



2020 BUILDING INFORMATION POLICY

Any repairs, including painting or new construction, must be approved by TRF and performed by an approved builder. All shoppes must be of an enclosed, walk-in design with sales counters a minimum of six feet from the sidewalk. The site Manager's approval is required before any excavation or construction starts. A TRF approved builder must perform all construction. Approved builders are listed on the 'TRF Approved Builder List'.

As of February 15, 2012, all 'TRF Approved Builders' are required to have commercial general liability insurance as well as provide 3 references for their work.

All construction must begin before May 1st and be completed by September 1st. Construction work remaining unfinished as of September 1st may earn the shoppe owner a fine of \$500 and \$100 for every day after that the construction remains incomplete. Revocation of current vendor contract may also be imposed on shoppe owners that do not comply.

All construction must comply with TRF building standards. TRF will not approve or offer a contract to anyone unless the present condition of the shoppe meets TRF standards. Additionally, TRF will not approve or offer a contract to anyone unless that person understands that the shoppe is subject to continuing maintenance and periodic substantial renovation and rebuilding as may be required by TRF to ensure the continued growth and vitality of the festival.

All Stucco must be a minimum of 3/4" thick. "Stucco board" is acceptable.

All lumber on the exterior and within three feet of the ground on the interior must be treated lumber.

All shoppes must be a minimum of 2 feet away from exterior walls of neighboring shoppes or a fire wall must be built in between. Rooflines must be designed so as not to shed water on to neighboring shoppes or structures. All wood shingles must be of a medium grade (minimum of 1/2" thick) or better.

All wooden roof shingles must be stained. Composition shingles, rolled roofing, fiberglass corrugated, and tin roofing are forbidden from public view unless approved by both the Vendor Manager and Site Manager.

All light fixtures must be built-in inside shoppes. Both fixtures and wiring must be concealed.

ALL ELECTRICAL WORK THAT IS DONE MUST BE APPROVED BY THE SITE MANAGER AND MUST BE COMPLETED BY A LICENSED ELECTRICIAN. NO EXCEPTIONS.

Concrete shoppe floors must be painted, textured, or stained.

All plywood, particleboard, and chipboard must be covered or painted. No visible grade stamps. Cedar siding **MUST** be approved by TRF.

All vehicles driving on-site after April 1st must keep a minimum of 2 wheels on the main pathways. All parking and deliveries must take place behind the shoppe after this date. Shoppes with no rear access may have product unloaded in front of the shoppe and then the vehicle must be immediately removed from the site.



<u>BUILDER</u>	<u>PHONE</u>	<u>AREA OF SPECIALTY</u>
Rob Johns	(936) 242-7197	General carpentry repairs/Remodeling/New Construction
John Maser	(281) 541-6582 or (832) 654-5882	General Contractor/custom builder
Karl Flowers	(936)647-9189	General Contractor
Mark and Darcy Myers	(936)321-2090	General Contractor
Joe Treeloggen	(214) 604-5878	Big buildings/Painting/Display Cases
Jerry Isenberg	(936) 419-9669	All types of construction, booth repair and concrete slabs
Rollin Kearley	(817) 300-8788	Interior Remodel, Tile, Stone, Marble, Exterior Stucco
Steve Poncio	(832)768-5333	carpentry work, general repairs
Eric Gruel	(936)224-9483	carpentry work, general repairs and clean up (can build/roof if insurance is current)
“Marion” Georgina Dingus	(405)746-0641	Painting, Construction, Roofs, Stairs and Maintenance.
Keith Doyle	(832) 257-9588	Electrical Services – Master Electrician
Jay Runkel	(713) 824-1418	General remodeling/repairs/installs, cleaning of booths/roofs/foilage, Yardarms.

Waste Services

Gunnels and Son
Restroom Services (936) 577-1152

Caron Services, Inc.
Roll-off Containers (281) 356-7026

If you bring in a contractor to TRF not on this list, they must go through the approval process and submit their insurance and references prior to any work on your shoppe.



