

2024 Guidelines Operational Changes

Name: Staff

Fair Affiliation: OCF Employee

Identify the proposed change by page and section number in the 2023 Guidelines. It would also be helpful to copy and paste the original text you would like to change or remove: Pg. 9, Sec 11;

Unscheduled performers are expected to comply with the Wandering Performer Guidelines, available at the Check Inn booth.

Show how the revised section is to read: Unscheduled performers are expected to comply with the Wandering Performer Guidelines, available at the Check Inn booth in Entertainment Camp or on the .org and .net sites.

Identify other sections that would be affected by the change, if any:

Why does this change need to be made? Who would be affected?: Highlights where Check Inn booth is located; where Wandering Performer guidelines can be found off-site.

Name: Staff

Fair Affiliation: OCF Employee

Identify the proposed change by page and section number in the 2023 Guidelines. It would also be helpful to copy and paste the original text you would like to change or remove:

Pg 7, Sec 6; In this spirit of gratitude, the Staff Kitchen serves meals to working crews only

Show how the revised section is to read:

In this spirit of gratitude, the Staff Kitchen serves meals to working crews only
(make "working crews only" bold and underlined)

Identify other sections that would be affected by the change, if any:

Why does this change need to be made? Who would be affected?:

This would set the expectation for those that are/are not eligible to eat at MC kitchen. This will hopefully alleviate the burden on preFair kitchen and create a better atmosphere for those enjoying MC meals.

Name: Staff

Fair Affiliation: OCF Employee

Identify the proposed change by page and section number in the 2023 Guidelines. It would also be helpful to copy and paste the original text you would like to change or remove: Pg 17, sec 37 (Traffic Flow): No vehicles, except

those with emergency stickers, can enter any gate between 6pm and 8pm on event days.

Show how the revised section is to read: No vehicles, except those with emergency stickers, can enter any gate between 6pm and 8pm on event days. All vehicles must go with the flow of traffic except vehicles with emergency stickers.

Identify other sections that would be affected by the change, if any:

Why does this change need to be made? Who would be affected?

Name: Staff

Fair Affiliation: OCF Employee

Identify the proposed change by page and section number in the 2023 Guidelines. It would also be helpful to copy and paste the original text you would like to change or remove: Pg 37, sec 89: All food booths should have hand sanitizer available on their booth counters.

Show how the revised section is to read:

All food booths should have hand sanitizer available on their booth counters.

All food items must be removed from site by Friday after Fair. **(NEW LINE)**

Identify other sections that would be affected by the change, if any:

Why does this change need to be made? Who would be affected?

Name: Staff

Fair Affiliation: Staff

Identify the proposed change by page and section number in the 2023 Guidelines. It would also be helpful to copy and paste the original text you would like to change or remove:

32. Grievance Process, Conflict Resolution, and Mediation. When people work together, there are sometimes disputes and disagreements that come up. The Fair strives to be supportive of the expression of our alternative ideals in conflict resolution. 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 conflict resolution services. See below for their contact information. The Oregon Country Fair Grievance Process is a formal procedure established specifically for situations in which the OCF written guidelines or policies are alleged to have been violated during OCF related interactions (in person or online) and you have been adversely impacted. The first step in any potential grievance is to try to work directly with the individual or group with the assistance of a Fair Leader. If the conflict can be addressed through mediation, it's with the assistance of CeDaR's mediators or the Camping Mediation Team. If an individual is experiencing a trauma-based attack (bias attack, harassment, etc.), they may request to skip the pre-grievance steps and move directly to a formal grievance. This request will be granted following a fact-finding effort to determine if a trauma-based attack

occurred. When pre-grievance steps are being utilized and when help with conflict is requested, the team who assists is determined by the circumstances of the conflict. For example, if a conflict is between Fair Family and a neighboring property owner, the Neighborhood Response Team (NRTs) are called into action. Conflicts involving camping, booth space, or other placement issues are handled by the Camping Crew Mediation Team. Interpersonal conflicts between Fair Family members that do not involve placement issues go to CeDaR mediators. Other teams that assist with conflicts include White Bird (who provides crisis intervention, counseling, etc.), Security, Back-Up Managers (BUMs), and Fair staff. All grievance

processes and time limits at any step of this procedure are suspended from June 1 through July 31—unless all parties agree otherwise. During this period, contact QuarterMaster, Fair Central, or Fair management to connect with the correct Conflict Resolution Resources.

