

## OREGON COUNTRY FAIR BOARD OF DIRECTORS MINUTES

Monday January 3, 2005, 7pm, EWEB Community Room

**PRESENT:** Katie Cousins, Lara Howe, Jack Makarchek, Marlene Monette, Deane Morrow (alternate), Joseph Newton (alternate), Anna Scott, and Lawrence Taylor. Diane Albino joined the meeting in progress during the discussion of OCF partnering with the State Fair.

**NOT:** Brad Lerch, Greg Rikhoff, and Bear Wilner-Nugent.

### ANNOUNCEMENTS

norma announced that the Spring Fling will be held on May 7.

Anna brought a newsletter from Solar Energy International with information on their 2005 workshops and made it available for the Peach Gallery. Information can be found online at [www.solarenergy.org](http://www.solarenergy.org).

Leslie made the very sad announcement that the recent tsunami tragedy touched our own Fair family. Luke Scully (History Booth) and his girlfriend Angie Faust (who attended the 2004 Fair) were vacationing in Thailand. Nikki Scully (Altared Space) is Luke's stepmother and she informed Leslie that the family has "shifted their focus from searching to grieving" and is having a gathering Sat. Jan. 15 at 7pm at the Crystal Ballroom in Portland.

### APPROVAL OF MINUTES

**Lawrence moved and Jack seconded that the minutes of the December 6<sup>th</sup> board meeting be approved. The motion passed: 7 in favor and 1 abstention (Anna).**

### MEMBER INPUT

Jim Sahr (Crafter) supports the Whiteaker Thanksgiving donations but doesn't want it to become an automatic donation. He said, "No donations should be automatic, organizations change over time, we don't know the future."

Ken Ward (Security) attended the New Year's Eve celebration at the Crystal Ballroom and had a wonderful time but objected to the "21 and over" rule, saying it was not inclusive of all our Fair family.

### STAFF AND OFFICER REPORTS

**General Manager:** Leslie was "on vacation" for a couple weeks in December but spent much of her time working on the New Year's Eve event and the State Fair proposal which "you'll hear more about later this evening." She responded to Ken's comment saying she agreed it would be nice to include all ages in future collaborative events. The Fair did not seek out the recent New Year's Eve event; the Crystal Ballroom sought out the Fair and "we have to abide by state regulations in a setting that serves alcohol." She said "we are considering ways to do a youth event if we do the City fling at the Crystal again; if not, we'll consider other venues." She thanked many people for helping make the Crystal Ballroom event so successful including Jimi Byron and his amazing staff at the Crystal, Ami from Mountain High Music, Loretta Mullins, Darin McNally, Tia Christiansen, Brian Keogh, David Paul, Jill and Frank from Coyote Rising, Jeff Lake and Tamara Crafts from the Eugene Mask Makers Guild, Hilary, Shaun McCrea, Paul Simon and his friend Karissa, Kirk Schultz, Geoffrey Silver, Sallie Edmunds, Liz Newhall, Ken Williams and Palmer Parker. She offered a special thanks to Ducky for being such a great costume/prop master. Thanks to everyone in the procession, especially those who journeyed from afar to participate, like Jack and Kaye. She said the Solstice event onsite was a wonderful time and thanked Beth, Jeff, Steve, and Andy for helping put it together; Barbara Coolman for all her wreath-making supplies and Kay Kintzley for her supplies and for leading the wreath-making; everybody who brought greens and Nikki Scully and Mark Hallert for "leading more than 30 of us in a beautiful blessing of the new Swanson property." She also thanked the hardworking members of the Personnel Committee and the Vision Quest task force and concluded hoping that "everyone has a New Year filled with hope and love and light."

**Administrative Assistant:** norma said she got the basement cleaned out and thanked Palmer for making dump runs. She is working with Jeff Harrison on craft applications and said they will be ready next week. She has also been doing some upstairs housekeeping, getting mailings off to crew coordinators about the upcoming meeting/potuck, and working with the Vision Quest task force. She wished all a Happy New Year

