



oregon country fair GUIDELINES

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

JULY 12, 13 + 14, 2019



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 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.

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. The Guidelines apply whenever and wherever we gather for OCF activities or discussion, in person or online.

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.

OCF BOARD OF DIRECTORS

Diane Albino	Spirit Leatherwood
George Braddock	Jack Makarchek
Lily Harmon-Gross	Lisa Parker
Paxton Hoag	Cynthia Peachey
Justin Honea	Jon Silvermoon
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Crystalyn Autuchovich, Operations Manager
Robin Bernardi, Culture Jam & Office Support
Mary Callaghan, Administrative Assistant/Bookkeeper
Shane Harvey, Site & Facilities Manager
Jeff Johnson, Groundskeeper
Stephanie Talbot, Assistant Manager



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, which lessens 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.

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 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 ensuring 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.

Diversity of artistic and cultural expression is an essential part of the OCF aesthetic. Being open and welcoming to people of all cultures is core to our mission and vision. These two statements

complement each other, but they are also in tension at times. This guideline aims to create appropriate and respectful balance between these two complementary goals. The actions people take in public hold special significance, and reflect on OCF as a whole.

Please treat all sacred traditions with dignity and reverence. Please be mindful when participating in traditions from a culture with which you are not intimately familiar. Even well-intentioned actions can be hurtful. Although you may feel that what you are doing is honoring another culture, it could be seen as disrespectful. This could make the OCF feel less safe and less welcoming.

Everyone has freedom of expression. We can only ask that everyone pause to listen to others and to think about who they may be hurting if they exploit, misrepresent, or desecrate someone else's tradition. If someone is raising a question about whether you're engaging in cultural appropriation, that's a strong indicator of the possible need to do some courageous inner listening.

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.





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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 or marijuana 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.

GOALS

To be reviewed and revised on a regular basis.

- i.** The Oregon Country Fair shall increase the diversity of all aspects of the Oregon Country Fair community.
- ii.** The Oregon Country Fair shall maintain and improve our land and facilities.
- iii.** The Oregon Country Fair shall steward our lands in accordance with ecological standards.
- iv.** The Oregon Country Fair shall support artists and entertainers.
- v.** The Oregon Country Fair shall create participatory events and experiences that attract and include more youth and elders.
- vi.** The Oregon Country Fair shall support a healthy and dynamic culture for participation by volunteers and members.
- vii.** The Oregon Country Fair shall foster better communication and information exchange.
- viii.** The Oregon Country Fair shall clarify its priorities and systems for community outreach and philanthropy.
- ix.** The Oregon Country Fair shall improve its organizational effectiveness.

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PHOTOS: Ben Ammon: [pages 1 \(left\), 17](#); Sandra Bauer: [page iii \(1972\)](#); Aaron Blake: [front cover, pages 1 \(right\), 3](#); Dominic Defazio: [page 28, \(2009\)](#); Quentin Furrow: [page 13](#); Ben Nieves: [pages 26, 29, 32](#); Jeremy Running: [back cover](#); Rick Souther: [pages 22, 23](#); Geoffrey Squier Silver: [page i \(2012\), 33 \(2013\)](#).

in case of an EMERGENCY

During the Fair, go to the nearest Information booth, White Bird medical station, or person with a radio, and follow instructions. Pre- and post-Fair, go to Quartermaster.

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 26](#), Lost Children.

Calendar

THE DEADLINE TO SUBMIT ARTICLES AND LETTERS TO THE FAIR FAMILY NEWS IS ALWAYS THE SAME DAY AS BOARD MEETINGS.

April

BOOTH REGISTRATION AT OCF OFFICE
APRIL 11, 16, 18, 23, 25, 6-8:30 PM
APRIL 30, 10-8 PM

- 1** Deadline for craft jury application submissions, including logo items
Registration, Craft and Food Packets mailed to booth reps.
Admission tickets go on sale
Board of Directors Meeting, 7pm
- 6** Booth Registration, Eugene Saturday Market, 10am to 5pm
- 11** Community Village General Meeting, 7pm
- 13** Booth Registration, Eugene Saturday Market, 10am to 5pm
- 20** Booth Registration, Eugene Saturday Market, 10am to 5pm
- 27** Booth Registration, Eugene Saturday Market, 10am to 5pm
- 30** All new craft applicants notified of approval status

May

BOOTH REGISTRATION AT OCF OFFICE
MAY 2, 7, 9, 14, 16, 21, 23, 28, 30,
6-8:30 PM

- 1** Deadline to return craft/food booth registration packet
Registration at OCF Office, 10am to 8pm
- 4** **SPRING FLING** 2019 Fair kick-off party. 7pm, McDonald Theater, 1010 Willamette St., Eugene
- 6** Board of Directors Meeting, 7pm
- 9** Community Village General Meeting, 7pm

June

- 1** Main Camp opens
NO DOGS allowed on OCF property
Booth registration on-site office opens (See [Booth Registration](#) section for hours)
All Booth Fees must be paid in full (failure to complete payment risks forfeiture of booth)
No work on booths permitted prior to this date
Charter Member booth claim begins
Returning booth claim begins
Board of Directors Meeting, 7pm
- 9** One-year-only Booth Claim Day
- 12** Mandatory food vendors' meeting, 6:30pm, Harris Hall, 125 E. 8th, Eugene
Proof of insurance for food booths must be received by OCF office. Bring to food booth meeting
- 13** Community Village General Meeting, 7pm
- 15** Last day for total refund of booth fees
- 22** Last day for partial refund of booth fees
Community Village General Meeting, 1pm, OCF Site
- 23** Human Intervention Training at Fair Site
Board of Directors Meeting, 4pm, OCF Site
- 28** Last day to submit plans for major booth work
- 30** Last day for regular priced passes

July

- 1** Cost of S.O. passes and vendor camping passes increases to \$140, vehicle stickers increase to \$40
- 10-14** Pick up passes at Registration
- 10** All construction requiring inspection must be completed!
- 11** All construction completed (tools down!)
Annual meeting of booth participants, 7 to 9pm at Shady Grove
Human Intervention Training, 5pm, Blue Moon

JULY 12, 13 + 14 OREGON COUNTRY FAIR

- 15** **NO CAMPING ON OCF PROPERTY.**
No one on property after 6pm except post-Fair work crews.
- 21** Main Camp closes
- 31** Food voucher redemption expires
Last day for booths to request pass refunds



August

2-9 CULTURE JAM

- 5** Board of Directors Meeting, 7pm
- 17** Picnic at the Fair site, 2pm - Dusk
- 18** Fair Evaluation Meeting, Fair Site
- 25** Deadline to submit Board candidate statements to run for the Board of Directors
- 31** Last day to remove all temporary booth/loft structures, personal property, ground covers
Booth refunds mailed

September

- 9** Board of Directors Meeting, 7pm, OCF Site
- 19** Last day to register as a voting Fair member

October

- 1** Last day to request an absentee ballot
- 7** Board of Directors Meeting, 7pm
- 10** Community Village General Meeting, 7pm
- 19** Annual Meeting, 6:30pm to midnight, Whiteaker Community Center, Eugene

November

- 4** Board of Directors Meeting, 7pm
- 7** Community Village General Meeting, 7pm
- 15** Applications to perform at 2020 Fair available

December

- 2** Board of Directors Meeting, 7pm

January 2019

- 6** Board of Directors Meeting, 7pm
- 15** Applications to sell a new craft at 2020 Fair available

February

- 3** Board of Directors Meeting, 7pm
- 15** Deadline to submit application to perform at 2020 Fair

March

- 1** Teen crew applications available
- 2** Board of Directors Meeting, 7pm
- 30** Registration packets mailed to Booth Representatives



GENERAL INFORMATION

1. Preamble. These Guidelines are to ensure the smooth operation of our event and the safety and protection of our Fair Family, our guests, 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 ensure 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 to 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 guests with paid admission from 11am to 7pm, July 12, 13 and 14, 2019. Tickets purchased in advance cost \$29 for Friday, \$32 for Saturday, and \$25 for Sunday. Tickets sold the days of the event will cost \$32 for Friday, \$36 for Saturday, and \$28 for Sunday. There is also a 3-day ticket that costs \$70. No tickets will be sold on site. Discount tickets are available for folks who are alter-abled and/or age 65 or better. All tickets are subject to a ticket agency handling fee. Children 10 years old and younger are admitted free with a paying adult. TicketsWest is our ticketing agent and can be reached at 1-800-992-8499.

3. Site Conditions. One of the many reasons our village is unique and magical is its natural setting. The site includes waterways, wetlands, uplands, forests, and prairies. Naturally, dangers and hazards exist. These hazards include, but are not limited to, dirt, grass, and gravel pathways, uneven ground, tripping hazards, low branches and brush, stinging insects, poison oak, and more. Pathways are unlit at night. Site conditions can change rapidly depending on the weather. Surfaces may become extremely slippery when wet. Please come prepared with adequate

footwear, lighting, and gear. Please exercise extreme caution and understand these dangers.

4. Overnight Credentials. Everyone over age 10 at the Fair before 6am or after 7pm must wear a 2019 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 \$40 each for teens age 13 through 18, and \$10 each for youth age 11 and 12. All persons under the age of 18, whether on Teen crew or not, must have a parent or responsible adult on site. Their wristbands must be purchased through the crew or booth of their responsible adult. Teens or youth (not on Teen crew) need photo ID to receive their wristband. If they do not have photo ID, the crew person who purchased that teen/youth pass may vouch for the teen/youth's identification.

You must present your OCF-issued overnight credentials for inspection when requested by a staff member. Inspection of wristbands may include, but is not limited to, touching and/or tugging the wristband to ensure it is secure, visual confirmation of registration number, and visual inspection of the wristband for other security elements. Inspection of a photo ID may include, but is not limited to, touching the identification to be able to view the photograph, comparison of the photograph to the person presenting the photo ID, and inspection of the back of the identification to view the registration number and other security elements. If you choose to get a photo ID, please be sure your photograph is not so "artistic" that it cannot be readily matched to you. Unfortunately, the inspection of overnight credentials takes a little time so please be tolerant and cooperative as you pass through checkpoints—remember that OCF Security staff are volunteers. Failure to cooperate with a request for inspection of your credentials may result in forfeiture of those credentials and your removal from the property. All persons asked to leave the property by Security or management must surrender Fair-issued credentials.

Everyone with OCF wristband/photo ID is obligated to abide by the Code of Conduct and Guidelines of the OCF community.

