommendations and proposals to the OCF Board concerning food booth policies. The Food Committee appreciates your feedback and is available for problem solving.

## 75. Menu

Registration materials for food booths include a menu form that must be completed each year. Returning vendors who are planning a change of menu are subject to re-evaluation by the Food Committee.



## 76. Insurance

The Oregon Country Fair requires that each food vendor carry a liability insurance policy that names the Oregon Country Fair as an additional insured. A copy of the liability certificate must be provided to the Fair by June 17.

Vendors may purchase this insurance from their carrier of choice. You may also go online to [www.galescreek.com](http://www.galescreek.com), a Portland insurance agency that specializes in event coverage. You may phone Gales Creek at 503-227-0491.

**Food Vendors who have not provided an insurance certificate will not be allowed to open their booth.**

## 77. Mandatory Food Booth Meeting

All food vendors are required to attend a meeting with the Food Committee

and the County Sanitarian on Wednesday, June 17, 7pm at Harris Hall, 125 E. 8th Avenue, Eugene. No exceptions! A working member from each booth must attend this meeting. All booth fees must be paid by June 15; however, Registration staff will be available to do other business at the end of the meeting.

## 78. County Regulations

The rules for the preparation and handling of food are those established by Lane County and the Food Committee. There will be no exceptions to these. On the first day of the Fair, a County Sanitarian will inspect your Food Booth before issuing a temporary restaurant license.

**The OCF will not permit booths to open that fail this inspection.** Booths in violation of these regulations during the Fair will be closed down. The County Sanitarian will be making random inspections throughout the duration of the Fair.

At least one week before the Fair each food booth must apply for a temporary restaurant license from the Environmental Health Division, located in the basement of the Lane County Courthouse. (Not necessary for food carts.)

At least one person with a Food Handler's card must be in each booth or cart at all times. These cards can be obtained at the Environmental Health Office as well.

The Health Division requires each food booth to have a specific "name" to be used at the time of application, and to be used on the booth during the Fair. Keep your menu simple and do not add any menu items during the Fair. Remove all unused food from the site. Main Camp Kitchen accepts donations

of certain foodstuffs at the Kitchen Crew's discretion.

Food sales can begin Thursday, July 9 at noon, and must end by Monday, July 13 at 1pm. As of Monday, July 13, at 1pm, food booths will not sell or give away food. All County regulations regarding food handling and food service apply to pre- and post-Fair kitchens, OCF hospitality, and the Barter Fair. Absolutely no food sales are permitted at the Barter Fair.

## 79. Refrigeration

The OCF provides food vendors with refrigeration facilities for the storage of perishable food products. The refrigeration crew will not accept items for storage that do not need to be refrigerated to maintain quality or healthfulness. All food must be stored in stackable containers that will not collapse from weight stacked on them. Examples of good, strong, durable containers include milk crates (either size) and plastic or metal buckets with lids. Containers that are not food grade must be lined with plastic bags to maintain sanitation standards.

Ice will be available at the refer site in 50-pound bags and 7.5-pound blocks. Ice sales will occur during the refer truck operating hours. Hours for the refer truck will be announced at the mandatory food meeting.

All refrigerators must be removed from the property no later than July 31. Those not removed by vendors will be removed by the OCF and booths will be assessed \$100 per unit.

## 80. Food Issues

All food must be from an approved source of supply. For example, government-inspected meat, approved ice, approved milk, etc. **No home-canned or home-prepared items are permitted.**

Custom Meat Co. is not an approved source of processed meat.

**All foods must be prepared on the Fair site.** Limit menus accordingly. Exceptions are baked goods or dairy products prepared in a licensed facility, licensed in the booth name.

Raw foods must be properly protected in transport to the Fair, i.e., dust-tight containers, refrigerated, etc.

Perishable foods must be kept refrigerated at 40 degrees F. All cooling units must have thermometers. All cooling units must be sanitized and must not have any interior damage such as rust or exposed insulation.

Food must be stored above ground in covered containers, protected from dust, flies, etc. All foods must be kept covered, including pastries. Plastic bags, plastic wrap, and plastic boxes with lids are fine. Oil used for deep frying must be changed or filtered daily. **Do not dump oil on the ground.**

**No strolling food vendor is permitted to show up after the Fair has begun.**

No electrically-powered appliances, please. Blenders, if used, are to be powered by bicycle or some other form of appropriate technology. No generators or amplified music are allowed.

## 81. Sanitation

**Provide adequate, cleanable, nonabsorbent, fly-tight garbage and refuse containers for use inside each booth.** Garbage containers outside the booth must comply with the recycling guidelines outlined in Section 83.