**Site Manager:** Steve W. had a dramatic end to 2004. He went into shock on Dec. 27 and had to be taken to the hospital. He thanked Tommy, Big Mike, and Jeff for responding to his medical emergency, thanked the paramedics of Lane Rural Fire District for their help, and thanked norma for sitting with him at Sacred Heart and for the ride back to the site. The cause was a kidney stone that passed on Dec. 31; he said "it was not a fun week." He said "we had another month of less than average rainfall in December and still no flooding," and added that Andy's back from vacation and hard at work on site repair and maintenance projects. They've been cleaning up the Swanson property, taking down cross-fencing, fixing up shop and storage space, and researching what to do with the '76 double-wide trailer that's on the property. The consensus seems to be to get rid of it and they are looking into that. "TPFKAS (The Property Formerly Known As Swanson's) obviously needs a new Fair name" and they are still open to suggestions on that. Water Crew has a new potable water truck (1986 International), the result of a 2004 capital project budget, that will be "a reliable rig for both on-site deliveries and tanker runs to town at event time" and added it will save some operational dollars in reduced rental truck needs.

**Co-Treasurers:** Hilary said they are making progress on the 2005 budget. She reminded everyone of the upcoming deadlines: expenses for capital projects are due January 31 but all other budgets are due Jan. 15. They will present proposed budgets to the crews at the potluck on Jan. 22, and on Jan. 24 there will be an extra board meeting just for the purpose of approving the 2005 budgets.

**President:** Jack spoke about the recent tsunami tragedy and said "the level of suffering is beyond what the news media can portray." He said the "true notion of celebration is the most powerful thing we can offer a suffering world." He talked about the wonderful New Year's Eve event and thanked Leslie for the "beautiful political statement" she made that evening asking people to "keep this in our hearts." He continued with what he called his "usual pitch" about participation in the vision quest project and said he is excited about future collaborative projects with other organizations. He said we need to "understand that celebration of life is part of what we have to offer the world."

## COMMITTEE REPORTS

### VISION QUEST AD HOC STEERING COMMITTEE

Beth Grafe (Construction) said "we are all about input and we really want to hear from everybody." She said there is a survey in the December issue of FFN and encouraged everyone to participate. She also said the survey will be online soon.

## OLD BUSINESS

### COORDINATION OF DONATION REQUESTS

**Anna moved and Katie seconded that for 2005 and 2006 the Board consider donations and membership renewals in a quarterly fashion during the March, June, September, and December regularly scheduled monthly meetings. At the end of this two-year period the Board can choose to extend this policy or put another in its place. Donation requests can be made in writing to the Board at any time of the year and the Board will receive the written information the same way they do now as a part of their monthly meeting packet.**

*Peach Gallery:* Andy Strickland (Caretaker) likes the idea and said it would save time at board meetings, but on the other hand it will make those four meetings especially long. norma said if this passes the Board should decide when to begin implementing the new policy. Palmer Parker (Communications Crew) said he would be really sad to see this kind of regimentation started and that his gut reaction is

“bring on Merrill Lynch.” He likes the randomness of when requests come in and said at heart we are a philanthropic organization. Jim Sahr (Crafter) said this strikes the core of our philanthropic mission and disagrees with Andy that it will save time. He said potential recipients need to be present according to their own schedules, not the Board’s timetable. Kirk Schultz (Construction Crew) said the policy “feels a little bureaucratic” and he fears it may favor larger and more organized groups over smaller ones.

*Board:* Katie said this will give the Board more time to better investigate organizations and their proposals but because June is too close to July she advocated considering the quarterly donation requests at the February, August, May, and November meetings instead. She said the Board might have made mistakes in the past granting requests too hastily to organizations that weren’t thoroughly checked out. Joseph likes the spontaneity and flexibility of the current process and thinks the requests add to our meetings. Deane figures “if it ain’t broke, don’t fix it.” Marlene said she thinks past errors “have been rather few” and that donations are a “feel good” part of the job. She also thinks it may make the quarterly meetings too “top heavy” with donation time. Anna said it’s good for us to question and discuss how we distribute our funds and that probably every Board wants to make changes. She agreed with Jim Sahr’s comment that some donations seem “hard-wired.” She said if the motion fails, that’s okay, because she thinks it was beneficial for the group to discuss it.

**The motion failed: 2 in favor and 6 opposed (Jack, Marlene, Joseph, Deane, Lara, and Lawrence).**

### **APPOINT BOARD LIAISON TO LUMP COMMITTEE**

**Lara moved and Lawrence seconded that Anna Scott be appointed as the board liaison to the LUMP Committee and Joseph Newton be appointed as the alternate liaison.**

*Board:* Anna said she’s a new mom and very busy. She was reluctant to take this on, but agreed after negotiating a deal whereby she would mentor Joseph Newton in the role for a year, and then he would take over her role as main liaison.