Overnight credentials for significant others (S.O.) of crew members are available for purchase by volunteers through their coordinator. The price for an S.O. pass for the 2019 Fair is \$80 through June 30; on July 1 this fee increases to \$140. No person may be charged more than the actual cost of a teen, youth, or S.O. pass. *Checks returned because of insufficient funds will be assessed a \$25 fee.* If the check is not made good by the time of the Fair, the S.O. will not receive their wristband.

Resale of OCF inventory (any type of pass, wristband, or vehicle sticker) for personal profit is a violation of the Guidelines and Oregon Country Fair policy, punishable by probation or suspension.

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 under the age of 18 during the three-day event is eligible to purchase or receive an S.O. pass.

WRISTBAND BOOTH HOURS

- > **July 10 – July 14**
- < wednesday, July 10 • 9am-10pm
- < thursday, July 11 • 9am-10pm
- < friday, July 12 • 9am-9pm
- < saturday, July 13 • 9am-9pm
- < sunday, July 14 • 10am-2pm

PHOTO ID BOOTH HOURS

- > **July 10 – July 14**
- < wednesday, July 10 • 8am-8pm
- < thursday, July 11 • 8am-8pm
- < friday, July 12 • 8am-8pm
- < saturday, July 13 • 11am-12:30pm + 5:30-7pm
- < sunday, July 14 • closed

5. Alter-Abled Access. Wheelchairs, helpers, sign language interpreters, rest areas, maps, and information are available at the Alter-Abled Access Advocates (4A) booths located in Community Village and at the Dragon Plaza near Admissions. There is a battery recharging system for electric wheelchairs and portable medical devices at the 4A Dragon Plaza booth.

Alter-abled staff and booth members will be

directed to a designated parking area starting the day Main Camp opens. Vehicles requiring access to alter-abled parking should display a DMV placard. Vehicle camping for alter-abled staff, entertainers, and booth members will be available beginning Wednesday, July 10. Non-placarded vehicles may be subject to towing from accessible spaces in public parking areas beginning Wednesday. Alter-abled access vehicle parking is not guaranteed.

6. 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 them to contact 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. If you or someone you know would like to apply for Teen crew, please get an application from our website March 1. It is the policy of the OCF to give graduating teens priority consideration in filling vacant staff positions. See [Section 24](#) for guidelines regarding all youth on site.

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 staff t-shirts during public hours must attend Human Intervention Training at the Fair site on June 23. Talk with your coordinator or crew leader about attending the training.

SERVICES AVAILABLE TO VOLUNTEERS. To facilitate the wellbeing of volunteers during the Fair, the OCF provides a variety of services, including hospitality and showers. Hospitality serves warm drinks and small nibbles in the Flowin' Notes shower area by the Warehouse (Friday to Sunday nights, 7pm to 10pm). Hospitality is also located in Main Camp (Friday through Sunday, 10am to 5pm; access is through the gate to the left of the Youth Stage), serving drinks, fresh baked goodies, and a light buffet. Free showers for staff and performers are located at Dahinda's Acres, Flowin' Notes, the Far Side, and South Miss

Piggy's. Hours vary, but most are open early and stay open until around 10pm. Bring your own towel and shower supplies.

PRE-FAIR MEALS. The Oregon Country Fair is grateful for the time volunteers give to help build our event. In this spirit of gratitude the Staff Kitchen serves meals to working crews only. It does not provide snacks nor does it provide meals for crew members who are on site for meetings, trainings, camp setup, or personal walk-arounds.

Coordinators of pre-Fair working crews are responsible for turning in a meal count to Main Camp Quartermaster, no later than 8am for lunch, 2pm for dinner, and 8pm for breakfast the next morning. After those times, no meal ticket requests are possible and working crew members will have to wait for seconds to be called. Coordinators or their representative can pick up meal tickets from Quartermaster.

Those without a meal ticket may have the opportunity to eat at the Staff Kitchen if seconds are called. Teens will receive a meal if they are on site working and have a meal ticket or they must wait for seconds to be called. Children 12 and under will receive a meal only if they go through the line with their supervising adult who has a meal ticket.

7. Main Camp is the time period that runs the month before the Fair 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 the Fair's operation are located in Main Camp. Access to the site at this time is facilitated by greeters on Aero Road. When you arrive on site during Main Camp, check in with the greeter and either Quartermaster (crew members) or Registration (booth members). During Main Camp the entire site is considered a work zone—please exercise caution.

All youth/minors on site during Main Camp must be registered with Quartermaster by their responsible parent or guardian who must complete and submit an OCF Minor on Site form. Forms are available online at oregoncountryfair.net or upon arrival via the greeter, Junk Yard Dog, or at QM. Please have this form filled out for each minor in your company prior to arrival. All vehicles with minors must stop to ensure this form is completed and on file before accessing the site.

Please report lost children or any other emergencies to QM.

See [Section 66](#) for Booth Registration hours at Main Camp.

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

Pre-Fair, the Staff Kitchen serves meals for actively working crews only. See [Section 6](#).

There shall be no smoking in Main Camp. See [Section 13](#).

8. Food Vouchers are one way we feed our volunteers during the event. They are non-transferable and valid only during Fair at all food booths and at the Ritz Sauna showers. It is a violation of Guidelines to redeem food vouchers for cash, in any circumstances other than:

1. Booth representatives turning food vouchers over to the Fair for redemption.

2. An individual receiving change (under the value of 1 food voucher) for a purchase.

If an individual redeems food vouchers for cash, the party receiving money and the party paying money are both violating the Guidelines and may face consequences.

Craft booths are not permitted to accept food vouchers.

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 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. Donations made by Fair Family will be matched by the OCF up to an amount designated by the Board via the budget process and donated to non-profit groups focusing on an issue chosen by the membership.

9. No Dogs, Cats, or Other Domestic Animals. The prohibition of dogs on site, except service dogs, is in effect from June 1 through August 31. Anyone considering bringing a service animal should refer to the information in the Documents section at oregoncountryfair.net. Bringing cats, chickens, or any animal other than a dog to the site,

unless officially approved as a service animal or otherwise arranged by management, is prohibited at all times of the year. Anyone who refuses to comply will be told to leave and may be placed on probation. Exotic birds (e.g., macaws, parrots) and certain types of reptiles will be considered on a case-by-case basis by Fair management. Write to office@oregoncountryfair.org for more information.

10. Photography and Video Cameras.

Still photography is allowed at the Fair. To protect people's privacy, please ask for permission before taking photographs of youth (ask their parents) and people who are not fully clothed. You have the right not to be photographed. If you feel you are being inappropriately photographed, please report the incident to Fair Central or the nearest Info Booth.

Due to our agreement with performers, no video cameras are allowed on site from Wednesday, July 10, through Monday, July 15, except those belonging to credentialed media representatives or people who have made prior arrangements with the Video crew. Please do not take video footage from a cell phone or other such device without permission from the subject. Failure to follow this guideline may result in removal from the Fair.

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

Friday through Sunday of the Fair, battery carts devoted to stages will be used only for acts coordinated and scheduled by entertainment coordinators. Late-night acoustical venues respectful of the camphoods and needs of the Fair Family are encouraged. Tolerance of those who want to dance and celebrate is also appreciated. See [Section 50](#) for additional Sound Amplification and Sound Permit information.

12. Alcohol and Marijuana. Selling alcohol or marijuana at the Fair is illegal. Such

sales risk closing of the Fair, as well as criminal charges. Please notify the nearest Information booth if you see anyone doing so. Alcohol and marijuana consumption is not allowed in public places during public hours. Please ask others to cooperate.

13. Cigarettes and Other Tobacco Products including vape/e-cigarettes.

SMOKING IS ALLOWED IN DESIGNATED

AREAS ONLY. No-smoking areas include but are not limited to dining, stage, audience, drinking fountains, Child Care areas, Community Village—including their camping areas, anywhere there is hay or straw, and all paths. Smoking is not allowed in Main Camp areas designated as Quartermaster, Construction Desk, fire pit, and dining areas. If there is no can nearby for butt disposal, you are in a no-smoking area. Please help enforce this guideline by directing smokers to the nearest designated smoking area.

The no-smoking areas are in effect at all times.

14. Controlled Substances & Drug Paraphernalia. No illegal drug paraphernalia may be displayed or sold on Fair property at any time.

15. Information, Health, and Safety.

Pre- or post-Fair, go to Quartermaster at Main Camp for information and emergencies. During the Fair, there are six Information booths (some open 24 hours) located throughout the Fair. Each Information booth, as well as White Bird Medical, has a radio and telephone. All staff should know the location 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 Wednesday before the Fair through Monday after the Fair. Quartermaster at Main Camp coordinates communications outside these times. Report all emergencies to Fair Central or Quartermaster.

The Long Tom River runs through the Fair site. It may be very polluted. Do not drink the water or swim in it.

Pit toilets (holes dug in the ground for disposal of human or animal waste), personal

camp toilets, and private showers are not allowed. Violation of this guideline will result in probation or suspension.

White Bird Clinic provides **FIRST AID AND INTERVENTION SERVICES** at its two locations: across the path from the Main Stage Information booth (#253), and in Xavanadu. Doctors, nurses, EMTs, and ambulances are available. Hours are noon, Wednesday, through 6pm, Monday, staffed continuously. Each Information booth has minor first-aid supplies (band-aids, aspirin, etc.).

If you are allergic to bee stings, please inform Quartermaster when you are on site pre- or post-Fair. Please carry your own Epi kit. Please be aware that bees, hornets, and wasps are very common on the Fair site.

HUMAN INTERVENTION TRAINING is required for all shirted volunteers. It will be held Sunday, June 23, at the Fair site.

new  **OCF CONSENT POLICY**

Sexual misconduct has no place at the Fair. We are dedicated to following-up on all reports. Persons found to have violated OCF policies shall face disciplinary action, which may include immediate removal from OCF properties and other appropriate consequences.

Survivor safety and privacy is our priority. Fair staff and volunteers receiving reports of sexual misconduct are instructed not to share personally identifying information related to such misconduct with anyone outside of our management team, including law enforcement, without survivor consent, a court mandate, or a mandatory reporter requirement if the victim is a minor. *However, any and all reports of sexual assault or sexual misconduct, including those made to management, may be subject to subpoena or other compelled disclosure if required by law.*

If a survivor does not wish to report to law enforcement, they will not be required to, unless a mandatory report is triggered. If a survivor chooses to report to law enforcement, Fair management will support, and if requested, help the survivor in making that report and will cooperate in any resulting criminal investigation.

During the Fair event, survivors who wish to report a sexual assault to law enforcement can either coordinate with Fair management to allow law enforcement to gain access to OCF property and meet with the survivor on site, or request that Fair management escort the

survivor to the gates to meet with responding officers outside the Fair.

