

Clay Fest Job Description

Updated October 2014

Building Chair

Building Chair has the responsibility of

- arranging for the electrical outlets for the booths and Gallery
- getting the fire permit for the show
- taping the floor showing where the booths and gallery are located
- meeting with the Fire Marshal prior to the opening of the show for a walk through
- getting the fire permit approved from the fire marshal
- putting tables and chairs into their locations, as ordered

Pre-Planning

- January - phone Electrical company, Fire Department and Fairgrounds prior to Clay Fest Budget Meeting to verify any change in costs from previous year.
- September - phone Electrical company and Fire Department to arrange dates and have the fire permit application sent.
- September 1 - Get the Fire permit filled out by this date - they like at least 6 weeks notice - included with the permit should be a map of the building showing exits, booth layout and capacity.
- Mid-September -
 - follow-up with a letter to the Electrical company with a map of the booth and gallery layout, dates, times and contact phone numbers.
 - contact the Fairgrounds to arrange when you can get in the building to tape the floor. This is done the Wednesday prior to the show if possible [around 9:30--10:00 am
 - After you have arranged this with the fairgrounds contact your committee members with dates, times & anything they will need for the job (ie: tape measures).
- 2 Weeks prior to Clay Fest - check with Show Furnishings Chair on where to place all equipment that has been ordered [tables, chairs & demo platform].
- 1 Week prior to Clay Fest-
 - Make a follow-up call to Electrical company to confirm they have booked the time, arrange when to meet at Fairgrounds and get contact

info.

- Arrange with Fairgrounds to get a key to the building
- Confirm a contact person at the Fairgrounds you can call if needed
- 2 Days prior to Clay Fest
 - Meet with your committee to tape the floor
 - Cover up the Exit sign in the left-hand corner of the building where a booth is.
 - Make arrangements with Security Chair to hand over key to building
- 1 Day prior to Clay Fest -
 - Meet Electrical company at Fairgrounds, make sure they know what needs to be done and field questions
 - Get a contact number in case any questions arise during the Show
- First Morning of Clay Fest -
 - Do a quick walk-through prior to Fire Marshal's arrival to check on the electrical
 - Make sure everyone has their fire extinguishers visible and that all materials in the booth meet with Fire Code
- Do a walk-through with Fire Marshal and get the permit signed

Fire Marshal's Office
1320 Willamette Street
Eugene, OR 97401
541-682-5411

Lane County Fairgrounds
541-682-4292
Contact Person - Rachael

For more information click this link to send us an email : information@clayfest.org
[Subject: Building Openings](#)