CAMPING MEDIATORS. Issues concerning neighbors, territory, boundaries within or adjacent to your campsite or booth space.

- Pre-Fair: Go to QuarterMaster.
- During the Fair: Find Camping Mediators on site.

Show how the revised section is to read:

Change subject header to "Support, Resolution, and Mediation."
Remove "Camping" from "Camping Mediators"

32. Support, Resolution, and Mediation. When people work together, there are sometimes disputes and disagreements that come up. The Fair strives to be supportive of the expression of our alternative ideals in conflict resolution. 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 conflict resolution services. See below for their contact information. The Oregon Country Fair Grievance Process is a formal procedure established specifically for situations in which the OCF written guidelines or policies are alleged to have been violated during OCF sponsored activities and you have been adversely impacted. The first step in any potential grievance is to try to work directly with the individual or group with the assistance of a Fair Leader. If the conflict can be addressed through mediation, it's with the assistance of CeDaR's mediators or the Camping Mediation Team. If an individual is experiencing a trauma-based attack (bias attack, harassment, etc.), they may request to skip the pre-grievance steps and move directly to a formal grievance. This request will be granted following a fact-finding effort to determine if a trauma-based attack occurred. When pre-grievance steps are being utilized and when help with conflict is requested, the team who assists is determined by the circumstances of the conflict. For example, if a conflict is between Fair Family and a neighboring property owner, the Neighborhood Response Team (NRTs) are called into action. Conflicts involving camping, booth space, or other placement issues are handled by the Mediation Team. Interpersonal conflicts between Fair Family members that do not involve placement issues go to CeDaR mediators. Other teams that assist with conflicts include White Bird (who provides crisis intervention, counseling, etc.), Security, Back-Up Managers (BUMs), and Fair staff. All grievance processes and time limits at any step of this procedure are suspended from June 1 through July 31—unless all parties agree otherwise. During this period, contact QuarterMaster, Fair Central, or Fair management to connect with the correct Conflict Resolution Resources.

MEDIATORS. Issues concerning neighbors, territory, boundaries within or adjacent to your campsite or booth space.

- Pre-Fair: Go to QuarterMaster.
- During the Fair: Find Mediators on site.

Identify other sections that would be affected by the change, if any:

Why does this change need to be made? Who would be affected?

Name: Staff

Fair Affiliation: OCF Employee

Identify the proposed change by page and section number in the 2023 Guidelines. It would also be helpful to copy and paste the original text you would like to change or remove:

Pg 8, Sec 9

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 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. For more information write to info@oregoncountryfair.org.

Show how the revised section is to read:

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 dog to the event should refer to information in the Documents section at oregoncountryfair.net. Exotic birds (e.g., macaws, parrots) and certain types of reptiles will be considered on a case-by-case basis by management. Bringing any other animals to 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. The Fair accepts no liability associated with bringing any animal to site. For more information write to info@oregoncountryfair.org.

Identify other sections that would be affected by the change, if any:

Why does this change need to be made? Who would be affected?

Name: Staff

Fair Affiliation: OCF Employee

Identify the proposed change by page and section number in the 2023 Guidelines. It would also be helpful to copy and paste the original text you would like to change or remove: P. 5, section 3

Show how the revised section is to read: These hazards include, but are not limited to, dirt, grass, and gravel pathways, uneven ground, tripping hazards, low branches, brush, stinging insects, dust, poison oak, and more.

Identify other sections that would be affected by the change, if any:

Why does this change need to be made? Who would be affected? I suggest adding dust to hazards list. It was exceptionally bad in 2023 and I think people might want to know it could be a problem.

Name: Staff

Fair Affiliation: OCF Employee

Identify the proposed change by page and section number in the 2023 Guidelines. It would also be helpful to copy and paste the original text you would like to change or remove: Section 4, page 6

Show how the revised section is to read: Trade passes are available to coordinators to use in exchange for goods or services, necessary for crew operations, as per the crew budget.

