



Building Codes & Regulations

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Site Fees & Security Deposits

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

Security Deposit	\$900 (refundable security deposit)
Site Fee	\$2,500 (see Red Book for details)

Security deposits are reimbursable deposits, but deductions will be made if an organization violates terms outlined in the registration forms, policies, University of Houston Student Handbook, or site condition outlined below:

Security Deposit

For a full security deposit refund of \$900.00, Build Chairs must notify the Frontier Fiesta Director of Operations that they will or will not need FFA assistance in removing their team's front, by March 6th at 5:00pm.

After that date the refunds will be partial as shown below:

Notification before March 13th at 5:00pm to receive \$600 of deposit back

Notification before March 20th at 5:00pm to receive \$300 of deposit back

If a team wants their front removed by Frontier Fiesta, that team will forfeit their Security Deposit.

Safety

Horseplay, drinking, smoking and or otherwise illegal activity or conduct while on the Frontier Fiesta site during Build Week is **STRICTLY PROHIBITED**. Violators will be removed from the site and points will be deducted from the organization. A report to the Dean of Students may also be issued. Proper use of Personal Protection Equipment (PPE) including hard hats, eye protection, proper clothing (no boat shoes, fly knit shoes, sleeveless shirts, clothes must properly fit) and footwear is required while on site. The Director of Operations, Fiesta Chairmen, or Fire Marshall may rule any clothing improper at their discretion to ensure the safety of all persons on site. Violators will be removed from the site and points will be deducted from the organization.

Maintaining Your Site

Frontier Fiesta is a representation of our campus to the public and as such must be maintained at all times. In addition, all organizations must work together and respect shared space. The Frontier Fiesta Board of Directors will inspect sites periodically to make sure they are well maintained throughout the event. At the conclusion of each day, variety show teams must clean the tents and place trash next to the fronts before leaving the site.

Clean Up

Variety show teams must remove everything from the site including fronts, trash, decorations, tools, and props before 7:00 p.m. on Sunday, March 24th, 2019. The Director of Operations and Fiesta Chairman will inspect the site at 7:00 p.m. and the site must be completely clean by this point. Leftover items, including fronts will be removed, and the organization will lose their deposit if they did not inform us in the proper method that they wanted Frontier Fiesta to remove their front (See front removal status on deadlines and forms section). Communication from teams about Frontier Fiesta removing a team's front must come **FROM THE BUILD CHAIR ONLY**

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— EST. 1939 —

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 – January 18th, 2019 at 11:59 p.m.

Deadline for Building Plans & Specifications, Site Payment (or AFB Paperwork), Security Deposit – February 11th, 2019 at 11:59 p.m.

*If revisions are required after submitting building plans/specs, new versions must be sent back to the Director of operations in 4 business days after receiving mark ups back from the Director of Operations. There will be a loss of points outline in the Redbook if they are failed to be returned by the deadline.

Mandatory Safety Briefing – February 28th at 6:30 p.m. or March 4th at 6:30 p.m.

On-Site Construction Begins – March 11th, 2019 at 10:00 a.m.

*Teams must be on-site by March 12th at 4:00pm with tools and lumber. By March 13th at 12:00pm Teams must be actively working to construct their front. Failure to comply with either of these will result in the team being disqualified from consideration for Variety show awards and will not be allowed to set up a front. NO EXCEPTIONS

Power Tools Deadline – March 17th, 2019 at 6:00 p.m.

Front Decorations Deadline – March 20th, 2019 at 6:00 p.m.

Volunteer Hours –

March 9th and 10th, 2019 - 20 Hours Required for Build per variety show team

March 24th, 2019 - 10 Hours Required for Tear-Down per variety show team

Complete Site Clean-up – March 24th, 2019 at 10:00 am ending at 7:00 p.m.

Front Removal Status –

• See “Security Deposit” on page 3.

What is a Front?

Variety show teams that participate in Frontier Fiesta build “fronts”, also known as temporary structures, to provide boundaries for their variety shows. Show fronts are a maximum of 40’ x 15’ x 8’ wooden display pieces and are included in judging to determine the overall winners of variety shows. A front consists of a constructed facade or the “front” of a building, which is set adjacent to a tent. This wooden display gives the effect of walking into a real building and helps add to the small western town atmosphere of Fiesta City.

The support for the front is a series of A-frames to which the plywood front is attached. This applies to all fronts regardless of their heights. Fronts are usually built to be re-used. For this reason, the way your front is assembled is very important.

There are many ways to design and build a front. However, the guidelines in this packet have been formulated from years of experience to help with the process. The key to building any front is planning and creativity. Not all fronts need to look like buildings, be sure to take time to add your organization’s own special touch to the project. The final product should be something your organization can use for many years.

Creative and well-made fronts are eligible to earn **10 bonus points** for winning the “Best Front” contest. This is based on the overall quality of construction, attention to detail, appearance/design, originality, and incorporation of the theme. These bonus points will be added to the overall score for the Joe Koppel Award.