**WATER CONTAINERS** must be accessible, adequately braced, and the storage platform base must be no higher than six feet. Safe access must be provided to any storage platforms. Do not build water storage platforms without consulting with a Construction Coordinator. Water

delivery will be faster and more efficient if containers have at least a five-gallon capacity, with an opening of two inches or more in diameter. Small containers slow down the delivery service and waste water. Place all water containers that you cannot carry no further than five feet from the front of your booth. Cooperating with these requests will enable water delivery to be faster and easier on everyone. Water will be delivered twice daily: 7 to 11am, and 7 to 11pm (except Sunday evening). If you missed your delivery, please go to the nearest Information booth for instructions. Water containers left behind after the Fair are likely to float away. Private showers are not permitted.

An approved method of wastewater disposal must be provided. Please check the condition of the dry-well in your booth. Inadequate or failed dry wells create unpleasant and unsanitary conditions. The Construction desk at Main Camp has several designs for approved gray-water disposal and an approved methodology for renewal of disposal sumps. Approved gravel fill for sumps will be provided by the OCF. Check with Archaeology and Quartermaster before you dig or renew a gray-water well.

All food booths must be constructed so as to allow as little dust as possible into the booth. The booths must be enclosed except as necessary for safe ventilation and serving, and have limited access to the serving/preparation area. Roofs are required on all food booths. All booth counter tops must be constructed of hard, nonabsorbent, cleanable, smooth material. Wooden counters must be covered with vinyl, contact paper, oilcloth, etc. Use sneeze guards where needed to protect food preparation and serving areas from the public.

Each booth must be equipped with a handwashing system that provides warm, flowing water at all times. This system

must, at a minimum, provide a 5-gallon food grade container for water storage. The container must have a dispensing valve that provides a constant flow of water when opened. A catch basin must be provided to collect wastewater from the handwashing system in a sanitary manner. There must be two separate containers: one with soapy wash water and the other with a sanitizing rinse of at least 100 ppm chlorine (1 tablespoon per gallon of water). Use only paper towels for drying hands.



All food handlers must wash their hands after handling any nonfood items and before rehandling food.

Each booth must be equipped with adequate dishwashing facilities, separate from handwashing. The required three-step dishwashing procedure consists of (1) soapy wash, (2) clean rinse, (3) sanitizing rinse (100 ppm chlorine again). Make sure your dishwashing containers are large enough to accommodate your largest utensil.

Personnel are required to wear aprons over their street clothes. Hair coverings are strongly suggested, and long hair must be pulled back or braided. No nudity in food booths, please.

No person affected with a communicable disease or open sores on the hands shall work in any food booth.

**No smoking in food preparation or serving area.** Tobacco in any form shall not be used where food is prepared or served.

**No animals are allowed in food booths.**

## **82. Food Vouchers**

Food vouchers are one way we feed our volunteers during the event. Food vouchers for staff are non-transferable and are valid at all food booths and at the Ritz Sauna showers only during the Fair. Food vouchers cannot be used at craft booths, nor can they be redeemed for cash by individuals at any booth at any time. Food vouchers may not be used at Saturday Market. **Only food booths and the Ritz may redeem food vouchers and only with the OCF organization.** The Oregon Country Fair will redeem food vouchers from food booths and the Ritz by issuing checks payable to the business or Booth Representative only. The last day for food vendors or the Ritz Sauna to redeem food vouchers is July 31.

## **83. Food Booth Recycling**

In order to meet the Fair's waste-free goals, the use of plastic disposable service ware and utensils is strictly prohibited (excluding coffee lids, plastic straws and stirrers which should be provided only upon request).

Durable cutlery may be rented from the OCF via the Food Committee for a small fee that covers cleaning and replacement costs. Orders may be picked up at scheduled times (to be announced at the June 17 mandatory meeting), or delivered directly to booths on Wednesday and Thursday of pre-Fair. Please let the Food Committee's Chairperson know before April 15 if you are renting durables from the Fair.

Bring recycling and waste out every morning to avoid build up and over-

flowing issues on any given day. The following items may be left in front of your booth for pick up, Friday-Tuesday morning of the Fair beginning at 6am and ending by 10am; cans, glass, and aluminum (flatten cans, ball up aluminum and co-mingle for space); cardboard (flatten and stack); compost (co-mingle food and biodegradable food service ware or soiled paper products); newsprint (contain in a sack); mixed paper (any paper that isn't cardboard or newsprint, contain in a sack); plastic containers and bottles #1-5 and #7 (no #6 or plastic cups of any kind or plastic utensils, as these things are not readily recyclable); clear plastic bags and sheeting (leave clean, folded or bagged); waste (none of the above). Please do not provide "stand alone" cans in front of your booths as these accumulate a co-mingled assortment of compost and recyclables that, due to contamination, must become waste.

## **84. Fire extinguishers are required for all booths and camps.**

A 5-pound ABC fire extinguisher is required for ALL booths and camps. Camps and booths with cooking and/or permitted campfires (a new permit is required each year) must also have a shovel and two five-gallon containers full of water with one burlap bag submerged in each.



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