Identify other sections that would be affected by the change, if any:

Why does this change need to be made? Who would be affected? Let's make sure the trade passes are being used for crew operations, not for personal use.

Name: Staff

Fair Affiliation: OCF Employee

Identify the proposed change by page and section number in the 2023 Guidelines. It would also be helpful to copy and paste the original text you would like to change or remove:

P. 6, section 6, 2nd paragraph

Those interested in volunteering for the Fair are encouraged to send an email to volunteering@oregoncountryfair.org. A Fair employee will provide a survey to collect contact information...

Show how the revised section is to read: Those interested in volunteering for the Fair are encouraged to send an email to volunteering@oregoncountryfair.org. A Fair volunteer will provide a survey to collect contact information...

Identify other sections that would be affected by the change, if any:

Why does this change need to be made? Who would be affected? We no longer have an employee filling this role.

Name: Staff

Fair Affiliation: OCF Employee

Identify the proposed change by page and section number in the 2023 Guidelines. It would also be helpful to copy and paste the original text you would like to change or remove: Section 21, P. 11

Show how the revised section is to read: Something like: "In accordance with Oregon law, genitals must be covered in public areas while the Fair is open to the public. Photographing anyone who is nude without their knowledge and permission is strictly prohibited and could result in consequences for the photographer."

Identify other sections that would be affected by the change, if any:

Why does this change need to be made? Who would be affected? I think it needs to be said. Everyone would be affected.

Name: Staff

Fair Affiliation: OCF Employee

Identify the proposed change by page and section number in the 2023 Guidelines. It would also be helpful to copy and paste the original text you would like to change or remove:

Page 5, Sec 4

Everyone over age 12 at the Fair before 6am or after 7pm must wear a 2023 OCF-issued wristband or photo ID. To receive your wristband, you must present a valid form of ID that confirms your legal name and date of birth upon check-in.

Show how the revised section is to read:

Everyone over age 12 at the Fair before 6am or after 7pm must wear a 2024 OCF-issued wristband or photo ID. To receive your wristband, you must present a valid form of ID that confirms your legal name (first and last) and date of birth upon check-in. An email address is also strongly encouraged.

Identify other sections that would be affected by the change, if any:

Why does this change need to be made? Who would be affected? Specifies that we must be order to verify first and last name in order to enter the Fair. Also recommends email addresses for ease of communication.

Name: Staff

Fair Affiliation: OCF Employee

Identify the proposed change by page and section number in the 2023 Guidelines. It would also be helpful to copy and paste the original text you would like to change or remove:

Page 6, Paragraph 2

Checks returned because of insufficient funds will be assessed a \$25 fee. If a check is not made good by the time of the Fair, the S.O. will not receive their wristband.

Show how the revised section is to read: Checks returned because of insufficient funds will be assessed a \$35 fee. If a check is not made good by the time of the Fair, the S.O. will not receive their wristband.

Identify other sections that would be affected by the change, if any:

Why does this change need to be made? Who would be affected? The fee is now \$35

Name: Food Committee

Fair Affiliation: Food Committee

Identify the proposed change by page and section number in the 2023 Guidelines. It would also be helpful to copy and paste the original text you would like to change or remove:

Section 65, Page 27

The booth representative is the contact 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 crafter or participant 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.

Show how the revised section is to read:

The booth representative is the contact 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 participant 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.

Identify other sections that would be affected by the change, if any:

Why does this change need to be made? Who would be affected?

This gives the impression that this section applies to crafters and we should include food booth representatives or remove "approved crafter or" to eliminate any confusion of this section.

Name: Food Committee

Fair Affiliation: Food Committee

Identify the proposed change by page and section number in the 2023 Guidelines. It would also be helpful to copy and paste the original text you would like to change or remove:

Section 67, page 28

craft booths. The craft booth fee is \$200. Wristbands are \$100 each for the first eight (8) purchased; additional approved wristbands are \$115 each.

strolling crafters. The strolling crafter fee is \$100. Wristbands are \$100 each for the first four (4) purchased; additional wristbands are \$115 each.

food booths. The Food Booth fee is \$300. Wristbands are \$100 each for up to twentyfour (24) approved passes. Additional wristbands approved for purchase are \$115 each. Requests for more than twelve (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 per day; or any booth, including drinks-only booths, must be 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 carts. The food cart vendor fee is \$115. Wristbands are \$100 for up to twelve (12) approved passes.