Things to Consider

Does the front correspond to the theme of your show?

How does the site look to people passing by?

Does it catch their attention?

Can lights and decorations be added?

Is your equipment protected from the weather?

What tools do you need for construction?

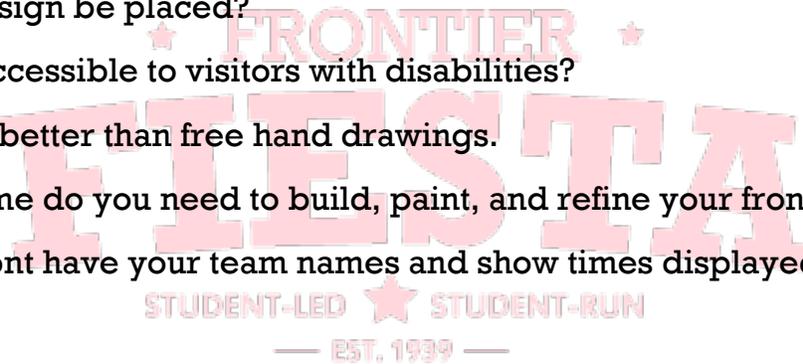
Where can a sign be placed?

Is your site accessible to visitors with disabilities?

Stencils look better than free hand drawings.

How much time do you need to build, paint, and refine your front?

Does your front have your team names and show times displayed?



Building Guidelines

Formulate Ideas

Make sure that the theme of your show is represented on your front. “Remember, fronts do not 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 variety show, choosing someone separate to be in charge of building is a good idea. This person will be in charge of communicating with the Director of Operations.” **You may use volunteers 18 years of age or older to help construct your front, if a volunteer is not 18 or older, a parental consent form is required.**

Building Plans & Specifications

A basic set of “computer-aided design” (CAD) drawings, including a front and side view is required. (See “Front Examples” section, p.15). All drawings must include the size of A-Frames. Drawings need to be dimensioned and should be drawn to scale with as much detail as possible. Focus on demonstrating how you will assemble the front. Consider how materials connect, storage, transportation and lumber sizes.

Form a Materials List & Budget

Once you have finished your design, you need to come up with a list of materials and a budget. Price out everything in your list and be sure to get quotes from several sources. Remember: Fronts do not have to be entirely wooden, however, prior written approval must be received from the Director of Operations for use of non-wooden materials. Look in to the Activities Funding Board for potential reimbursements. Keep all receipts.

Submit Drawings & Plans

All organizations that plan to build or construct any type of front or facade for their site must submit the building plans and specifications to the Director of Operations for approval by **Monday, February 4th, 2019.**

Funding

Budgets for building fronts can be expensive. However, remember that a well-built front can last many years. Make sure to contact the Activities Funding Board for potential funding and keep every itemized receipt.

Timeline

After the budget has been approved by your organization, you should create a construction timeline. The key is to start early and be ready for unexpected issues. Be sure to set your timeline from the day you budget is approved until completion.

Mandatory Safety Briefing Training

Two representatives per organization that intend to be on-site at Fiesta City during construction are required to attend the safety brief whether you are only building, decorating, or rehearsing. One of the attendees must be the Build Chair. In addition, all students participating in on-site construction are required to sign three waivers which are the Theft/Damage & Liability Waiver, Indemnification Agreement and the Photo Release Form.

Volunteer Hours

Variety shows competing in a variety show must complete 30 volunteer hours per team. Volunteers must volunteer for at least one hour per person. On-site tasks will take place at either the Fiesta City site or the Frontier Fiesta warehouse. Tasks include building, painting, setting up Fiesta City Buildings, etc. 20 hours are required for Build Week and ten hours are required on March 24th, 2018 for teardown. Failure to complete either will result in a loss of points for variety show teams.

Build

If possible, it is recommended to pre-assemble sections of the project before bringing them onto the site. Groups may work in Fiesta City, but because of security, inclement weather, or limited access to tools and electricity, organizations may choose to pre-assemble offsite. Note: on-site construction will begin on Monday March 11th, at 10 a.m. If you choose to assemble off-site, consider the size, weight, and method of transportation required to move each section. Teams must be on-site by March 12th at 4:00pm with tools and lumber. By March 13th at 12:00pm Teams must be actively working to construct their front. Failure to comply with either of these will result in the team being disqualified from consideration for Variety show awards and will not be allowed to set up a front. NO EXCEPTIONS

Painting & Decorating

After the front is finished and standing, it is important to put all the finishing touches on it. Paint, props, curtains, lights, 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 AND SHOW TIMES MUST BE INCLUDED ON THE FRONT.** Frontier Fiesta will provide show times to your organization.

Lights

Frontier Fiesta provides lights for the variety show tent for the stage. (Refer to Electrical)



Building Dimensions

Front Size

Height:

Maximum height for all fronts is 15 feet from the ground to the highest point on the front. This will be strictly enforced. No exceptions. This is a change from previous years where the maximum height for a front was 16 feet from the ground to the highest point.