In addition to helping report to law enforcement, we offer the following options for reporting sexual misconduct to OCF staff:

During Main Camp and the Fair event we offer the following reporting options:

- 1.) If you or someone you know is the victim of a sexual assault (unwanted sexual contact) and wants to report to OCF staff, you may seek help in the following ways:
 - a. Report the incident to Whitebird, who can be reached by phone from any Info Booth; or
 - b. Report the incident to a member of the Fair management team, who can be contacted by any security volunteer, Info Booth or volunteer with a radio.
- 2.) If you want to report other acts of sexual misconduct such as sexual harassment, bullying, or other inappropriate treatment based on gender identity you may do so by:
 - a. Contacting Whitebird, who can be reached by phone from any Info Booth;
 - b. Reporting the incident(s) to a member of the Fair management team, who can be contacted by any security volunteer, Info Booth or volunteer with a radio; or
 - c. Submitting a written report to Quartermaster.

If you want to report an incident after the event, then please call the OCF office at (541) 343-4298 and ask to speak to Fair management or e-mail consent@oregoncountryfair.org.

16. Public Facilities. Toilets and hand-washing stands are located throughout the Fair. See map for locations. Urinals for all genders are in several locations. Showers are available at Energy Park and the Ritz Sauna. Private and open-air showers at the Ritz are available 24 hours a day from Wednesday at 6pm to Monday at noon. This 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 from 11am to 7pm daily for children 12 years of age and under who are accompanied by a paying adult. The Ritz is located at 334 Sesame Street, beyond Child Care.

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

17. Fire. In case of fire, send someone who can give clear directions to the fire's location to the nearest Information booth or radio.

Open flames from candles and torches are the leading cause of fires at the Fair. No unattended open flames (candles, etc.) are allowed at any time, anywhere. No tiki torches are allowed, and no open flames are allowed inside tents. Extinguish cigarettes before depositing them in the butt cans.

Camps and booths with cooking and/or permitted campfires must have a five-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, camp, and self-contained camping vehicle such as a trailer, RV, or motor home. Fire extinguishers must be re-certified yearly by an appropriate agency or company. This rule applies at all times on the Fair site, by everyone. Please be prepared to show your fire-fighting equipment to the staff volunteer who will stop by each booth to verify compliance.

Fireworks are prohibited at all times except for a possible fireworks display once a year. In order for that show to take place there must be appropriate Oregon State and Lane County permits in place as well as approval from Fair management.

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

All propane tanks must be secured to a solid structure with straps, ropes, or chains to prevent being knocked over.

18. Water. The Fair provides an ample potable water supply. We have an underground pipe system throughout the Fair that delivers water to drinking fountains and water bottle filling spigots. Do not brush your teeth or wash anything at these water stations.

Water for food booths is delivered twice daily from Thursday through Sunday between

7 and 11am and between 7 and 11pm. *We strongly suggest you plan your storage capacity to last until the next scheduled delivery.* Non-public water storage containers must be accessible, adequately braced, and on a platform no higher than six feet from the ground. 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 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 immediately to the nearest Information booth or to Fair Central.

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

20. Security. The Fair keeps order through our own Security crew. These are your sisters and brothers, here to keep peace in our village. The first responsibility of the Security crew is safety. Security crew are 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 Quartermaster if you observe or are involved in a troublesome situation. It is OCF 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.

21. Nudity. In accordance with Oregon law, people are required to cover their genitals in public areas while the Fair is open to the public.

22. No Glass Containers. Glass containers are not allowed through public Admissions gates.

23. Recycling. The OCF Board of Directors has set the goal of a waste-free Fair. It is the mission of the Oregon Country Fair Recycling

crew to work toward this goal, first by reducing the amount of waste generated by our event, and then by minimizing our impact on the land by removing all extraneous materials from it. You can help us in this mission by adhering to the “Pack It In, Pack It Out” policy outlined in [Section 42](#) of this handbook. “Leave No Trace” of your visit upon your departure.

All participants are required to use compostable, reusable, or durable food service containers and durable flatware. The use of styrofoam or disposable plastic cups, plates, bowls, and flatware is strictly prohibited.

Recycling kiosks are located throughout the Fair and in camping and operational areas. In general, they are maintained and serviced Thursday pre-Fair through Sunday. Collection runs during the Fair begin very early in the morning, so material generated by booth and camping areas should be deposited the night before. For the convenience of our guests and to avoid unsightly build-up or overflow of material at the recycling kiosks, please avoid depositing large amounts of booth and camping-generated material in the public area recycling kiosks during Fair hours.

On Monday morning post-Fair, Recycling crew will do a normal early collection run at which time many Recycling kiosks will be removed. The crew will create a number of strategically placed “Super Kiosks” for material generated on Monday. These kiosks will be open and staffed by Recycling personnel throughout the day. Super Kiosks will be located at Main Stage, The Junction, Wally’s Way, Blue Moon, Xavanadu, and other locations throughout the Fair. Recycling crew will also create Super Kiosks in some outlying and camping areas, including the Ware Barn and South Miss Piggy’s.

The following items may be left at recycling kiosks: beverage containers of all kinds, glass of all kinds, food cans (please rinse and flatten) and other metals, cardboard (please flatten and stack), compost, including biodegradable food service ware, cooking oil (please contain in appropriate closed plastic containers), clean mixed paper (please contain in a cardboard box), clear plastic bags and sheeting (leave clean and folded or bagged), and landfill material.

The following items may not be left at recycling kiosks: carpets or furniture; construction materials, including dimensional lumber; paint or other hazardous chemicals; batteries; and

bio-hazardous materials, including sharps (take sharps to White Bird for proper disposal).

We know of no other event of any size that disposes of their waste more responsibly than the Oregon Country Fair. This is consistent with OCF’s Seven Generation pledge, and we take great pride in the work we do. Please help set an example that will inspire future generations of Oregon Country Fair Family to reach even greater success.

24. 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.

Pre- and post-Fair child care services are provided on a limited basis for working crews only as designated by the management team. Please instruct your children and non-working teens not to rely on Main Camp kitchen for meals. Bring adequate food and water for kids.

Pre-Fair, parents or guardians must complete a “Minor-on Site” form upon arrival. These are available from the Greeter or at Quartermaster. Parents or guardians must be reachable by staff at all times while on site with a minor.

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

25. Child Care During the Fair. Child Care facilities are available during the Fair to the Fair Family (staff, booth members, and entertainers) at no charge (though donations are gladly accepted) and to visitors for \$2 per hour. Child Care operates two facilities. One is located at Booth #333 Sesame Street, near the top of the Fair, across from the Ritz Sauna. The other is near the front of the Fair, along Wally’s Way, near the Caravan Stage. Please observe the protocol for Child Care facilities.

CHILD CARE’S CHIEF GOAL. Child Care staff are dedicated to making Child Care a safe and pleasant place for children to play and to create their own personal Fair experience. We appreciate your cooperation.

PARENTAL RESPONSIBILITY. Child Care is not a surrogate parent. We reserve the right to ask those who do not honor our protocol not to bring their children back to Child Care for the duration of the Fair. Please do not leave hungry, angry, or unwilling children at Child Care.

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 and the child is doing well, the parent can extend the child's time. We ask everyone to consider the comfort of the children and the demands made on Child Care staff.

REGISTRATION. We ask parents to register their children (at each location visited) and to fill out registration forms completely. Give your full name, cell phone number, home address, booth number and location, or crew and shifts. If a child visits both Child Care spaces, a registration form must be filled out at each location.

MELLOWPLACE. Adjacent to both Child Care facilities are dedicated areas that offer people an opportunity to rest with their little ones. At New Kids this area is called Mellow Place; near Sesame Street this space is called Groover's Grove. At each location there is a diaper-changing table, sink, and a cushy place for time-outs and naps. All adults must be in the company of a child and all children must be in the company of an adult. *Everyone who uses this facility must stay with their children at all times.* This is a bring-your-own diapers area.

DIAPERS. BRING Recycling provides cloth diaper service for our newest generation from its booth near New Kids on Wally Way. Diapers may be checked out and returned Thursday from 12 to 7pm; Friday, Saturday, and Sunday from 10am to 7pm; and Monday from 10am to 12am. The cost is \$10 per dozen plus a \$20 refundable deposit. Complimentary plastic storage bags and diaper pins are provided as needed. Fewer than one dozen diapers are also available. Using this service helps move the Fair toward zero waste while protecting the health and safety of the Sanitation and Recycling crews.

26. Lost Children. Pre- and post-Fair, lost children are to be reported and/or taken to Quartermaster at Main Camp.

Starting Thursday at noon through Monday at noon, Child Care provides a 24-hour service for lost children. Found children should be taken to the nearest Child Care location. Fair Central will be notified immediately of any lost or found children. Parents/guardians can check in at any Information booth regarding a lost child.

During the Sweep, parents/guardians *without a wristband* who become separated from children in their care should be directed to New Kids Child Care near the front of the Fair on Wally Way. The New Kids staff will work with Sesame Street staff to arrange reuniting parents/guardians with children.

During the Sweep, parents/guardians *with a wristband* who become separated from their child should be directed to the closest Child Care location. Staff will work with Fair Central to locate the child.

During the sweep, lost children will be taken to New Kids on Wally's Way and Fair Central will be notified.

After the Sweep, all found children should be taken to New Kids Child Care. Security, Child Care, and Fair Central will work in concert to reunite parents/guardians and children as quickly as possible. After 9pm, all found children will be taken to New Kids.

27. Lost and Found. The Fair will not be liable for damaged, lost, or stolen property anywhere on site, including the parking lots. During Fair, 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 e-mailing lostandfound@oregoncountryfair.org or by calling (541) 343-4298. If we have your item, we will return it to you at your expense. Please contact the office if you wish to place a lost and found 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 with a value of under \$250 until September 1, and then all unclaimed, usable property will be donated to a charitable organization. We will keep found items with a value of \$250 or more until at least October 1,

and then all unclaimed, usable property will be donated to a charitable organization.

All OCF pass recipients, including hired booth participants, entertainers, volunteers, and staff, are required to agree to turn in all property found on OCF property to the OCF Lost and Found, and to sign an acknowledgment of this when receiving their pass or as part of any contract.

28. 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 that permission will be given to the property owner and 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.

29. Package Storage. Backpacks, camping and sleeping gear brought in by visitors without wristbands may be checked in at 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.

30. 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. Portable toilets are not bulletin boards.