Show how the revised section is to read:

Section 67. pg 28

67. Booth Fees

CRAFT BOOTHS. The craft booth fee is \$200. Wristbands are \$125 each for the first eight (8) purchased; additional approved wristbands are \$140 each.

STROLLING CRAFTER. The strolling crafter fee is \$100. Wristbands are \$125 each for the first four (4) purchased; additional wristbands are \$140 each.

FOOD BOOTHS. The Food Booth fee is \$350. Wristbands are \$125 each for up to twenty-four (24) approved passes. Additional wristbands approved for purchase are \$140 each.

FOOD CARTS Requests for more than twelve (12) total wristbands will be considered based on the following criteria approved by the Board of Directors: on-site food preparation and the food cart must be open at least 15 hours per day; or any food booth, including drinks-only booths, must be 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 carts. The food cart vendor fee is \$115. Wristbands are \$125 for up to twelve (12) approved passes.

Identify other sections that would be affected by the change, if any:

Why does this change need to be made? Who would be affected?

Seems like “booth” is a typo and should be “food cart”. Including “food” before “cart” for more clarity. Should we change deadlines to earlier to give us more time to discuss individual cases? What about having booths/carts request additional passes on their Blue Sheet Form? “Additional” added before “wristbands” for more clarity, as we allow base wristbands to be requested all the way up to the event.

Name: Food Committee

Fair Affiliation: Food Committee

Identify the proposed change by page and section number in the 2023 Guidelines. It would also be helpful to copy and paste the original text you would like to change or remove: Section 70, page 30

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

contact information. Booth Registration will collect the name, email, mailing address, 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.

booth sharing. Craft booths may share space with any active juried crafter. Booth representatives must notify Booth Registration as soon as possible to ensure the added crafter gets credit for participating.

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

Show how the revised section is to read:

70. Booth Changes.

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

contact information. *Booth Registration will collect the name, email, mailing address, 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.

craft booth sharing. Craft booths may share space with any active juried crafter. Booth representatives must notify Booth Registration as soon as possible to ensure the added crafter gets credit for participating.

leave of absence. A food booth, food cart, crafter, or booth representative may take a leave of absence for no more than two consecutive years with written notification to Registration before the May 1 deadline.

Identify other sections that would be affected by the change, if any:

Why does this change need to be made? Who would be affected?: Addition of words “craft”, “food”, and “food cart” for more clarity.

Name: Food Committee

Fair Affiliation: Food Committee

Identify the proposed change by page and section number in the 2023 Guidelines. It would also be helpful to copy and paste the original text you would like to change or remove: Section 71, page 30

71. Booth Site Selection.

Show how the revised section is to read:

71. Craft Booth Site Selection.

Identify other sections that would be affected by the change, if any:

Why does this change need to be made? Who would be affected?

This whole section applies only to craft booths. The word “Craft” should be added to the title for clarity.

Name: Food Committee

Fair Affiliation: Food Committee

Identify the proposed change by page and section number in the 2023 Guidelines. It would also be helpful to copy and paste the original text you would like to change or remove: Section 72. pg 30

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.

Show how the revised section is to read:

70. Closing after the Event.

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

Identify other sections that would be affected by the change, if any:

Why does this change need to be made? Who would be affected?

There is no “opening” information in this section so those words should be taken out. “After our event” adds necessary clarity to this section.

Name: Food Committee

Fair Affiliation: Food Committee

Identify the proposed change by page and section number in the 2023 Guidelines. It would also be helpful to copy and paste the original text you would like to change or remove: Section 74. pg 32

74. General Booth Construction Requirements.

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.

Show how the revised section is to read:

Section 74. pg 32

74. General Booth Construction Requirements.

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.