**The motion passed: 8 in favor and 0 opposed.**

### **DONATION TO OXFAM**

**Jack moved and Marlene seconded that the Board donate \$1000 to Oxfam for tsunami relief efforts.**

*Secretary’s Note:* During agenda review it was unanimously approved to move this item from new business to old business because of the urgency of the situation.

*Peach Gallery:* Leslie said there is \$1400 left in the 2004 donations budget and asked if it would come out of that account. Beth said if there’s \$1400 left, why not make the donation for \$1400 instead of \$1000. Palmer supports the motion but asked why Oxfam was decided as the recipient.

*Board:* Jack said yes the money would come from the 2004 budget, and **he and Marlene accepted the revised amount of \$1400 as a friendly amendment.** Jack said Leslie spoke about Oxfam at the New Year’s Eve event and it is a reputable organization. Joseph reminded us of the idea that “if you give a man a fish you feed him for a day, but if you teach him to fish you feed him for a lifetime.” He said Oxfam supports sustainability.

**The amended motion passed: 8 in favor and 0 opposed.**

### **LICENSE AGREEMENT WITH CITY OF VENETA**

**Jack moved and Lawrence seconded that the Board accept our attorney’s amended draft of a license agreement with the City of Veneta.**

*Background:* Leslie explained that ever since opening the Far Side, the Fair has been hoping to acquire a permanent easement to the road that runs from the entrance to the Far Side off Territorial to the Ball Field. An easement involves ownership but because of the City of Veneta’s expanded need for poplar trees, a permanent easement is no longer feasible for Veneta; instead, the Fair is negotiating a license agreement “to use the road for as long as the OCF owns the land on the Far Side, or ceases to exist as an organization.” Passage of this motion will send the amended version of the agreement to the Veneta City Council for their approval.

*Peach Gallery:* Kenny Howe (Recycling Crew) asked if the easement is limited to right before

and right after our event. Leslie read the part of the agreement that explained that the OCF is given year-round access but that “for the period beginning the Tuesday before the Oregon Country Fair begins, and continuing through the Tuesday after it ends, the OCF shall have exclusive use of the roadway, with the exception that the City of Veneta shall have emergency access rights during this period.”

**The motion passed: 8 in favor and 0 opposed.**

### **PARTNERSHIP WITH OREGON STATE FAIR**

**Jack moved and Deane seconded that the Board authorize our General Manager, Treasurer Hilary Anthony, and Fair attorney Russell Poppe to develop a partnership contract between the OCF and the Oregon State Fair.**

*Background:* Lin Wolfe from the Oregon State Fair attended tonight’s meeting and spoke about how this idea for partnership evolved. She told Steve Bledsoe from TicketsWest that after the gradual decline of their Artisans Village, the OSF was looking for new ways to connect to Oregon’s artistic community. Steve suggested that Lin contact Leslie. They set up a meeting at a café between Salem and Eugene where Lin said she had “a Ya-Ya moment and felt an immediate sisterhood with Leslie.” She remarked it was “amazing how much can happen over grease.” Lin first attended the State Fair in 1990 and “got bored very quickly.” She has been working there for nine years now and wants to continue to build a “fair for everyone.”

*Peach Gallery:* Kenny Howe made everyone laugh when he asked “Are we gonna get tee-shirts?” Jen-lin Hodgden (Community Village) asked what the OSF is asking from the OCF. Lin responded that the OSF will pay the bills for construction of infrastructure, liability insurance, etc but needs help from the OCF with “jurying artistry, creating an ambiance, coordinating evening entertainment, etc.” They are looking to the OCF for “energy, commitment, and passion.” Kirk Schultz said he has participated in the State Fair discussions over the past few months and said they are wonderful people who “are very excited and open to working with us.” He said it won’t be “doing the Country Fair at the State Fair” but instead will involve bringing “our energy and creativity to a new venue.” Mark Pankratz (Construction Crew) asked if the motion was for approving a long-term partnership. Jack responded that the motion only authorizes drawing up a contract and the actual contract will be voted on later. Beth Grafe (Construction Crew) supports the motion and said this is “a great opportunity for crafters.” Leslie said “we both have Oregon in our names, we are the 2 biggest Oregon Fairs, and this will help the State Fair represent more of Oregon and help the OCF reach more people outside of Lane County.” She said the collaboration is designed to “enhance people’s interest broadly in what the Fair is all about, as well as entice people to attend our event in July. It’s an incredible opportunity to build bridges to communities of people we might not ever reach; it will stretch our identity and creativity enormously.” Kenny Howe asked if OCF participants would be subject to tests that state employees are required to take. Lin responded that OCF participants would be sponsors, not employees, and would therefore “not be subject to the state’s bureaucratic limitations.” Vic Parkinson (Pre/Post Security) noted that with the arrival of board member Diane Albino, the vote on this issue would be “a historic vote” because he believes this is the first time women outnumber men on an OCF Board vote.