31. Feedback. The OCF appreciates your input regarding all aspects of our organization and events. 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. The report is posted at oregoncountryfair.net. You are encouraged to attend monthly Board meetings (usually the first Monday of the month in Eugene), Board work sessions, the Spring Fling, the annual 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. Pre-Fair, feedback forms are available at Quartermaster. 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 or e-mail office@oregoncountryfair.org.

new **32. Grievance Process, Conflict Resolution, and Mediation.**

When people work together, there are sometimes disputes and disagreements that come up within the Fair Family. The Fair strives to be completely fair to everyone while supporting the expression of our alternative ideals. As a diverse family, we offer many techniques for resolving disputes, including mediation, counseling, restorative justice, and, if needed, arbitration.

There are several groups whose work includes some sort of conflict resolution services. The following groups hold it as part of their primary mission to provide conflict resolution services for Fair Family members. Please start the conflict resolution process by contacting whichever of the below groups is appropriate for your issue. If there are other more appropriate resources, we would be happy to help connect you with them.

CAMPING MEDIATORS. For assistance finding solutions to conflicts regarding campsites or booth territory, the Camping Crew Mediation Team is trained in an OCF-specific method of mediation. We are available if you have any issues concerning neighbors, territory, boundaries, within or adjacent to your campsite or booth space. You can find us onsite pre-Fair and during the Fair, and off-site by e-mail at ocfcampingmediation@gmail.com or via our book (at QuarterMaster in Main Camp, or in Odyssey after Thursday afternoon).

CEdAR MEDIATORS. For interpersonal disputes not connected with camping, you can visit CeDaR in the tail of the dragon in Dragon Plaza for conflict coaching or mediation. The CeDaR booth will be staffed from 10am to 5pm every weekend from the time Main Camp opens, and every day during the week of Fair. CeDaR will also respond to folks who leave their name and phone number in our sign-up book at Quartermaster. During the three days of Fair, the booth will be open for empathy listening only. And lastly, for those folks who are unable to connect with us during Main

Camp or Fair week, you can get help with your OCF-related interpersonal conflicts throughout the year by calling the Center for Dialogue and Resolution in Eugene at 541-344-5366.

GRIEVANCE PROCESS. If someone has violated our written Guidelines or policies, and harmed you in some way, you may file a formal grievance. A full copy of the Grievance Process can be obtained from the Fair office or online at oregoncountryfair.net. All grievance processes and time limits at any step of this procedure are suspended from June 1 through July 31. During this period, contact Quartermaster, Fair Central, or Fair management to connect with the correct

resources to find assistance from people trained in conflict resolution.

WHITE BIRD ROCK MEDICINE. In addition to the other services they offer, White Bird has professional counselors and social workers on shift 24/7 offering Crisis Counseling for all issues, including but not limited to interpersonal conflict and mediation, couple and family disputes, consent, and sexual assault. Any OCF staff can assist in requesting a White Bird team to respond to your location, or you can go in person to either of our two service installations (Big Bird by the Main Stage meadow, or Little Wing in Xavanadu).

MEMBERSHIP + PUBLICATIONS

33. Membership. Oregon Country Fair membership is defined as a person who 1.) has received a wristband, other Fair camping pass, or verifiable worker day pass in one of the previous two years or who is a verified Fair elder, 2.) has submitted a signed and verified membership application, 3.) agrees to act in accordance with Fair policies, and 4.) has voted in the Fair's annual board election at least once every three years. Members are also responsible for making sure the Fair has their current mailing address. Voting member applications are available at oregoncountryfair.net, Quartermaster (pre-Fair), Information booths (during the Fair), and the Fair office (other times). *Coordinators, booth reps, and crew leaders: Please encourage your crews to become voting members and turn in crew lists after the Fair to guarantee that members of your crew will remain on the Fair voting member list.*

34. 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 either for membership in the Fair 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.

35. Publications.
FAIR FAMILY NEWS. *The Fair Family News (FFN) 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, print-ready art, and/or poetry. All Fair participants are encouraged to receive the FFN. The FFN is published on-line at oregoncountryfair.net. It can also be mailed if you don't have internet access.*
PEACH PIT. *The Peach Pit is published once a year for the three-day event. It contains information for Fairgoers regarding on-site services and entertainment schedules for all of the Fair's*

stages. It 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 or publish advertising.

WEBSITE. The OCF maintains two websites. oregoncountryfair.org posts information about tickets, accommodations, entertainment schedules, and other information for Fair visitors. OCF staff, booth participants, and entertainers are also invited to visit oregoncountryfair.net for information of interest to the Fair community. 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 oregoncountryfair.net, includes Board-adopted land use policies, implementation guidelines, and zone maps and descriptions.

36. Budget Authority. The OCF manages its finances with the use of budgets adopted by the Board of Directors. Crew coordinators are authorized to spend amounts included in the annual budget. Coordinators are urged to comply with instructions for spending and/or reimbursements in the Budget Handbook and on the reimbursement request form. Only coordinators can submit reimbursement requests on behalf of themselves or their crew members. Volunteers are not authorized to spend, charge, or be reimbursed for any amount exceeding the approved budget. Coordinators must get prior approval from Fair management to spend or be reimbursed for any amount exceeding the budget. Fair management will assess potential budget over-runs on a case-by-case basis.



TRANSPORTATION at the FAIR

37. Transportation and Parking. PLEASE, TAKE THE BUS OR CARPOOL.

OCF-CHARTERED BUSES leave regularly from Valley River Center and LTD Downtown Station in 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 between 6:45 and 9:30am Friday, Saturday, and Sunday from the Valley River Center shuttle site. There is absolutely no overnight parking at the shuttle site.

PUBLIC PARKING AT THE FAIR. Fair-going public arriving in any vehicle other than human-powered (including motorcycles) will be charged for parking. Parking passes may be purchased for \$15 per vehicle, either in advance or paid at the gate. Each patron must have an admission ticket to come on site no matter what form of transportation is chosen. Visitors' cars are not allowed to enter 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 damage 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. The OCF's insurance carrier must approve drivers. Coordinators must talk to office staff about getting drivers on the insured list.

PRIVATELY OWNED VEHICLES USED FOR FAIR PURPOSES. Some operational activities are performed thanks to the generous donation of the use of privately owned vehicles. Vehicles that are not street legal and/or do not carry standard liability insurance must be approved by operations. Operational approval will include a signed agreement defining the terms of use.

ALTERNATIVE FORMS OF MOTORIZED TRANSPORTATION. Vehicles such as, but not limited to, off-highway vehicles, ATVs, gators, golf carts, motorcycles, mini-bikes, scooters, mopeds, etc., are prohibited on OCF property without prior approval. Each vehicle will be considered on a case-by-case basis, however only those serving approved operational functions or other critical needs will be considered. Personal use vehicles will not be approved and should not be brought to the property. We will ask you to remove them. This guideline is not intended to limit the reasonable accommodation of alter-abled individuals.

38. Vehicle Stickers. By Wednesday of Fair week each vehicle on the premises after 9pm must have a vehicle sticker affixed to the lower-left front windshield—no exceptions. As parking is limited, so are vehicle stickers. Vehicle stickers are available through your booth rep or your coordinator. *Vehicle stickers are not transferable.* People with Worker Day passes are not eligible to receive vehicle stickers and must pay the public parking fee. After 9pm vehicles without stickers will be towed.

Vehicles are not allowed in path and meadow areas Fair weekend, from 6am, Friday until 6am, Monday.

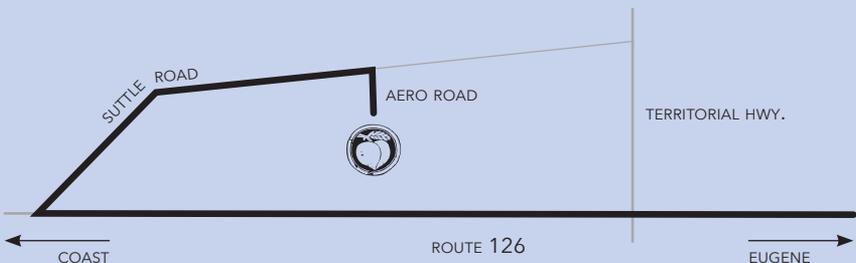
Staff and booth members must park in designated lots only. No Fair Family vehicles can park in areas designated as public parking. Public parking includes Kermit's, Trotter's, the Dead Lot, and North Miss Piggy's Lot (with the exception of Medallion Row). Absolutely no camping is allowed in public, Outta Site, or Outer Limits parking lots.

TOWING. Public lots may be used pre-Fair and Wednesday and Thursday for short-term, temporary parking for wristbanding or load-in purposes. Vehicles in public parking areas are towed prior to Fair to make room for the public. After getting wristbanded or loading in, one must quickly move their vehicle to a designated lot or risk getting towed. Vehicle-stickered cars that are parked in areas designated as public parking, or in such a way as to block traffic, fire roads, or any Emergency Vehicle Sticker Zone, will be towed. A towing/impound fee will be required to retrieve a towed vehicle. Repeat offenders may lose the privilege of purchasing a vehicle sticker at subsequent fairs. If you believe your vehicle has been towed, check with Troubleshooters at the Wristband booth in Kermit's Lot during booth hours. On Monday after Fair check at Odyssey. The OCF is not responsible for damage to vehicles caused during towing. Contact the towing company. Towing services are contracted through an off-site towing provider and your vehicle may be towed to an off-site impound facility.

RVS (OVERSIZED VEHICLES). Drivers of all vehicles longer than 22 feet, including trailers, need to purchase a size-based vehicle sticker along with a regular vehicle sticker. This sticker will cost \$60 in addition to the cost of your regular vehicle sticker. The type of regular vehicle sticker you receive will still determine when and where you may park.

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 sheriff.

new  **Driving to the Fair?** If you are driving to the Fair site on Thursday, please follow Route 126 to Suttle Road. Enter from the west to alleviate traffic on Suttle Road.





STEWARDSHIP of the LAND

39. Environment. No cutting of any vegetation, living or dead, is permitted except by VegManEcs, site crew, tree crew or their designees. 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 Main Camp Quartermaster if you need help tying up any vegetation in your booth. Please be sure to remove your tiebacks by July 31. Use of all gas-powered tools is prohibited except during Main Camp when they must be checked in with Quartermaster and receive a permit tag and fire extinguisher.

GREEN ZONES. These are the land 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 directly into non-confined areas. The Site Manager or designees will remove non-natives. Please check with the Site Manager if you are unsure if a plant is native.

INVASIVE SPECIES threaten our natural ecosystem and must never be brought on site. Cleaning camping gear, vehicles, and footwear before coming to the site prevents spreading seeds of invasive plants. Non-native plants should not be introduced without permission of the Site Manager. To help prevent the invasion of the tree-killing beetle known as the emerald ash borer, do not bring firewood or wood pallets to the site. Ash wood (not milled lumber or finished craft items) may carry the pest.