***Propane tanks must be removed by August 31st.** 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.*

Identify other sections that would be affected by the change, if any:

Why does this change need to be made? Who would be affected?

Added prohibition of overwintering propane tanks on site. There is currently no mention of this policy.

Name: Food Committee

Fair Affiliation: Food Committee

Identify the proposed change by page and section number in the 2023 Guidelines. It would also be helpful to copy and paste the original text you would like to change or remove: Section 76 pg 32

76. Aesthetics.

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 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.

Show how the revised section is to read: 76. Aesthetics.

*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 for new or rebuilt construction. However, covered plywood countertops in booths, removable plywood signs, and removable wheelchair ramps are acceptable. Plastic, including woven plastic **and tarps**, 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.*

Identify other sections that would be affected by the change, if any:

Why does this change need to be made? Who would be affected?

Except for "plastic", which is kind of vague, there is no mention of the prohibition of visible tarps. The word should be included for clarity.

Name: Food Committee

Fair Affiliation: Food Committee

Identify the proposed change by page and section number in the 2023 Guidelines. It would also be helpful to copy and paste the original text you would like to change or remove:

Section 80 pg 34

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 must be juried 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 principal 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 at food booths during public hours.

Show how the revised section is to read:

Section 80 pg 34

80. Menu.

Each year returning vendors are required to fill out a “Blue Sheet”, a digital form that lists all approved menu items and allergens used in the booth.

Any changes to your menu must be proposed on your Blue Sheet Form and approved by the Food Committee. All new menu items must be juried 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 principal 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. Food vendors must list all food allergens (Milk, Eggs, Fish, Crustacean Shellfish, Tree nuts, Peanuts, Wheat, Soybeans, Sesame) on their public menu display, when applicable. No craft item (e.g., t-shirts) may be sold at food booths during public hours.

Identify other sections that would be affected by the change, if any:

Why does this change need to be made? Who would be affected?

Added more clarity about what the Blue Sheet is currently. Should we consider moving the new menu item vetting date to sooner if Blue Sheets are collected sooner? Added requirement to post food allergens, since it seems like that is our expectation, yet it is not mentioned.

Name: Food Committee

Fair Affiliation: Food Committee

Identify the proposed change by page and section number in the 2023 Guidelines. It would also be helpful to copy and paste the original text you would like to change or remove: Section 82, page 34

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 7, 6pm, at Unitarian Universalist Church, 1685 W 13th Ave, Eugene. No exceptions! The booth representative must attend this meeting or have prior consent for their replacement from the Food Committee. Any food booth vendor failing to be represented at this meeting will be put on probation.

Upon conclusion of the meeting, booth reps may buy ice punch cards, pay registration fees, and conduct all other unfinished food booth business. This is the last time reps can request more passes or make rep changes until next year.

Show how the revised section is to read:

All food booth representatives are required to attend a meeting with the Food Committee and the county sanitarian on Wednesday, June 7, 6pm, at Unitarian Universalist Church, 1685 W 13th Ave, Eugene. No exceptions! A Primary or Secondary booth representative must attend this meeting or have prior consent

for their replacement from the Food Committee. Any food booth vendor failing to be represented at this meeting will be put on probation. Upon conclusion of the meeting, booth reps may pay registration fees and conduct all other unfinished food booth business. **This is the last time reps can request more passes for the current year.**

Identify other sections that would be affected by the change, if any:

Why does this change need to be made? Who would be affected?

“Primary or Secondary” inclusion feels more clear and in line with our expectations. No need to mention “zoom” component of meeting, because “attend” whether in person or online is sufficiently clear. Removing “buy ice punch cards,” as we are trying to have orders via Blue Sheet Form and payments via Booth Reg, at least for 2024.

Name: Food Committee

Fair Affiliation: Food Committee

Identify the proposed change by page and section number in the 2023 Guidelines. It would also be helpful to copy and paste the original text you would like to change or remove: Section 83 Page 34

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 Lane 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 will be closed. Lane County sanitarians will make 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 Lane County Environmental Health Office. (Not necessary for food carts.)