Width:

All fronts must occupy the width of the site. Variety Shows are a minimum of 35 feet and maximum of 40 feet wide.

Depth:

The depths of all fronts is 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 4 A-Frames for fronts 24 feet long or under and 6 A-Frames for fronts over 24 feet, one at each end of the front, and one at each joint. All A-Frames must be at least as long/tall as the dimensions listed below:

15-foot front = 12ft A-Frames

12-foot front = 10ft A-Frames

10-foot front = 8ft A-Frames

Entrances:

Must be a minimum of 3 feet wide and 7 feet tall and be level with ground

A-Frame Construction:

A-Frames for fronts 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 one lag screw (1/2" diameter, 3" long) every 3 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 bolts at each end.

Example A-Frame (For 15 Foot Front)

Materials:

(2x) 12ft - 2x10

(1x) 10ft - 2x10 (ends cut at 45°)

(4x) Bolts (5/8" diameter)

(4x) Nuts (5/8" diameter)

(8x) Washers (5/8" diameter)

Construction:

Holes should be drilled for Bolts.

Make sure 2 water barrels will fit on the boards.

All water barrels must be 100% full. There must be two water barrels on each A-Frame. Frontier Fiesta will provide water barrels.

Common Reasons for Fronts Being Denied Approval

Lacking dimensions

Building materials not listed

Lacking "A" frame height and length

Plans not showing use of "A" frames or showing inadequate number

Main entrance/exit lacking dimensions

Construction Restrictions

Front elements such as patios cannot extend over 8 feet from the front wall of the structure.

Balconies cannot be used to hold equipment or people. This policy is designed to ensure site safety.

Fronts are not permitted to have stairs or ramps to be used as part of their entrances but can be used as non-functional props.

All fronts must be constructed using wood screws, bolts, and lag screws. Nails are not permitted.

- 1) Screws holding plywood to framing must be at least 1 ½" long
- 2) Screws holding together framing must be at least 3" long
- 3) Bolts used to hold together framing must be at least 5/8" wide and at least 4 1/2" long
- 4) Bolts used to hold together a-frames must be at least 5/8" wide and at least 10" long
- 5) Lag screws used to hold a-frames to front framing must be at least 1/2" wide and at least 3 ½" long —

Individual sections of a front must be bolted together using bolts. If you are using a previously assembled front that contains nails or ill-fitting bolts, you must make appropriate adjustments to transition the front to meet current specifications. Include photos in your notification.

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 late additions or changes must be submitted in writing and must be approved before on-site construction begins. Late additions are considered late once drawings have been submitted and approved. 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 Marshall's office, unsafe fronts must be stabilized or removed by the organization.

No heavy equipment can be used by a team to assist in building a front, e.g. forklifts, scissor lifts.

Electrical

All electrical work at Frontier Fiesta must be used in accordance with product specifications and designs provided by the manufacturer.

Electrical hardware must remain in the original factory production condition.

Wired, solar powered, and battery-operated electrical devices are permitted.

No hand wired electrical equipment or lighting will be permitted or allowed on-site. Devices that are manufactured with plugs are acceptable, but no hand wired devices.

All electrical work must be grounded, no two prong fixtures will be permitted.

All wired cables providing electricity to a device must be at least 3-conductor, 12-gauge (12 AWG) cable.

The Director of Operations or UH Fire Marshal can request changes be made to any electrical device or work, with changes made as soon as the request is communicated. All electrical work must be approved by the UH Fire Marshal.

Fireproofing

All combustible interior materials (i.e. any combustibles inside the tent, this includes but is not limited to: curtains, sidewalls, props, and backdrops) must be fireproofed. Fireproofing solution is as follows: 9oz, borax, 4oz. Boric acid, 1-gallon water, and ½ teaspoon low sudsing detergent. The Fire Marshal recommends soaking the item to be fireproofed in the solution to attain best coverage density. Consider how this process will impact your paint & decoration time. **All exits from the tent must be marked and established.** Frontier Fiesta will provide the exit signage.

Correction of Mistakes

The Director of Operations will notify the Build Chair of any mistakes that need to be corrected. Once notified, the organization must stop work and rectify the issue.

Mistakes will be defined as, but not limited to:

A front's length, height, or depth failing to meet requirements.

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.

Fire Marshal or Director of Operations finds something unsafe.

A front that poses a potential hazard, including but not limited to:

Electrical Hazard

Fall Hazard

Abrasive Hazard

Chemical Hazard

Sharp Object Hazard



Suggestions for Assembly

Wall sections should be laid on the ground, near the final location with the front facing down.

Attach the roof sections to the front with lag bolts and washers.

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

Lift sections from the top forward and slide into its final location. Attach section together where walls and columns meet.

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

If using a porch, attach 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.