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. 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 a booth, you must sign a site stewardship agreement form at the Registration Booth or Quartermaster. 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 is the native ground covering composed of the 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.

LUMPY CAMPSITES. Campsites may be leveled by the addition of approved materials. Removal/digging/scraping of surface soil is not allowed. Approved materials for filling low spots include sand or other materials specifically approved by the Site Manager. Straw, hay, or bark mulch may not be used in campsites. Campers who take straw purchased by the OCF are violating guidelines.

40. Tree Inspection and Maintenance.

To keep the forest natural, OCF minimizes interference with nature's processes, including tree growth and decline. All tree and forestry concerns shall be brought to the attention of the Site and Facilities Manager for evaluation. The Site and Facilities Manager, along with OCF-approved consulting arborists, will evaluate the situation, determine options, and create a plan to address the issue. Treatment for an affected tree may include, but is not limited to, pruning, cabling, or removal. Only OCF management may approve the planting of any tree, shrub, or other plant in any location on the property. Only OCF management may approve active measures

meant to improve or impact in any way the ecology and natural landscape of the property. No other arborists shall be consulted to assess any trees on OCF property without prior approval from the Site and Facilities Manager.

41. 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 digging, as well as replacement of existing in-ground structures, must be approved by Archaeology and Construction crews.* Violation of this policy will result in disciplinary action up to and including probation, suspension, and expulsion from OCF property. E-mail office@oregancountryfair.org to contact the Archaeology crew.

42. 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, and other bulky items must be removed from the Fair site. The recycling kiosks throughout the Fair do not have the capacity for bulky waste. You must pack out the gear you bring to the site. Clean your camp and booth site to remove all evidence of human activity. **LEAVE NO TRACE.**

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 at least four feet off the ground and secured 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.

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.

43. Paths. PLEASE KEEP VEHICLE USE ON FAIR PATHS TO AN ABSOLUTE MINIMUM.

All paths will be closed to vehicle access for the season effective July 31 to facilitate post-Fair path rehabilitation. Call the office for access if needed.

new  **PEACH CARTS.** Please be prepared to cart and carry your stuff in. Peach carts are available for free at Cart Central beginning three weeks before the Fair. Check with your coordinator or Cart Central before Friday, July 12, if you need a cart during the Fair. Carts are for community use, serving thousands of people each year at Fair; treating them with care is appreciated and expected out of courtesy to other Fairgoers. If you check out a Peach Cart, please adhere to the following guidelines:

- Announce your presence when in a crowd.
- Promptly return carts after you are done with them.
- Return carts clean and report any needed repairs to Cart Central.
- Carts are not safe for rides for children, service animals, adults, or other creatures. Pleasure rides are not allowed.
- Carts are designed for walking speeds only and should not be towed by vehicles.
- Carts are for single-day use only unless your booth or crew has arranged for dedicated, long-term-use carts.

DO NOT PUT STRAW OR HAY ON THE PATHS. It is an extreme fire hazard, is highly allergenic, and inhibits the growth of ground cover. Straw is one of the biggest contributors of dust. There will be no straw available for camping areas.

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

44. Camping Before and After the Fair.

Camping before and after the Fair is limited to working crews and booth participants, subject to operational approval. Booth people intending to camp while working on their booth must sign in with Registration at Main Camp. The OCF does not provide meals for booth workers. You can camp at the Fair starting Wednesday, July 10, only with possession of a wristband or photo ID. Miss Piggy camping will be open at 9am, Wednesday, July 10, for those who must be on site and have traditionally camped there. Vehicles in the Miss Piggy 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 15.*

All campers must observe the fire regulations in Fire (Section 17). Campfires require a new inspection and permit each year. Only the Site Manager and the Fire crew can issue permits.

45. Camping During the Fair. Public camping is not permitted anywhere on site. Everyone over 10 years of age must wear an OCF-issued wristband or photo ID to be on site after public hours. Please see Overnight Credentials (Section 4). Anyone on the grounds before 11am and after 7pm without overnight credentials must leave. Wristbands or photo IDs must be worn from 9am, Wednesday, July 10, through 9pm, Monday, July 15.

46. 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, camp host, Main Camp Quartermaster, or the Camping crew before setting up camp.*

NEW 47. Camping Mediation Crew.

Mediation services are available for issues concerning neighbors, territory, boundaries, within or adjacent to your campsite or booth space. You can find us onsite during pre-Fair and during the Fair, off-site by e-mail at ocfcampingmediation@gmail.com, or via our book at Quartermaster in Main Camp until Thursday afternoon and in Odyssey from Thursday afternoon until the end of Fair. For more information on other mediation and conflict resolution options at the Fair, please see Grievance Process, Conflict Resolution, and Mediation (Section 32).

48. Tent Tags. An OCF-issued 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 Camping Crew at Main Camp Quartermaster pre-Fair. They are also available starting Wednesday, July 10, from camp hosts or other volunteers designated by the Camping Crew.

49. Campsites. Only approved crews working during Main Camp can set up camp before Wednesday, July 10.

Everyone must camp in designated areas. We have a Camping crew to assist with siting camps. They can be reached through Quartermaster. Please check with your coordinator, camp host, booth representative, or the Camping crew before setting up camp. Campsites must not be claimed or altered without an OK from the Camping crew.

NO BRUSH CUTTING OR DIGGING IS ALLOWED. Please do not use rope or flagging tape to claim your campsite. Do not alter the land or the natural surroundings. All camps must be cleaned up when you leave. No benches, tables, camp furniture, etc., may be left or stored or they will be confiscated. 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 or service animal waste) are not allowed on the OCF site! Violation of this guideline will result in probation and/or suspension.

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

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 must not be visible from the Fair side. Please identify your camp with a name and sign.

All individuals must have wristbands (Far Side campers must also have a Far Side wristband) to access the campsite before noon on Thursday, July 11. All vehicles must have Far Side vehicle stickers affixed to the lower left-hand side of the front windshield. Failure to affix your Far Side vehicle sticker will result in your vehicle getting towed.

Vehicle access is through a road entrance off Territorial Highway, which opens at noon on Wednesday before the Fair. Our access agreement requires us to close the gate Friday, Saturday, and Sunday until 6pm, when we can open to exiting traffic. Exiting vehicles will not be permitted to re-enter. Incoming traffic will be limited to service and emergency vehicles. If you camp on the Far Side and need to use your vehicle during Fair days, you must 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.

To camp in **SOUTH MISS PIGGY'S** you must have a wristband, vehicle sticker, and South Miss Piggy's sticker before entering.

50. Sound Amplification.

COMMUNITY AGREEMENTS. Because we camp so closely together, amplified sound, whether live or recorded, projected beyond the intended audience creates problems for other Fair Family. Please consider others before you turn it up. Please be respectful of your impact on acoustic musicians, exhausted kids and parents, and Fair Family with early morning

shifts. Camp hosts, coordinators, booth representatives, and campers are asked to develop and negotiate neighborhood agreements before the Fair regarding sound levels and noise guidelines and to collectively coexist in a peaceful manner. If conflict develops, the Management Team will intervene as needed. Conflict resolution decisions made at that time by the Management Team must be honored by all parties involved and will be reviewed post-Fair.

AMPLIFIED SOUND PERMITS. If you are planning an event involving amplified sound on the Fair site outside of the event season, you must obtain a permit from the Site Manager. During the OCF Main Camp through post-Fair you can pick up a permit application at Quartermaster and return it to QM or Fair Central for review by the Management Team who will consider all permit applications on a case-by-case basis. Sound Amplification Permits may be determined, in part, with consideration of some or all of the following criteria: sound sheds, decibel levels, respectful interactions, and other permitted amplified events in close proximity or on consecutive nights in the same location.

TIMING. All Sound Permit requests and timing issues are subject to management approval all year long. Amplified sound will comply with Lane County ordinances. All amplified sound taking place on OCF stages during the weekend of the event are subject to stage coordinator approval, community agreement, and final management review and approval.

TYPES OF AMPLIFIED SOUND. Amplified sound allowed at the OCF is that which is sung, played, or mixed by the musician or DJ and respectfully broadcast to the immediate area and audience with the understanding that sound circles overlap and not always to the benefit of others. Pre-recorded music is not in line with our emphasis on the handcrafted—whether art, food, or music. You are encouraged to turn off pre-recorded music, unless it is part of a live mix performance, dance, or stage act.

FUTURE. There are ongoing efforts among the Board, Management, and other Fair volunteers to understand and design our soundscape to meet the needs of our intergenerational family and our neighbors of Veneta. By working together and understanding that there is a wide

range of requests, requirements, and desires, we can come to agreements across campsites and campgrounds that meet the needs of most people much of the time. Therefore, this guideline is an evolving process and will be subject to annual review by the Board of Directors.

51. Sweep. Each night we require 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 at Fair at night without credentials pose

a myriad of potential problems, as well as constitute an unwarranted and unexpected drain of limited resources (water, toilets, patience, etc.). From Wednesday, Pre-Fair through Monday, Post-Fair, no one may stay after 7pm without a 2019 wristband or official OCF photo pass. See Overnight Credentials ([Section 4](#)).

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 the Fair.

CRAFT JURYS

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

52. Prohibited Items. *Imported or manufactured items. Illegal drug paraphernalia.* Questions? Contact Craft Inventory crew at craftinventory@oregoncountryfair.org.

53. No Food or Drink may be sold or served in craft booths. Herbal tinctures and herbal extracts are the only ingestible items allowed for sale in craft booths. These items must comply with all applicable state and federal laws. Crafters must supply copies of valid Health Department licenses and proof of insurance to Booth Registration.

54. Early Approved Crafts. In 1989, the Board of Directors confirmed that crafts listed in Craft Inventory records for the Fair of 1982 may continue to be sold as long as the original craftsman is present and selling that craft and complies with the provisions of Returning Crafters ([Section 55](#)).

55. Returning Crafters. For purposes of jurying a craft, a returning craftsman is defined as a craftsman who has been at one of the three previous years' Fairs selling their approved craft. A craftsman may be absent from the Fair (on Leave of Absence) for up to two consecutive years. A craftsman absent from the Fair for more than two consecutive years will be dropped from the records of

approved crafters. *Any craft for which a craftsman is approved as of the 2019 Fair will remain on their list of approved crafts for as long as that craftsman remains active at the Fair.* Crafters are required to have items in their inventory that they have made within the previous twelve months. Returning crafters who wish to have crafts made using different techniques and materials than those for which they are already approved added to their list of approved crafts must submit a craft application and the non-refundable application fee by the April 1 deadline.

