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WHAT IS A FRONT?

Most groups that participate in Frontier Fiesta build fronts or temporary structures to provide boundaries for their variety shows as well as draw attention to their carnival, college, or cook-off sites. Fronts are often included in judging to determine the overall winners of variety shows and carnival booths. One of the easiest set-ups is the tent and front combination, and is the choice of most Frontier Fiesta participants. It consists of a constructed facade or the “front” of a building set adjacent to a tent. This gives the effect of walking into a real building, and helps add to the small Western town atmosphere of Fiesta City. The front and tent combination is not only easy to construct, but also cost effective and reusable.

The support for a front is a series of A-Frames to which the plywood front is attached. This applies to all fronts regardless of their height. For additional support, fronts are required to incorporate a porch. Fronts are usually built to be re-used, for this reason, the way the front is assembled is extremely important.

There are many ways to design and build a front; however, the following set of guidelines in this packet have been formulated from years of experience to help with the process. The key to building any front is creativity and organization, not all fronts need to look like buildings. Be sure to take time and add your organization’s own special touch to the project. The final product should be something your organization can use for many years. Be sure read the 2015 Road to Fiesta City for more information!

Groups in competitive categories such as Large Variety Shows and Carnival Booths may be able to win awards such as the Best Overall Front, Most Creative Front, and First Front Up which all go towards the overall scores of each category of competition.

THINGS TO CONSIDER

While the production crew is working on the show performance, carnival booth, or cook-off site, the construction crew should be working on the physical site. All variety show sites should include a front, a tent, stage, sound stage, sound system, light system, changing area for performers, and a pace for the audience to sit.

The construction crew should draw up a floor plan and basic blueprints of your site to follow as your planning progresses. Remember there are awards for variety shows and carnival booths so be sure to take the extra time to plan and decorate your front for these competitions.

When designing your site, consider the following:

> How does the site look to people passing by?
> Does it catch their attention?
> Can lights and decorations be added?
> Do you have an overall theme?
> Is there a definite entrance/exit to your tent or can people walk in from any direction?
> Is all equipment protected from the weather?
> What tools are needed for construction?
> Where can a sign be placed?
> Is your site accessible to visitors with disabilities?
> Where will tent poles be placed in relation to entry ways and sight lines?
BUILDING GUIDELINES

FORMULATE IDEAS
Make sure you choose a theme for your front. The front should compliment your organization’s activity. Look at architecture from around the world to come up with something completely unique. (Remember that fronts don’t necessarily have to look like buildings.)

CREATE A BUILDING TEAM & CHOOSE A LEADER
You should assign a member of your organization to be in charge of building. (Even if you have already chosen a leader for the activity, choosing someone separate to be in charge of building is a good idea.) You can ask alumni, parents, and other volunteers to help build. Consult professional designers for tips, and even create a Decoration Team if needed.

RESERVATION FORM AND SITE SECURITY DEPOSIT
Turn in the reservation form and site security deposit to secure your show or booth site. Sites are assigned on a first-come, first-served basis (and will be assigned by the Director of Operations so be sure to turn in all forms early! (Have a Plan B idea just in case.)

BUILDING PLANS & SPECIFICATIONS
A good design with the right plans can make or break an entire project. Although it’s not necessary to be an architect to design and draw up the plans, it’s a wise idea to consult with a professional. A basic set of drawings includes a front and side view (See “Front Examples” section, p. --). All drawings must include the size of A-Frames, and sections. Drawings should be drawn to scale with as much detail as possible. Focus on getting us an idea of how you are assembling your front. Consider how things connect, storage, transportation, and lumber sizes. Don’t forget where your tent poles will go so they don’t interfere with entrances!

FORM A MATERIALS LIST AND BUDGET
Once you have finished your design, you need to come up with a list of materials and a budget. This should include every nut, bolt, and lumber you will need to build the front. Price out everything in your list, and be sure to get quotes from several sources. Remember fronts don’t have to be entirely wooden. Look into Activities Funding Board for potential reimbursement!

SUBMIT DRAWINGS AND PLANS
All organizations who plan to build or construct any type of front or facade for their site must submit building plans and the Building Plans & Specs Form, to the Director of Operations for approval by January 30th, 2015 (rough draft) and February 6th, 2015 (final draft).

FUNDING
Budgets for building fronts are sometimes rather high. Before becoming discouraged with the figures, remember that a well-built front can and should be used for many years. If your organization has a treasurer, make sure there is a system in place where members can get reimbursed for out-of-pocket expenses. Always keep every receipt!