Show how the revised section is to read:

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 Lane 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 will be closed. Lane County sanitarians will make 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 Lane County Environmental Health Office. (Not necessary for **licensed** food carts **or exempt menus**.)*

Identify other sections that would be affected by the change, if any:

Why does this change need to be made? Who would be affected?:

Seems prudent to include the words “licensed” before food carts, implying they have an annual license, and the few “exempt menus” that do not require LCEH licensing.

Name: Food Committee

Fair Affiliation: Food Committee

Identify the proposed change by page and section number in the 2023 Guidelines. It would also be helpful to copy and paste the original text you would like to change or remove: Section 83 Page 34

Keep your menu simple and do not add 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.

Show how the revised section is to read:

*Keep your menu simple and do not add menu items during the Fair. Remove all unused food **and chemicals** from the site **within one week after the end of our event.** Main Camp Kitchen accepts donations of certain foodstuffs, at the Kitchen Crew's discretion.*

Identify other sections that would be affected by the change, if any:

Why does this change need to be made? Who would be affected?:

Adding expectations to remove food from premises within one week after our event to distinguish from non-food storage requirements. (add chemicals)

Name: Food Committee

Fair Affiliation: Food Committee

Identify the proposed change by page and section number in the 2023 Guidelines. It would also be helpful to copy and paste the original text you would like to change or remove: Section 84, page 35

All primary and secondary representatives must have a valid email address and working phone. 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 who asks.

Show how the revised section is to read:

*All primary and secondary representatives must have a valid email address and working phone **and respond within 10 days to official communications from the OCF and Food Committee, unless otherwise instructed.** 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 who asks. **Current FDA Common Food Allergens include Milk, Eggs, Fish, Crustacean Shellfish, Tree nuts, Peanuts, Wheat, Soybeans, Sesame.** When applicable, allergy information must be posted in a clear **and visible space for the public.***

Identify other sections that would be affected by the change, if any:

Why does this change need to be made? Who would be affected?:

“present this list” seems to contradict our expectation that food allergens are posted to the public on the menu. We should get clear on our expectations, and adjust verbiage accordingly.

Name: Food Committee

Fair Affiliation: Food Committee

Identify the proposed change by page and section number in the 2023 Guidelines. It would also be helpful to copy and paste the original text you would like to change or remove: Section 84, page 35

A new primary representative for 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 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.

Show how the revised section is to read:

A new primary representative for an existing booth must have five years' experience participating in the booth within the last 10 years, including the prior three consecutive calendar years. A secondary representative must have at least two years' experience working in the food booth they represent, within the last 5 years. 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 subject to a two-year guidance period. Final approval of the transfer of primary booth representative status will be pending successful completion of the guidance period. Potential new food booth representatives need to be vetted by the Food Committee by the first Wednesday in May.

Identify other sections that would be affected by the change, if any:

Why does this change need to be made? Who would be affected?

Added limits on qualifying years in order to encourage experienced people are in booth leadership. Changed "probationary" to "guidance" to distinguish leadership change from guideline violations.

Name: Food Committee

Fair Affiliation: Food Committee

Identify the proposed change by page and section number in the 2023 Guidelines. It would also be helpful to copy and paste the original text you would like to change or remove: Section 84 Page 35

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.

Show how the revised section is to read: *A primary or secondary booth representative is required to be in the booth during all public 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.*

Identify other sections that would be affected by the change, if any:

Why does this change need to be made? Who would be affected?

Included the word “public” to adjust the hours of operation requirement to be more realistic.

Name: Food Committee

Fair Affiliation: Food Committee

Identify the proposed change by page and section number in the 2023 Guidelines. It would also be helpful to copy and paste the original text you would like to change or remove: Section 85, Page 35

85. Food Booth Probation Policy. New food booths will be placed on a 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

Show how the revised section is to read:

85. New Food Guidance and Probation Policy.

New food booths will be placed on a guidance 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.

A food booth, food cart, strolling vendor and/or booth representative can be put on probation, suspended, or expelled due to violation of the guidelines. Probation, suspension, expulsion and any limitations to booth operation and participating individuals can be defined and executed on a case by case basis by the Food Committee, OCF Staff, and/or relevant crew leadership when necessary.