56. New Craft Vendors. Each year new vendors are approved through the jury process. Applicants with the highest jury scores for that year will be placed in one-year-only booths and will be required to share these booths with other approved crafters.

For the purposes of jurying a craft, a new craftsman is defined as a craftsman who has not been at any of the three previous years' Fairs selling their approved craft. Crafts are identified by the techniques and materials used in their production. New crafters who wish to have crafts approved for sale at the Fair must submit three jpeg images with a craft jury application and a non-refundable application fee of \$15 by the April 1 deadline. You can find a link for applications on oregoncountryfair.org starting in January of each year. If you have questions, you may e-mail craftinventory@oregoncountryfair.org or call the Fair office at (541) 343-4298, ext. 387, 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 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 crafters who have been displaced from a booth, 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 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.

57. Wait/Share List. Each year, crafters are ranked by jury score to create the Wait/Share list of crafters looking for space. Crafters with the same jury score are ranked randomly within their range. Any 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 at boothreg@oregoncountryfair.org in April or May.

58. One-Year-Only Booths. Booth Registration will maintain at least 10 full-size booths as one-year-only booths. One-year-only booths are awarded to the top-ranked crafters (by jury score in the current year). Top juried crafters have two styles of booths to choose from: full booths and single booths. Full booths are large enough for two crafters. Top juried crafters who choose these booths are required to find a booth partner to share with. Booth Registration will provide information on how to find a booth partner. Single booths, which are typically half the size of a full booth, do not require sharing with another crafter. Crafters who have submitted applications to sell at the Oregon Country Fair will receive their jury results from Craft Inventory. Booth Registration will then award booths to the top juried crafters in the order of jury rank. At minimum, one booth in the one-year-only inventory will be awarded to an esoteric crafter if there is an applicant who is juried in.

59. Awarding of Booth Space on a Permanent Basis. Permanent placement will be determined annually based on availability of booth space and the evaluation of qualified applicants. If space is available, it will be awarded to the top-ranked crafters from the most recent Craft Inventory jury scores who have:

- 1.) Five years' verifiable presence at the Fair as an active crafter;
- 2.) Presence at the Fair as an active crafter in at least two of the previous three Fairs;
- 3.) Top scores from the Craft Inventory jury in the current year of application.

Crafters who have met the above requirements and wish to apply for permanent placement should submit a letter of interest between May 1 and September 30, after completion of the jury process. The letter should indicate which booths the crafter has been in at the Fair, when, and what the jury scores have been—in other words, the crafter's history with the Fair. Letters may be submitted to boothreg@oregoncountryfair.org. Craft Inventory, Booth Registration, and the Craft Committee will work together to confirm booth history and jury scores before any decision is made. Decisions will be made by December 31 for the following Fair.

While specific Booth availability will not be known before May 1, the opportunity to be located will be guaranteed as soon as possible after May 1. Returning crafters who are interested in (and eligible for) an awarded booth space on a permanent basis must submit a new application (with digital images and fee) to Craft Inventory by the April 1 deadline for placement in the following year. Permanent booth awards will result from consultation with Booth Registration, Craft Committee, Craft Inventory, and Fair management.

60. 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 digital images 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.* All logo items successfully juried five times will be given Early Approved Craft status and will not need to be re-juried.

CRAFT BOOTHS

61. 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 members of the booth are aware of, and comply with, the OCF Guidelines.* Booth representatives must be actively selling their crafts in their booths at the Fair for the three days of the event. In an emergency, the booth representative may submit written authorization to Registration to empower a temporary booth representative. New permanent booth representatives must be approved craftspersons who have sold their crafts in that booth for the previous two years. See Booth Representatives ([Section 65](#)).

All crafts sold at the Fair must be handcrafted, handmade, homegrown, hand-gathered, or significantly altered by the person(s) who had that craft approved by the OCF. *What are approved (juried) are the craft and the craftsperson.* Approved craftspersons are those who were granted Early Approval 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 craftsperson who juried that craft. If the approved craftsperson cannot be present at the Fair, their crafts may not be displayed.*

A craftsperson may be absent from the Fair (on Leave of Absence) for up to two consecutive years. A craftsperson absent from the Fair for more than two consecutive years will be dropped from the record of approved craftspersons. A craftsperson who elects to obtain their wristband through the Elders program may not remain actively selling their crafts in any craft booth during the public hours of the Fair during that calendar year.

Sale of unapproved crafts is not allowed. Imported or manufactured items are explicitly prohibited. Craft Inventory staff will stop by each booth daily to ensure that the crafts in the

booth are the approved crafts for that booth. There is absolutely no on-site jurying.

Recently approved craftspersons: 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 help resolve disputes.

If you observe any violations of these guidelines, please contact the nearest Information booth. Before or after the hours the Fair is open to the public, sale of handmade or handcrafted items is allowed inside 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 established booths are limited to approved strolling vendors displaying a valid strolling permit. Be aware of blanket vendors as well, and report them to the nearest Information booth.

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 probation. In extreme cases of continued offenses, a crafter 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 digital images and the non-refundable application fee of \$15 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 all three days of the Fair. If you do not have sufficient goods for sale for the whole Fair, please consider taking craftspersons from the Wait/Share list into your booth. Registration crew will facilitate contact with craftspersons from the Wait/Share list.



62. Strolling Crafters are expected to be able to stroll easily along the path and provide the Fair with a continually changing atmosphere. Approved strolling crafters must be registered with Booth Registration. Strolling crafters who do not regularly move may face sanctions. Strolling crafters 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.

CRAFT CARTS are reduced-size craft booths, occupied by a single crafter, that may be moved to different locations around the Fair. This booth model is intended to stay in one location during the event. Craft Carts will be sited with the approval of Booth Registration, working in cooperation with Craft Inventory and the operations team. Designated Craft Cart locations may change from year to year. Craft Carts must be no larger than 4'x 6', with a total footprint not to exceed 8'x8'. Craft carts and any extending area must adhere to the aesthetic guidelines of the Oregon Country Fair. Cart placement must be such that it does not interfere with traffic, visibility, or with other booths. Craft Inventory will visit each cart to verify attendance and compliance of crafts.

63. Youth Crafters and Aging Crafters.

YOUTH CRAFTERS. Youth age 18 and younger may sell unjuried articles (kids' crafts) in their registered booth or in the official Kids' Crafts booth. All items must be handcrafted, handmade, homegrown, hand-gathered, or significantly altered by the youth selling the craft. We encourage you to list youth 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 craftspersons if they were listed by Craft Inventory as active crafters (actually selling their crafts each day) for two of the previous four years. When youth are not present selling their crafts, their crafts should not be on display.

AGING CRAFTERS. When the handcrafting artist chooses to no longer sell their craft, they may retire to the Elders program. A craftsperson who elects to obtain their wristband through the Elders program may not remain actively selling their crafts in any craft booth during the public hours of the Fair in that calendar year. A crafter may come out of retirement and resume selling and obtain a pass as a crafter in the two subsequent calendar years. When a craftsperson retires, family members who have helped make the approved craft must jury their own work to continue to sell in the booth.

64. Craft-Related Customer Complaints.

Written complaints will be forwarded to the Craft Committee for consideration. The OCF may deny crafter status to vendors or prohibit sale of items or services if the Fair receives substantial customer complaints. The Oregon Country Fair reserves the right to prohibit anyone from selling at the OCF or any product from being sold at the OCF.

65. Booth Representatives. The Oregon Country Fair owns the booth spaces at the Fair. The OCF requires each craft and food booth to have a booth representative who is an approved vendor at the Fair and uses a vendor wristband. Booth spaces and booth representative status may be transferred according to these 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 e-mailing Booth Registration at boothreg@oregoncountryfair.org and indicating which booth members are authorized to do which tasks. If there is not sufficient time to e-mail 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 at oregoncountryfair.net.

BOOTH REGISTRATION

boothreg@oregoncountryfair.org
541-868-8903

66. 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 mailing your registration form to: Booth Registration, Oregon Country Fair, 442 Lawrence Street, Eugene, OR 97401. Please consider sending your packet by certified mail to receive delivery confirmation. Registration staff will also be at Saturday Market in Eugene, from 10am to 5pm, April 6, 13, 20, and 27 to accept registration forms and fee payments, and to answer questions. It is the booth representative's responsibility to inform Booth Registration of any address changes by March 15 each year.

BOOTH REGISTRATION MAIN CAMP HOURS

> june 1 - june 30

< monday + tuesday • closed
< wednesday + thursday • 11am-4pm
< friday, saturday + sunday • 10am-6pm

> july 1 - july 9

< daily • 10am-8pm

> july 4

< open regular hours

BOOTH REGISTRATION WRISTBAND BOOTH HOURS

> july 10 - july 14

< wednesday, july 10 • 9am - 10pm
< thursday, july 11 • 9am - 10pm
< friday, july 12 • 9am - 9pm
< saturday, july 13 • 9am - 9pm
< sunday, july 14 • 10am - 2pm

67. Booth Fees must be paid in full by June 1. If not paid, the booth is forfeited. *No post-dated checks will be accepted. Only the booth representative's check or money order will be accepted. No other booth member may submit fees. Checks returned because of insufficient funds will be assessed a \$25 fee. Please write your booth number on the memo line of the check. Please send one check to cover both the initial booth fee and passes. All supplemental passes can be paid for after approval.*

Resale of OCF inventory (any type of pass, wristband, or vehicle sticker) for personal profit is a violation of the Guidelines and Oregon Country Fair policy.

No booth member can be charged more than the actual cost of a wristband.

Booth fees are separate from wristband purchases. Wristband pricing is based on how many are purchased. Please see below for details on booth and cart fees as well as wristband pricing. The price of wristbands for all types of booths increases to \$140 each after June 30.

All vendor vehicle stickers are \$20. The price of vehicle stickers increases to \$40 after

June 30. Booth and cart vendors are allowed to purchase half as many vehicle stickers as approved adult passes.

CRAFT BOOTHS. The craft booth fee is \$180. Wristbands are \$80 each for the first eight (8) purchased; additional approved wristbands are \$100 each.

STROLLING CRAFT VENDORS. The strolling craft vendor fee is \$90. Wristbands are \$80 each for the first four (4) purchased; additional wristbands are \$100 each.

FOOD BOOTHS. The food booth fee is \$300. Wristbands are \$80 each for up to twenty-four (24) approved passes. Additional wristbands approved for purchase are \$100 each. 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, open 20 or more hours per day, including Sunday. Be sure to request your wristbands by the May 1 deadline.

(This deadline is extended for new food booths accepted after the May 1 registration deadline.)

FOOD CART VENDORS. The food cart vendor fee is \$105. Wristbands are \$80 for up to twelve (12) approved passes.