TIMELINE
After the budget has been approved by you organization, you should organize a construction time line. The key is to start early, remember that last minute issues always appear. Be sure to set your time line from the day your budget gets approved until completion. Three months is ample time for building a front. It may seem like a long time, but keep in consideration all classes and work schedules. Keep in mind the time transportation will take from your build site to Frontier City.

MANDATORY OSHA SAFETY BRIEF
All participants planning to help construct during build week through clean up after Fiesta must attend the OSHA Safety Brief on Thursday March 5th, 2015 and sign an Individual Liability Waiver before working on-site. Any student that plans to paint, build, decorate, or even rehearse on-site during build week must attend this safety briefing. Any parents, volunteers, or alumni may come to this brief as well.

VOLUNTEER HOURS
All participants competing in either a variety show or carnival booth must complete 30 volunteer hours per organization before any construction can begin on-site. On-site tasks will take place at either the Fiesta City site or the Frontier Fiesta Warehouse, and may include building, painting, setting up Fiesta City Buildings, etc. If there is a team of two or more organizations (i.e. Variety Shows), each organization must provide 10 volunteer hours at the warehouse and 20 hours on Fiesta Site to be done in Fiesta City. Groups not providing the minimum amount of hours will NOT be allowed to start on-site construction. Email the Director of Operations to schedule volunteer hours.

PURCHASE MATERIALS AND SUPPLIES
Going off your materials list and budget, purchase all materials before starting to build. Progress might come to a halt if you have to make a last minute trip to the hardware store. Be sure to always keep all receipts.

SITE PREPARATION
All organizations are responsible for preparing their own sites. Depending on the size of the front, there are specific rules pertaining to size of A-Frames. Please refer to the section titled “Building Dimensions” for more information.

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BUILD
It is recommended to pre-assemble all sections of the project before bringing them onto the site if possible. Groups may work in Fiesta City, but because of security, inclement weather, and access to tools and electricity, most organizations choose to pre-assemble off-site. (Note: on-site construction will begin on March 16, 2015. If you choose to assemble off-site, be sure to consider the size, weight, and method of transportation required to move each section.)

SET UP
Once all pre-assembled sections are finished and transported to Fiesta City, assembly can begin. Be sure to give some thought to how the pieces will go together before assembly begins.

PAINT AND DECORATE
After the front is finished and standing, it is important to put all the finishing touches on. Paint, props, curtains, lights, Plexiglas windows, etc. are all inexpensive ways to make your front stand out. Consider putting your organization's name on the front, the name of the show or booth, and if a variety show, title of the show and show times. Frontier Fiesta will provide show times to your organization.

LIGHTS
The exterior of all fronts must be adequately lit. Since most of the events occurs in the evening, it is important to be well lit. (Refer to Electrical, p. 9.)

INSPECTION FOR SAFETY
The Director of Operations and the UH Fire Marshal will be inspecting the construction of your front as building progresses. If at any time during the construction, the Director of Operations declares any part of the structure to be unsafe, it must be corrected or removed immediately. (Refer to Corrections of Mistakes, p. 11.)

CLEAN UP
Once your event is over, it is important to disassemble and transport your front to storage as soon as possible. A well-designed front will make breakdown and storage fast and easy. The deadline for site cleanup is Sunday, March 29, 2015 by 10:00 PM. Failure to do so will result in a fine.

STORAGE
Fronts should be stored in reasonably dry environment. They should be kept off the ground even when stored inside. Fronts should be covered in plastic but still allow for ventilation. Frontier Fiesta has limited amount of sarehouse storage space available. Arrangements can be made with the Director of Operations for use of this storage space. Must get approval from the Director of Operations before using the Frontier Fiesta warehouse to store materials.

BUILDING DIMENSIONS

FRONT SIZE

HEIGHT:
Maximum height for all fronts is 16 feet from the ground to the highest point on the front. This will be strictly enforced. No exceptions.
Minimum height for all fronts is 10 feet from the ground to the shortest point on the front. This will be strictly enforced. No exceptions.

WIDTH:
All fronts must occupy the entire width of the site. Variety Shows are a maximum of 40 feet wide. Carnival Booths are a maximum of 20 feet wide.

DEPTH:
The depths of all fronts is a minimum of 4 feet from and a maximum of 8 feet from the back wall to the front.