Identify other sections that would be affected by the change, if any:

Why does this change need to be made? Who would be affected?

The title of this section is not appropriately named. It does not even touch on the disciplinary side of “probation”. As previously discussed, we will call what was formerly “probation” for new booths/carts a “guidance period” to distinguish it from violation based results. A second paragraph (or more) can be added to this section to cover our consequences policies.

Name: Food Committee

Fair Affiliation: Food Committee

Identify the proposed change by page and section number in the 2023 Guidelines. It would also be helpful to copy and paste the original text you would like to change or remove: Section 86, Page 35

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 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 food vendors must follow the Health Department’s sanitation guidelines for temporary restaurants. Cart placement must not interfere with traffic or visibility of booths. Fair 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

Show how the revised section is to read:

86. Food Carts. *Strolling food vendors and food carts are reduced-size food booths that must have the ability to move when asked to do so. Typically, their menus are limited to accommodate food preparation in a small space. 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 food vendors and food carts must follow the Health Department's sanitation guidelines. Cart placement must not interfere with traffic or visibility of booths. Fair operations will work to site carts that are not expected to move during public hours of the Fair. All food carts must have a hand-washing station, as described in Section 89, unless serving exclusively prepackaged items in single servings, or granted an exception by the Food Committee. No food vendor is permitted to set up after the Fair has begun without prior approval from the Food Committee and site staff.*

Identify other sections that would be affected by the change, if any:

Why does this change need to be made? Who would be affected?

It feels productive to distinguish strolling vendors from food carts as some strolling vendors are just people with baskets, or they have no ability to have infrastructure that even a cart would be able to have (hand-washing, for instance). Take out "strolling" when discussing size limitations of food carts. It is not true that food carts and strollers have the same rules as "temporary restaurants" so we should take that out. Added language to improve grammar and highlight the specificity of no required handwashing setup.

Name: Food Committee

Fair Affiliation: Food Committee

Identify the proposed change by page and section number in the 2023 Guidelines. It would also be helpful to copy and paste the original text you would like to change or remove: Section 87 pg 35-36

87. Refrigeration.

Punch cards for ice in 20-pound bags may be purchased at the mandatory food booth meeting. Seven-pound blocks are also available but must be pre-ordered at or before the Food Booth Meeting. Ice sales will also occur during refer truck operating hours, which will be announced at the Food Booth 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.

Show how the revised section is to read:

87. Refrigeration.

Punch cards for ice in 20-pound bags may be purchased during the registration process. Seven-pound blocks are also available but must be pre-ordered. Ice sales will also occur during refrigeration sites' operating hours, which will be announced at the Mandatory Food Booth 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.

All food items must be removed from booths and OCF property within one week after the event to avoid public health hazards and infestation from surrounding animals.

Identify other sections that would be affected by the change, if any:

Why does this change need to be made? Who would be affected?

We should allow vendors to request ice on their Blue Sheet Form and pay for it with their Registration Fees leading up to the MFBM. We should stop selling ice at the MFBM as it is a distraction and clogs up Registration business. Ice price can increase when Registration fees are due. Included specific expectations of removing food within a week after the event.

Name: Food Committee

Fair Affiliation: Food Committee

Identify the proposed change by page and section number in the 2023 Guidelines. It would also be helpful to copy and paste the original text you would like to change or remove: Section 88 pg 36

86. 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.”

Show how the revised section is to read:

86. 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 Sheet Forms.”

Identify other sections that would be affected by the change, if any:

Why does this change need to be made? Who would be affected?

Add “Forms” to better reflect digital form submission.

Name: Food Committee

Fair Affiliation: Food Committee

Identify the proposed change by page and section number in the 2023 Guidelines. It would also be helpful to copy and paste the original text you would like to change or remove: Section 89, page 36

86. Sanitation.

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 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. This will enable water delivery to be faster and easier.

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. Don't leave unsecured water containers after Fair. Large water tanks must be tied down.

Show how the revised section is to read:

Section 89 pg 36

89. Water and Sanitation.

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 more efficient if containers have at least a five-gallon capacity (for booths) 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, or make sure there is adequate plumbing at the front of your booth to help with water tank filling. This will enable water delivery to be faster and easier.