NONPROFIT CRAFT BOOTHS. To be eligible, submit copies of 501(c)(3) status or nonprofit papers with your packet or by 30 days before the Fair. The nonprofit craft booth fee is \$75. Wristbands are \$80 each, based on approval, for up to eight (8) passes. Any additional wristbands approved for purchase are \$100 each. All guidelines regarding eligibility of crafts still apply.

NONPROFIT FOOD BOOTHS. To be eligible, submit copies of 501(c)(3) status or nonprofit papers with your packet or by 30 days before the Fair. The nonprofit food booth fee is \$75. Wristbands are \$80 each, based on approval, for up to 24 passes. Any additional wristbands approved for purchase are \$100 each. Nonprofit organizations may also participate through Community Village (although no sales are allowed). Visit the Community Village website www.efn.org/~comvill for more information.

68. Booth Fee Refunds. If an emergency prevents your participation in the Fair, the total booth fee may be refunded if Fair Registration

is notified by June 15. The booth fee may be partially refunded with a cancellation before June 22. *Vendor fees are nonrefundable if the Fair is cancelled because of events beyond the control of the Fair.* Requests for pass refunds must be submitted in writing to Registration by July 31. No requests will be accepted after July 31.

69. Passes for Booth and Cart Participants.

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. The booth representative must have a vendor wristband.

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, July 10–15. Overnight credentials are not to be transferred or sold. Lost credentials must be immediately reported to the booth representative. Please indicate on the registration form the names of booth members who will receive credentials. Money for passes will be allocated, first to the booth fee, then to passes and vehicle stickers, unless otherwise indicated with payment. Teen passes are \$40 for ages 13–18, and \$10 for youth 11 and 12 years old. When requesting youth credentials, please indicate the name and date of birth of the youth, and the name and emergency contact information for the adult responsible for the youth. All persons under the age of 18 must have a parent or responsible adult on site who is reachable by staff 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, 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 are available to daytime booth workers, including those working Wednesday and Thursday. Worker day passes for Wednesday and Thursday are \$10 each; Friday, Saturday, and Sunday are \$20 each.

These passes allow people 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 10. There are no exceptions and vehicle stickers are non-transferable. When registering, please indicate who is to receive the vehicle stickers which are included with the registration fee, and which booth members will receive additional purchased stickers. Additional vehicle stickers may be available for \$20 each to booth members through June 30. The price of vehicle stickers increases to \$40 after June 30. The total number of vehicle stickers sold to a booth cannot exceed half the number of passes. Because of limited parking, we strongly urge carpooling. Oversized vehicle stickers are required for vehicles longer than 22 feet. Stickers for oversized vehicles are \$60 each and must be purchased in addition to a regular vehicle sticker.

Please see Transportation and Parking (Section 37) and Vehicle Stickers (Section 38) for information on parking for booth members.

DRAGON VOUCHERS. Dragon vouchers facilitate site access for picking up your credentials during the event. You will need a dragon voucher to get on the Fair site without your wristband. It will get you on the bus and the check-in booths only. Please see your booth representative at least one week before the Fair to get a dragon voucher.

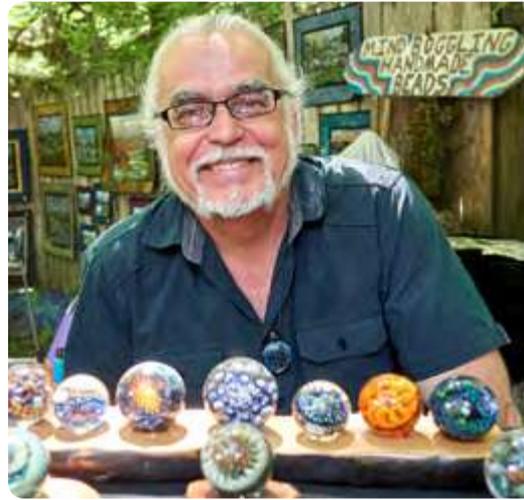
70. Booth Changes. Booth representatives are required to notify Booth Registration of all booth changes.

CONTACT INFORMATION. Booth 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 it if there are changes after the Booth Registration crew has received the packet.

BOOTH SHARING. Craft booths may share space with any active juried craftsperson. Booth representatives must notify Booth Registration as soon as possible to ensure that the added craftsperson gets credit for vending.

LEAVE OF ABSENCE. A booth, craftsperson, 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.



DISPLACED ACTIVE CRAFTER. If a crafter becomes displaced from a booth they have been sharing with a booth rep, the crafter should notify boothreg@oregoncountryfair.org. Booth Registration will add the crafter's name to the Wait/Share list and do its best to work with the displaced crafter to find them a booth to share. Booth Registration does not guarantee a booth for displaced crafters while seeking a sharing solution.

NEW BOOTH REPRESENTATIVES. Booth representatives may request approval for a temporary, a one-year-only, or a new permanent booth representative. A new crafts booth representative must have been an approved craftsperson in that booth for the two previous consecutive Fairs. Booth Registration will approve these requests.

Contact Booth Registration by e-mailing boothreg@oregoncountryfair.org, calling (541) 868-8903, or writing to Booth Registration, Oregon Country Fair, 442 Lawrence Street, Eugene, OR 97401.

71. 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. 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 a description (including measurements and a picture) of any portable booth, or 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 *Camping Before and After the Fair* ([Section 44](#)).

CHARTER MEMBERS have the option of moving from their traditional site to a site left vacant by a non-returning booth beginning Saturday, June 1.

RETURNING BOOTH REPRESENTATIVES (or their delegates with written authorization) may claim their traditional booth site beginning Saturday, June 1. 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.

72. Opening and Closing. All booths must be closed by 1pm Monday after Fair. There is no camping Monday night. Everyone must vacate the property by 6pm.



BOOTH CONSTRUCTION

73. Construction Calendar.

See Calendar on page 2 for booth claim dates.

> **June 1**

< main camp opens

< **no work permitted prior to this date**

> **June 28**

< last day to submit plans to Construction for repairs

> **July 10**

< all construction requiring inspection must be done!

> **July 11**

< all construction completed – tools down!

74. General Booth Construction

Requirements. A booth representative must check in at the Construction Desk in Main Camp if you have a red tag, yellow tag, new construction projects, structural alterations and/or any booth-related construction questions. All booths will be inspected. Unsafe booths must be repaired before use. Lane County building permits may be required—see Permits ([Section 78](#)). *Absolutely no booth demolition or construction is allowed prior to June 1 without permission of the Site Manager and the Construction Coordinator. Booth construction requiring inspection must be completed by the last Wednesday before the Fair. All booth construction must be completed by Thursday before Fair.*

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. Pier pads may be used under posts to hold them off the ground.

Wood used for booth construction may not be painted or stained. Contact Construction crew for approved non-petroleum based sealer options. 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.

Avoid starting 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 more than ten feet, from any gasoline-powered equipment, and in plain sight to any person in the booth or on the path.*

During the setup/repair process, materials inside a booth space belong to the booth. Stack all excess construction material in front of your booth for recycling. 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 Environment (Section 39).*

During Main Camp, call Quartermaster and Archaeology before you dig any holes in the ground. See Archaeology (Section 41). Do not cut any wiring! Quartermaster has maps that identify where underground wiring and water systems are located. All open holes must be covered at all times.

Floors in booths are strongly discouraged. They add an extra burden on the land and an extra burden on the Red Tag crew who must inspect and test them. We recognize that floors are often important though. Fully removable floors (platform style) are allowed. Floors with removable decks on joists will be approved on a case-by-case basis. Construction will work with you to resolve your situation. Our goal is to guide the Fair toward less wood being left on site.

All booth dismantling, storage, and removal must be done on or before the annual picnic, August 17. 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 flood plain codes. All ground platforms in temporary structures must be taken up and stored at least four feet off the ground.

The OCF may remove unapproved structures or equipment left on site and a fee may be charged. See also Cleanup (Section 42). *The OCF grounds, booths, and lofts are not general storage facilities! Please store only elements of your booth such as walls, floors, ladders, water tanks, and sinks. These must be tied down. Items such as camping gear, chairs, tables, coolers, display racks, and spare wood are not to be left on site. Contact Construction crew if you are not sure what booth elements can stay.*

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 option.

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 extinguished easily. Contact Quartermaster for instructions on how to protect your booth and the environment.



75. General Considerations for Wheelchairs.

All new booth construction and all booth reconstruction will be done such that all booth areas accessible to the public must be accessible to an individual using a wheelchair. If the constraints of the configuration and size of the space available for a booth make meeting this requirement impractical, Construction coordinators may, at their discretion, issue a waiver to this requirement. 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 required. Turning space 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 a 1" x 12" rise.

76. Aesthetics.

Booth construction should be simple, yet imaginative and attractive. Organic, asymmetrical, and non-rectangular designs are encouraged. Please strive to maintain the Fair's 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.

Booth construction and decorative 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 wheelchair 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 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 should be easily interpreted, attractive, and in character with the organic aesthetic of the Fair. Booth name signs may be no larger than 16 square feet, but not necessarily square in shape. Booth menu signs may be no larger than 8 square feet and must also follow the organic aesthetic of the Fair. No signs are allowed in the paths. Signs may not be made of plastic or vinyl laminated signboard material, or any other synthetic material or commercial printing process. Hand-painted signs and menus are recommended. Excessive signage is not permitted.

Booth signage must be on the booth itself. Signs (including sandwich signs) in other areas directing folks to your booth are not allowed. If a crafter has moved, the Fair will place a

small sign at the old location for the first Fair of the move.

77. Lofts may not be used as commercial selling space and may not be used by the public. Lane County Building Department and OCF policy prohibit new lofts larger than 120 square feet. 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. 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.* Stairs are discouraged but if used must be removed after the Fair.

All posts for lofts must be on pier pads with straps. All posts must be of an approved species: redwood, cedar, yew, or locust. Do not use creosote-treated posts. Loft structures must have adequate diagonal bracing. No tree structures are allowed.

78. Building 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 building plans before you begin. The Construction Coordinators will provide permit and design information. You may obtain further information by writing to: OCF Construction, 442 Lawrence Street, Eugene, OR 97401, or e-mailing office@oregoncountryfair.org. When in doubt, ask.



FOOD BOOTHS

79. Food Committee. The Oregon Country Fair has a Food Committee, which is responsible for the selection of new food booths and the 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.