*Board:* Lawrence said the proposal “benefits our mission and helps us to spread our word, and it’s fine if we neighbor the dairy exhibit as long as we’re upwind.” Jack said he goes to the State Fair every year and it is the “most diverse gathering that happens in Oregon.” He said people are drawn there by their love of animals and interest in agriculture and this “will allow us to outreach to more people with our mission; we shouldn’t miss this opportunity.” Anna said she supports this but added “I really like Leslie and don’t want her to keel over.” Her concern was for how much staff time it would take and urged those involved to pace themselves accordingly. Marlene said she used to think the two organizations were very different but is struck by “how our similarities are so much stronger than our differences.” Deane supports the motion but wondered if the construction efforts would be a joint venture. Kirk answered that the infrastructure will be done by the State Fair, adding “the OCF people will be artistic directors, not laborers.”

**The motion passed: 9 in favor and 0 opposed.** (*Secretary’s Note: Diane arrived during the above discussion so votes for the remainder of the meeting will now total 9 instead of 8.*)

## PEACH PAGES EXPANSION PROPOSAL

**Deane moved and Katie seconded that the Board support the expansion proposal brought forth by the Peach Pages Committee.**

*Background:* Aleta Miller, Robin Lindsey, and Jayne Syverson said they love doing the Peach Pages but they are a small group and are overworked. They feel they will be able to involve more people if they are allowed to offer a commission on ad sales. They said ad sales are the most time-consuming part of the job; they often spend 30 minutes on the phone with someone answering all their questions in order to sell one little ad. They propose a one-year trial to see if commissions will allow them to increase sales and for the Board to decide after that time whether to continue the policy depending on their results.

*Peach Gallery:* norma thanked the Peach Pages staff for their “fantastic work”, but also said they have gone over-budget in past years and hopes circulation will remain a priority. Hilary said she has advertised in the Peach Pages and is very happy with it but has mixed feelings about this proposal, saying it’s a “broader issue” and seems unfair for some volunteer coordinators to receive remuneration but not others. Andy said there’s one important difference, that their remuneration would not come from the Fair but from advertisers. Kenny Howe asked if they get passes (no) and said if the work is exhausting 2 or 3 people they should at least get tee-shirts. Somebody said “that guy sure likes tee-shirts!” Leslie asked if a contractual arrangement might work rather than commissions, but Aleta responded that commissions would probably be a better deal for the Fair.

*Board:* Lawrence has advertised in the Peach Pages and sympathizes with both sides of this debate, the disparity and equity issues versus more possible revenue generated for the Fair. He wonders if it is consistent with our by-laws for a Fair member to receive a financial benefit and would like to hear our attorney’s opinion on this. Joseph also has reservations and suggested that maybe they should be a crew and get more help that way instead of by offering commissions. Jack said that crafters make money at the Fair and he can’t dismiss this as an equity issue. He is undecided but will “continue to listen to the discussion.” Deane supports this and often uses the Peach Pages as a referral for people who are looking for services. He said maybe more ad sales will help make more people aware of the Fair. He also said they don’t get wristbands or food vouchers. Marlene said she needs more information, adding “they do beautiful work but it’s almost like they’re making their own job, and so many other people work so hard too.” Anna said she might abstain. Her business has advertised in the Peach Pages and for the 2004 edition she was offered and accepted an advertising space in exchange for writing an article for the Peach Pages about the Renewable Energy and Conservation proposal that she sponsors and would like the Fair to adopt. Jack said the proposal doesn’t sound wrong to him, but there are “some loose ends” such as what would be the percentage of the commission, etc. Joseph said there are so many questions and suggested perhaps the Board needs more time. **He moved to table the motion and Lawrence seconded that motion.**