A-FRAMES:
All fronts must be built using the A-Frame support system. Each front must use at least 4 A-Frames, one at each end of the front, and one at each joint. All A-Frames must be 3/4ths of the height of the front. The following are a few examples:
- 16 ft front > (6) 12ft A-Frames
- 14 ft front > (6) 10ft A-Frames
- 12 ft front > (4) 9ft A-Frames

A-FRAME CONSTRUCTION:
- A-Frames for fronts between 10 and 12 feet must be built out of 2x8 lumber or larger.
- A-Frames for fronts taller than 12 feet must be built out of 2x10 lumber or larger.
- Some fronts may require additional A-Frames.
- All A-Frames must be secured to the front by at least two Lag Screw (1/2" diameter, 3" long) every 2 feet, equally spaced across the length of the vertical board on the A-Frame.
- The Support Bar should be at a 45° angle and be attached by 2 lag screws or bolts at each end.

A-FRAME MATERIALS:
- (2) 12ft - 2x10
- (1) 10ft - 2x8 (ends cut at 45°)
- (8) Screws
- (4) Lag Screws (1/2" diameter)
- (4) Nuts (1/2" diameter)
- (8) Washers (1/2" diameter)
- (2) 2 Plywood Triangles

NOTE:
All water barrels must be 100% full. There must be TWO water barrels on each A-Frame.
CONSTRUCTION RESTRICTIONS
- All fronts must have a counterbalance such as a porch, an extended wall running perpendicular, or a balcony (or combination). Fronts cannot extend more than 8 feet from the front wall of the structure.

- All fronts must be constructed using screws - nails are not permitted. Individual sections of a front must be bolted together using lag screws. If you are using a previously assembled front that contains nails or ill-fitting lag screws, you must notify the Director of Operations in order to not be penalized (include photos).

- Concrete (or similar materials) will not be permitted on fronts. The Director of Operations must approve all other non-standard building materials when building plans are turned in. Any later additions or changes must be submitted in writing and must be approved before on-site construction begins. No glass can be used.

- All fronts are subject to inspection for safety and to ensure structural stability. At the discretion of the Director of Operations and the UH Fire Marshal’s Office, unsafe fronts must be stabilized or removed by the organization.

ELECTRICAL
- The exterior of all fronts must be adequately lit. Since most of the event occurs in the evening, it is important for visitors and guest can easily see their way.

- Wires must be at least 3-conductor and at least 14-gauge. (i.e. Southwire 12-2 Romex SIMpull NM-B with ground)

- There will be no exposed wiring anywhere on the front. Wiring that crosses walkways must be secured and covered. All wiring must be approved by the UH Fire Marshal before being covered up.

- No permanent wiring with extension cords. Must use wire nuts and electrical tape.

- All wires must be grounded.

- No staples should be used to hold wire up.

FIRE PROOFING
All combustible interior materials (i.e. any combustibles inside the tent, this includes but is not limited to: curtains, side walls, props, and back drops) must be fireproofed. By request, we have a fireproofing solution. All exits from the tent must be marked and established.

CORRECTION OF MISTAKES
Mistakes will be defined as, but not limited to:
- A front’s length, height, or depth exceeds limits.
- A front design that is changed from previously approved designs without prior written approval from the Director of Operations or the UH Fire Marshal’s Office.

A front that poses a potential hazard, including but not limited to:
- Electrical shock hazard
- Fall hazard
- Fire hazard
- Abrasive hazard
- Chemical hazard
- Sharp object hazard

The deadline for correction of mistakes shall be four (4) hours after inspection of said mistake. Points will be deducted if the mistake is not corrected within the 4 hours. The Director of Operations will notify the organization of mistakes in need of correction verbally and in writing. No new structures may be added during the 4-hour period of mistake correction, unless such structures are to correct potential hazards outlined and approved by the Director of Operations. The Director of Operations shall have sole discretionary power to settle all matters concerning fronts, their designs, building materials, mistakes, and corrections.

SUGGESTIONS FOR ASSEMBLY
- Wall sections should be laid on the ground, near the final location with the front facing up.

- Attach the roof sections to the front with lag screws and washers.

- Using joist hangers, attach the supporting columns between the roof and porch section.

- Attach decorations, signs, windows, or any other detail while the front is laying down. It may be difficult to add some items when the front is in place.

- Lift sections from the top forward and slide into its final location.

- Attach sections together where wall and columns meet.

- Attach walls to A-Frames using lag screws. Try having full water barrels ready and in place for supports.