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. Don't leave unsecured water containers after Fair. Large water tanks must be tied down.

Identify other sections that would be affected by the change, if any:

Why does this change need to be made? Who would be affected?

Added "(for booths)" to be more specific as it is impractical and not required for carts to have more than 5 gallons of fresh water.

Name: Food Committee

Fair Affiliation: Food Committee

Identify the proposed change by page and section number in the 2023 Guidelines. It would also be helpful to copy and paste the original text you would like to change or remove: Section 89, page 36

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 OREGON COUNTRY FAIR GUIDELINES JULY 7, 8 & 9, 2023 37 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

Show how the revised section is to read: Each food booth and food cart 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. Use only paper towels to dry hands.

Food carts must dispose of greywater in an approved manner that meets local health and environmental regulations.

Identify other sections that would be affected by the change, if any:

Why does this change need to be made? Who would be affected?

“Two separate containers” section is not accurate and is not relevant to hand-washing, which this paragraph is referring to. Added a line to remind food carts to appropriately dispose of their greywater. Stopped short of suggesting they ask nearby booths, but that is also an option worth including.

Name: Booth Reg

Fair Affiliation: Registration Crew

Identify the proposed change by page and section number in the 2023 Guidelines. It would also be helpful to copy and paste the original text you would like to change or remove:

Section 69, page 29

TEEN PASSES are \$50 for ages 13–18. When requesting youth credentials, please indicate the youth’s name and date of birth, 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

Show how the revised section is to read:

TEEN PASSES are \$50 for ages 13–18. When requesting teen credentials, please indicate the teen’s name and date of birth, 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 teen overnight credentials requested cannot exceed half the number of approved adult credentials

Identify other sections that would be affected by the change, if any:

Why does this change need to be made? Who would be affected?:

Youth pass charge no longer exists. Why single out 11 and 12 year olds if they are treated like those ages 0-10 (ie no admission fee)? No passes exist for 11 and 12 year olds.

Name: Booth Reg

Fair Affiliation: Registration Crew

Identify the proposed change by page and section number in the 2023 Guidelines. It would also be helpful to copy and paste the original text you would like to change or remove:

(page 28)

67. Booth, Cart, and Strolling Fees must be paid in full by May 1, or the booth is forfeited; a half-fee payment is due by April 1. *No post-dated checks will be accepted. Only the booth representative's credit card, check, or money order will be accepted. No other booth member may submit fees.*

Show how the revised section is to read:

QUESTION: Is this portion a policy change? half-fee payment is due by April 1.

Booth Reg would like to add this to the Guidelines, but we are unsure whether the Board needs to vote on it or not

Identify other sections that would be affected by the change, if any:

Why does this change need to be made? Who would be affected?

Name: Booth Reg

Fair Affiliation: Registration Crew

Identify the proposed change by page and section number in the 2023 Guidelines. It would also be helpful to copy and paste the original text you would like to change or remove:

Page 30

CHARTER MEMBERS have the option of moving from their traditional site to a site left vacant by a non-returning booth beginning Saturday, June 3.

Show how the revised section is to read:

REMOVE WHOLE SECTION - CHARTER MEMBERS have the option of moving from their traditional site to a site left vacant by a non-returning booth beginning Saturday, June 3.

Identify other sections that would be affected by the change, if any:

Why does this change need to be made? Who would be affected?

all current booth reps have the same opportunity, so removing charter members does not prohibit charter members from doing so. There just seems to be no reason to differentiate between charter member booth reps and other booth reps.

Name: Craft Inventory

Fair Affiliation: OCF Crew

Identify the proposed change by page and section number in the 2023 Guidelines. It would also be helpful to copy and paste the original text you would like to change or remove:

Page 26

All craft booths should have hand sanitizer available on their booth counters.

Show how the revised section is to read:

REMOVE entire section - ~~All craft booths should have hand sanitizer available on their booth counters.~~

Identify other sections that would be affected by the change, if any:

Why does this change need to be made? Who would be affected?