**The motion to table passed: 6 in favor, 2 opposed (Deane and Katie), and 1 abstention (Anna).**

## TENANT POLICY

**Jack moved and Marlene seconded that the Board adopt the following 4-point policy concerning on-site tenants: 1) The current Site Manager’s job description be amended to allow him to be on site as he sees fit; 2) All other tenants must have a job description that grants them residence, or have a rental agreement with a rental agency approved by the OCF Board of Directors; 3) Anybody who falls outside of this policy has until March 2005 to vacate the site; 4) Camping on site shall be limited to the time set by the General and Site Managers to facilitate the set-up and deconstruction of the annual events called the Oregon Country Fair and Culture Jam, or other events approved by the OCF Board of Directors.**

*Peach Gallery:* Beth Grafe appreciates Jack’s heart and thought but “disagrees on many levels.” She feels this motion is “treading a line between operations and policy.” She said she is one of the people living on-site and that everyone living there really cares about the Fair. She said Steve really needs help on-site and the Board has not yet put the structure in place for him to hire more help. She said “if you take away his help before you get something else set up, you’re undercutting your staff.” Jeff Johnson aka Animal said he lives there too and he thanked the Fair and especially Steve and Andy for the education he has received from them. He said “everyone there is genuine of heart and holds the land reverent.” He said

he's been there for 3 years and has done all that Steve and Andy have asked of him. He said "to be on-site and to live it everyday is something you can only know if you're there." Palmer Parker said the current situation doesn't seem fair to either side and "we need more help on-site." He feels the Fair has perhaps taken advantage of the on-site help, but also understands that the Fair has liability problems should something happen like a tenant getting hurt. Mark Pankratz said a new policy should be in place before changing the old structure. Kirk Schultz dittoed that and said "this motion puts the cart before the horse." Andy Strickland said "this has been ignored for too long; either way it goes, we need to figure it out soon." Leslie said that Steve did what he had to do to get the work done and added "we need an agenda item under new business to create another site-based position." Steve said in the eight years he's been with the Fair it has grown from 282 acres to over 380 acres, more upland acreage, more buildings, water systems, trucks and equipment, etc., and that he and Andy could not have provided adequate care without Animal and Beth. He said the amount of work required before the event and also after de-con leaves has grown enormously as well. He said he began asking for additional help in Fall of 2002 and now it's 2005; and concluded by saying, "We need formalized additional help."

*Board:* Lara said this is really hard for her because she cares about the people who live on-site. She feels Steve needs help but unauthorized on-site tenants are not the answer and said "we need to approve an on-site job description quickly to get another on-site employee." Joseph said the Fair benefits from having a small core of trusted people on-site even if they are not employees. Deane is against the motion and said, "we need more employees on-site but we shouldn't discard our volunteers." Marlene said not to mix up on-site volunteers with on-site employees and added "it is abundantly clear that we need more on-site help." Anna supports the motion and added, "we need to move forward, we must put new policies in place and get Steve the help he needs." Jack said he recently asked Steve what is the current policy for on-site tenants, and Steve answered that there is no policy. Jack said, "We still need to address personnel needs, but the Board has to do what is right and put a tenant policy in place. We shouldn't be bartering with people's lives. This doesn't state the current tenants have to leave; we just need a rental agreement between the Fair and anyone who lives on-site. The situation we have now is not right and I need to take executive responsibility." He said he'd be breathing down their necks if they didn't resolve personnel issues. Lawrence said it's at times like this that he misses being an alternate because it's hard to vote on something that feels like a personnel issue vs. a tenancy issue. Katie said this policy is necessary to protect the Fair. Diane said it almost feels like "we're talking about personnel in an open meeting instead of an executive session." She agrees with Jack that the Board needs to establish a policy.