- Attach the porch sections to the front in at least four locations with bolts and nuts.

- All fronts must be assembled with screws or bolts. Never with nails.

- No glass can be used. Plexiglas is fine.
SITE SECURITY DEPOSITS

All organizations occupying a site in Fiesta City will be required to pay a site security deposit. The site security deposit is to ensure the clean up of all sites.

Variety Shows $900.00
Carnival Booths $300.00 per 20’ x 20’ site

Site security deposits are not cashed unless an organization violates terms outlined in the Registration Forms, policies, University of Houston Student Handbook, and site conditions outlined below:

MAINTAINING YOUR SITE

This is defined as the removal of all trash and the organization of belongings and equipment. Frontier Fiesta is a representation of our campus to the public and as such must be maintained at all times. In additions, all organizations are working together and must respect shared space. The Frontier Fiesta Board of Directors will inspect sites periodically to make sure they are well maintained throughout the event. For most incidents, the organization in question will receive an inspection form from the Director of Operations and will be allowed a specific time limit for corrections. Organizations that are uncooperative will lose their deposit.

CLEAN UP

This is defined as the removal of everything from the site including fronts, tents, stages, trash, decorations, tools, chairs, tables, etc. Organizations that rented tents from the Frontier Fiesta Associations must remove all decorations and props before 7:00pm on Sunday March 29, 2015. The Director of Operations and Fiesta Chairman will inspect sites at 10:00 on Sunday March 29, 2015. Sites must be completely clean by this point. Any items, including fronts, left on the site will be removed, and the organization will lose their deposit.
TENTS

One of the items many organizations add to their site is a tent. Tents are a good way to control the entrance and exit to your site. Tents can be rented through Frontier Fiesta Association or rented independently. Here are some items to keep in mind when renting a tent:

- Does rental fee include set up and delivery?
- What is the rental period?
- What size tents are available?
- Can I get walls for the tent?
- Can I get lights for the tent?
- What is the policy concerning damage to the tent?
- Is a deposit required to place an order?
- Should I get fans for inside the tent?
- Is a representative available during the rental period if there are problems with the tent?

Below is a list of tent companies in the Houston area. Since the first day of the event is usually busy, and access is limited, it is recommended that tents are delivered and set up between Tuesday March 24, 2015 and Wednesday March 25, 2015.

Big Top Tent Rental
(713) 660-8070

Turn Key Event Rental & Design
(281) 449-7368

Aztec Party Rental
(713) 699-0088

Applied Productions Services
(281) 651-8998

Tents of the Southwest
(713) 692-8565

Party Time Rentals
(713) 729-5360

All Tent and Table Rentals
(281) 261-0881

TENT REQUIREMENTS

- All tent poles must be secured with a water barrel.
- All chairs must be zip-tied together in groups of at least 3 but no more than 6.
- Do not tie fronts to tents or other fronts. Do not move any poles on your tent.

To save organizations money, the Frontier Fiesta Association has paired two Variety Show teams together under one tent. The Director of Operations offers a package price for the setup of a tent, chairs, tables, curtains, lights, and sound. The package price will be approximately $3,500.00 which can be divided between the individual organizations. This can save Variety Show organizations nearly $1,500.00. Remember organizations can apply for Activities Funding Board funding. Contact the Director of Operations for more up to date pricing.

Variety Show tents are 40’ x 80’ for two shows. Refer to the 2015 Frontier Fiesta Variety Show Guide for more information.

DEADLINES AND FORMS

Once your organization decides how to participate in Frontier Fiesta, make sure to appoint your construction director. Review everything in this handbook, as well as the respective supplementary information and if you have any questions, contact the Director of Operations.

Deadline for Site Reservation & Site Security Form
January 30, 2015

Deadline for Building Plans & Specifications
January 30, 2015 and February 6, 2015

Mandatory OSHA Safety Brief (Location TBD)
March 15th, 2015

On-Site Construction Begins
March 16, 2015

All Major structural components must be constructed by
March 23, 2015 by 11:59 PM

All front decorations must be completed by
March 24, 2015 by 11:59 PM

Delivery & Set-Up for Tents
March 24 - March 25, 2015

Complete Site Clean-Up
March 29, 2015 (by 10:00 PM)

Important Forms & Items
- Site Reservation Form, Deposit & Package Payment
- Theft/Damage & Liability Waiver
- Individual Liability Waiver
- Building Plans & Specifications Form
- Chair, Table, Power, and Portable Toilet Rental Form