80. Menu. Each year returning vendors are required to fill out a “Blue Sheet” that lists all approved menu items and allergens used in the booth. Any changes to your menu must be approved by the Food Committee. All new menu items need to be juried in by the Food Committee at their last meeting in May. Food vendors at the Fair are required to make a significant contribution to the menu items they serve. Prepare as many items as possible from scratch. Some element of your principle items must be made from scratch. Mere assembly does not constitute a significant contribution. We encourage you to use fresh ingredients, sourced locally, and organic whenever possible.

No craft item (e.g., t-shirts) may be sold during public hours.

81. Insurance. The Oregon Country Fair requires each food vendor to carry a \$1,000,000 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 13.

Vendors may purchase this insurance from their carrier of choice. You may also go online to galescreek.com, a Portland insurance agency that specializes in event coverage. Phone Gales Creek at 503-227-0491.

Food vendors who have not provided insurance certificates will not be allowed to open their booths.

82. Mandatory Food Booth Meeting.

All food booth representatives are required to attend a meeting with the Food Committee and the County Sanitarian on Wednesday, June 12, 6:30pm at Harris Hall, 125 E. 8th Avenue,

Eugene. No exceptions! The booth representative must attend this meeting or have prior consent on the replacement from the Food Committee. Any food booth failing to be represented at this meeting will be put on probation.

Upon conclusion of the meeting, booth reps will be able to buy ice punchcards, pay registration fees, and conduct all other unfinished food booth business. This is the last time reps will be able to request more passes or make rep changes until next year.

83. 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. 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 that fail this inspection to open. 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.

By at least one week before the Fair, each food booth must apply for a temporary restaurant license from the Environmental Health Office. (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.

The Environmental Health Office 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.

All food booths are required to be open at minimum from 11am to 7pm, Friday, July 12, through Sunday, July 14. Food sales may begin no earlier than noon, Thursday, July 11, and must end by 1pm, Monday, July 15. All county regulations regarding food handling and service apply to OCF kitchens as well.

84. Food Booth Representative. In addition to the guidelines for all booth representatives defined in [Section 65](#), the following apply specifically to food booth representatives. All food booths at the OCF must have a primary food booth representative responsible for all things related to that booth. The primary representative may assign up to two secondary representatives to manage the booth during the primary representative's absence.

All primary and secondary representatives must have a valid e-mail address and working phone number. The Food Committee must confirm all primary booth representative changes. Primary and secondary food booth representatives must be aware of all food allergens used in the booth and must be prepared to present this list to anyone interested.

A new primary representative of an existing booth must have five years' experience in the booth, including the prior three consecutive calendar years. A secondary representative must have at least two years' experience working in the food booth they represent. Primary and secondary representatives must have Food Handler's cards and a good understanding of health codes.

In the case of a primary booth representative change, the booth will be automatically subject to a two-year probationary period. Final approval of the transfer of primary booth representative status will be pending successful completion of the probationary period. Potential new food booth representatives need to be vetted by the Food Committee by the first Wednesday in May.

A primary or secondary booth representative is required to be in the booth during all hours of operation. A primary or secondary representative must be present during Lane County Health inspections and must be able to remedy any noted health code violations.

The primary booth representative must be on Fair property for at least half the hours the booth is open and must be reachable by phone throughout the entirety of the Fair.

Only primary and secondary booth representatives will be permitted to do booth business with Registration.

85. Food Booth Probation Policy.

New food booths will be placed on standard probation for a period of two years. After each

of those two years, the Food Committee will review the booth's performance and share the evaluation with the booth representative. After the booth passes the probationary period and has been invited back the third year, the food booth is considered permanent.

86. Food Carts. Strolling food vendors are reduced-size food booths that must have the ability to move when asked to do so. Typically, their menus are limited in order to accommodate food preparation in a small space. Strolling food carts must be no larger than 4'x6'. Storage must extend no further than three feet behind the cart and must adhere to the aesthetic guidelines of the Food Committee. Strolling vendors must follow the Health Department sanitation guidelines for temporary restaurants. Cart placement must not interfere with traffic or visibility of booths. Operations will work to site carts that are not expected to move during public hours of the Fair.

Each strolling food vendor must have a hand-washing station, as described in [Section 89](#), if serving any item not prepackaged in single servings.

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

87. Refrigeration. The OCF provides food vendors with refrigeration facilities to store perishable food products. The Refrigeration crew will not accept items that do not need to be refrigerated to maintain quality or healthfulness. Food entering refrigeration facilities must be at or below 41° F and stored in stackable containers that will not collapse from weight stacked on top. 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 food grade plastic bags to maintain sanitation standards.

Ice in 20-pound bags is available for purchase at the refer site. Seven-pound blocks are also available but must be pre-ordered by the time of the mandatory food booth meeting. Ice sales will occur during refer truck operating hours, which will be announced at the mandatory food meeting.

All refrigerators, coolers, and cooler boxes must be removed from OCF 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.

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



Off-site food preparation must be done in a licensed kitchen. Booths using off-site kitchen facilities must record the name, address, and phone number of the facility on their “Blue Sheets.”

If you are renting a commercial kitchen to prepare food for the Fair you must have receipts to verify the number of hours you used the commercial kitchen. Copies of receipts should be sent to ocf.food@gmail.com or snail mailed to Food Committee, c/o Oregon Country Fair, 442 Lawrence St., Eugene, OR 97401, no later than August 31.

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 41° F. All cooling units must have thermometers, must be sanitized, and must not have interior damage such as rust or exposed insulation.

Food must be stored above ground in covered containers, protected from dust, flies, etc. All foods, including pastries, must be kept covered. 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 electrically powered appliances are allowed. Blenders, if used, are to be powered

by bicycle or some other form of appropriate technology. No generators or amplified music are allowed.

89. 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 91](#).

Water containers must be accessible and 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 a Construction Coordinator. Water delivery will be faster and more efficient if containers have at least a five-gallon capacity and 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 miss your delivery, please go to the nearest Information booth for instructions. Water containers left behind after the Fair are likely to float away. Large water tanks must be tied down. Small water containers may not be stored on site after the Fair. Private showers are not permitted.

All food booths must have an approved method of wastewater disposal. 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. All food booths are required to cover their kitchen area. If it rains, booths are required to have waterproof roofing over their kitchen area.

All booth countertops 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 hand-washing system that provides warm, flowing water at all times. This system must, at a minimum, include a five-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 hand-washing 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 to dry 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 hand-washing. The required three-step dishwashing procedure consists of 1.) soapy wash, 2.) clean rinse, 3.) sanitizing rinse (100 ppm chlorine). 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 may work in any food booth.

No smoking in food preparation or serving areas. Tobacco in any form may not be used where food is prepared or served.

Only approved service animals are allowed at the Fair, and they are not allowed in food booths.

90. Food Voucher Redemption.

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 booths must give exact change for food vouchers. It is a violation of the Guidelines to redeem food vouchers for cash, in any circumstances other than:

1. A booth representative turning food vouchers in to the Fair for redemption.

2. An individual receiving change (under the value of 1 food voucher) for a purchase.

If an individual redeems food vouchers for cash, the parties receiving money and the parties paying money are violating the guidelines and may face consequences.

Craft booths are not permitted to accept food vouchers.

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 vouchers can be mailed to or dropped off at the OCF office. A schedule for in-office redemption will be available at the Food Booth Meeting. We will also give you supplies (rubber bands, plastic bags) for organizing your vouchers at that meeting. Please bundle vouchers in five packs of 20, to make 100 vouchers per bundle.



91. Food Booth Recycling. In order to meet the Fair's waste-free goals, the use of plastic and styrofoam disposable service ware and utensils is strictly prohibited. All service ware and utensils, including cold and hot cup lids, straws, and coffee stirrers, must be compostable! Only durable cutlery can be used and must be obtained through the OCF. Used durables may not be collected, washed, or/and re-used by a food booth.

Durable cutlery must be rented from the OCF via the Food Committee for a small fee that covers cleaning and replacement costs. Durable cutlery orders may be picked up at scheduled times and locations to be announced at the mandatory food booth meeting. Durable orders should be placed no later than April 15 and payment received no later than the Food Booth Meeting.

Recyclable materials produced by food booths should be placed in front of your booth for daily pickup from Friday through Monday, prior to 6am each day. The following items may be left in front of your booth for pickup by the Recycling crew:

- Aluminum cans, rinsed and flattened, comingled with flattened or balled aluminum, contained in a box or bag;
- Food-grade and paper compost, in barrels provided by the Recycling crew (leave inside booth);
- Plastic jugs, rinsed and strung together with twine;

- Cardboard, flattened and stacked;
- Used cooking oil, in an appropriate closed container;

- Clean, dry sheet plastic contained in a bag.

All landfill, nonproduction related recycling, and all other materials should be taken to a recycling kiosk for proper disposal, before 6am daily. 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 landfill.

92. Fire Suppression. Fire extinguishers are required for all booths, camps, and self-contained camping vehicles or structures. A five-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.



BARTER FAIR



93. The Barter Fair is a no-camping, vehicle-free, pedestrian-only event taking place on the Monday following the OCF weekend, with same-day set-up and tear-down. Reasonable alter-abled accommodations will be made. The Barter Fair is a Pack It In, Pack It Out, Leave No Trace event. A valid OCF wristband or OCF photo ID is required to enter the Barter Fair area on Monday. Bartering and sales will be in compliance with Oregon Country Fair Guidelines. Handcrafted items, vintage, and used treasures are encouraged. Ethically hand-gathered, imported items, and raw material imports are allowed. Large-scale, mass-produced imported items are not permitted.

Absolutely no sales or bartering of food, beverages, alcohol, marijuana, or drugs are permitted. No illegal drug paraphernalia may be displayed or sold on Oregon Country Fair property at any time, including during the Barter Fair, (see [Section 52](#)). All health, safety, and environmental guidelines must be followed, (see [Sections 12, 14, and 83](#)), as well as all federal, state, and county laws.

Barter Fair vendors must preregister and

prepay prior to the OCF event. Vending space is limited. You must have a valid OCF wristband or OCF photo ID to preregister. Verified Fair affiliation is required. No Barter Fair registration will be available after noon on Saturday.

Pre-assigned Barter Fair vending spaces will be strolling, 5'x5', and 10'x10'. Each vendor is limited to one booth space. Vendors may not expand their products and displays into other booth spaces. Each vendor will be charged a booth fee according to booth size. Vendors may not trade spaces or change locations once spaces have been assigned. Vendors must visibly display their booth registration form during Barter Fair hours.

Preregistered vending spaces will be available for set-up on Monday from 8 to 10am. Barter Fair vending hours are from 10am to 3pm. Tear-down must be completed and vending space clean and clear of debris by 5pm.

As with all OCF events, Barter Fair participants are expected to follow OCF Guidelines and Community Agreements. Failure to comply may result in suspension of future OCF participation.

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