**The motion passed: 7 in favor and 2 opposed (Joseph and Deane).**

**Jack moved and Lara seconded that the Board direct the Personnel Committee to present a site-based job description at the February Board meeting. There was no discussion. The motion passed: 9 in favor and 0 opposed.**

### **REQUEST FOR REPORT ON CAMPING CHANGES**

**Joseph moved and Diane seconded that the Board insure that any Fair member who will be required to move their booth or camping spot be notified by the General Manager and the Board by February before the Fair.**

*Peach Gallery:* Leslie said, "There is no way for this to happen. Flooding hasn't yet occurred; Path Planning hasn't met recently, and we have Swanson's to consider." She added, this is "entirely an operational issue and a bizarre policy mandate from the Board." Steve said, "I can tell you right now whose site is subject to change; everybody's site is subject to change." Beth Grafe appreciates the concept that people want notice but said this is not always possible because of the shifting nature of our landscape. Mark Pankratz said this motion "short circuits the process." Kirk Schultz said he appreciates Joseph's concern behind the motion but said a February deadline is simply impossible.

*Board:* Anna said she means no disrespect to Joseph and appreciates his concern for the Family but stressed that as board members "we need to do our homework before presenting a motion to the Board." She feels he should have talked first with Leslie and Path Planning to learn more before bringing a

motion to the Board. Joseph said he doesn't want to put constraints on necessary moves caused by emergencies or flooding but just wants people to be given as much notice as possible.

**The motion failed: 2 in favor and 7 opposed (Anna, Lara, Lawrence, Jack, Marlene, Diane, and Katie.)**

The meeting adjourned at 10:10 pm. The next Board meeting will be held on Monday, January 24, 2005 at 7pm at the Central Presbyterian Church, but this will be a special meeting devoted only to approving the 2005 budget. The next regular Board meeting will be on Monday, February 7, 2005 at 7pm at the EWEB Community Room. The agenda, subject to change, will include the following tabled items: Budget Issues; Step Table Revisions (Brad); Conservation Policy (Marlene); Appoint Teen Crew Co-coordinator; Consider Donation to Marcola Elementary and Junior High Parent Teacher Organization (Joseph); Guidelines Changes (Lara); Peach Pages Expansion Proposal (Deane); Café Mam Conflict of Interest (Brad); Revision of Personnel Policies and Procedures Manual (Brad); Appoint Personnel Committee to Report to Board after Surveying Employees (Marlene); as well as the following old business: Affirmation of long-range Vision Quest Process; First-phase Budget for OCF Vision Quest; Consider Donation to Eugene Peace Choir; Consider Donation to Equity Foundation; Peach Power Fund Proposal (Anna); What to Do with the Double-wide at Swanson's; Site-based Employee Position (Jack). Consider Membership in Musicians and Fine Artists for World Peace was dropped from the agenda for lack of a sponsor, as was the Fairieworlds Request after Lawrence stated that he loves the idea and would have liked to sponsor it, but "on-site staff have too much work already and we don't have more help in place yet."

Minutes by Barbara Edmonds who thanks A.A. Milne for the following quote: "When you wake up in the morning, Pooh, what's the first thing you say to yourself?" "*What's for breakfast?*" said Pooh. "*What do you say, Piglet?*" "I say, I wonder what's going to happen exciting today?" said Piglet. *Pooh nodded thoughtfully. "It's the same thing," he said.*

*Secretary's Note: The Recycling Crew has proposed the following changes to the OCF Guidelines. These changes will be voted on at the February Board meeting. It was requested that the changes be presented in their entirety before the Board votes.*

**Add to section #36 after the second paragraph and to section #42 before Farside Camping:** 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.

**Add to section #20, page 6:** The OCF Board of Directors has set the goal of a waste free Fair. Recycling kiosks are provided and maintained from Thursday of Pre-Fair to Tuesday of Post-Fair for the convenience of our family and guests. Our mission: to reduce the amount of waste generated due to 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. We ask that all adhere to the "Pack it in, Pack it out" policy outlined in section 36 of this handbook and "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&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 on any given day. Thank you and welcome home!

**Add to section #78 on page 29-30:** In order to meet the Fair's waste free goals, all food vendors are required to use compostable food service containers and flatware pending availability of acceptable products. The use of plastic cups is strictly prohibited. If plastic utensils are still used they must be

disposed of separately, following the plastic guidelines provided by the OCF Recycling Crew and included in the OCF Registration Packet. Coffee lids, plastic straws and stirrers should be provided only upon request.

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 6:00 A.M. and ending by 10:00 A.M.: 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&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 which, due to contamination, must become waste.