TRF Code Book Introduction

- **!!WARNING!!** (Codes are subject to CHANGE at any given time ALWAYS CHECK for latest REVISIONS.)
- WE all love the FESTIVAL. PLEASE, treat all of the property with the utmost RESPECT.
- For safety purposes, booth owners/operators are required to report UTILITIES possessed, to Vendor Manager immediately. Any utilities found and not reported will be removed and the booth owner/operator will be fined accordingly.
- ***Combustibles in booths should also be reported to Vendor Manager in case of emergencies such as neighboring booth fires. Items such as small personal bottles of propane, hair spray, etc. are not required to be reported.
- Any construction after September 1st is subject to fines of \$500 and \$100 for every day after that construction remains incomplete, as well as subject to loss of TRF Shoppe License.
- Projects could be stopped for safety reasons at any given point in time.
- Project sites are to stay clean and safe.
- You and/or your contractor are responsible for all damages caused by you and/or your contractor to surrounding builds/property/utilities/etc. Any unreported damages will most definitely be accompanied with a fine upon discovery.
- You and/or your contractor must present all projects for approval prior to starting the project including demolitions.
- Different construction materials may be required from original requested materials due to similarity of materials in the area. Please be original and creative.
- You may be required to have certain theme, specific decorations, and/or build your booth according to the theme in your area.
- Weather situations will not give automatic approval to alterations to the original approval.
- All items left outside of booths will be picked up by TRF maintenance staff and the booth owner/operator will be fined accordingly, whether inside or outside of Festival time. Any items such as cars, trucks, trailers, chairs, tables, misc. debris, trash, etc. will be removed. This change is to help us TRF help you have a rodent free, healthy, safe, clean and fun Festival environment.
- You, and or your contractor are responsible for all actions on TRF Property.



- Passing the BUCK will not be acceptable.

Many codes may change Due to project applications and nature of project.

TRF does not have a Grandfather Clause.

TRF Utility Codes

- When requesting [New/Reworking] Utilities a [Diagram/Design] Must be present for approval of said project.
- POWER must be installed at a minimum of 24" deep to the top of the pipe to existing grade and using a minimum of 1" (2" Preferred) gray electrical pipe with long sweeps.
- WATER must be installed at a minimum of 24" deep to the top of the pipe to existing grade and using a minimum of 1" pipe but not to exceed 2" pipe. Above the ground at booth other sizes may be used. **To help reduce the cost of repairs and breakage, all new buildings must use APEX or CPVC for plumbing. No PVC will be approved.**
- All plumbing lines must be secured in walls.
- It is the shoppe owner's responsibility to have a main shut of valve to their shoppe and to inform TRF the location as well as making sure the main shut off valve has been turned off and pipes drained at the end of the festival.
- PROPANE must be installed 12" minimum from the top of the pipe to the existing grade.
- PHONE must be installed at a minimum of 12" deep from the top of the pipe to the existing grade and using a minimum of 1" gray electrical pipe with long sweeps.
- SEWER must be installed at a minimum of 12" deep from the top of the existing grade and using a minimum of 4" PVC pipe with a 200-gallon solids tank or determined by the application according to the location. (Some areas may not have option of sewer and water due to TRF facility size.)
- ALL utilities must have trace wire coated minimum 14-gauge AWG, be stubbed up 12" above grade at each end and must have warning tape 6" below grade. Trace wire must be duct taped to the top of the pipe prior to inspection.
- ALL pipe MUST be inspected by site manager before it is covered, without exception, including weather situations. Business hours: 8am–4pm Monday-Friday.
- ALL codes are subject to change only in prior approved special applications or as required by TRF.
- TRF needs a copy of hired electrician license **before** any new work or repairs or made.
- Any electrical outlet on the outside of shoppes **must** be a GFCI or protected by a GFCI circuit.



- All electrical exposed to inclement weather must be weatherproof.
 - All main electrical panels in shoppes or on exterior of shoppe must always maintain a clearance of 3 ft. **There will be no exceptions.**
 - TRF will **not allow** any extension cords to be ran in walls. All extension cords used must be in **good repair** (no cuts, not taped, no nicks, etc.). Extension cords **cannot** be buried for temporary power. Cords must be **unplugged** and **removed** after festival season is over. Any extension cord found after the festival season, will be removed and thrown away, and shoppe owner be warned and fined \$25.00 per incident.
 - Any electrical plug above a countertop or within 2 ft. of a sink, **must** be protected by a ground fault circuit interrupter (GFCI).
 - Any and all electrical outlets must have plates and must be in good working order. Any outlet that is damaged, not covered, etc. should be replaced.
 - Any electrical pipe that comes loose or apart, it needs to be properly repaired and not taped together.
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- **NOTE:** As new TRF systems are installed everyone will have to connect to them. As of Jan 2015 old water systems will be deleted.

TRF does not have a GRANDFATHER CLAUSE, it does not exist



Shoppe Improvement Request Form

Date: _____ Shoppe #: _____ Shoppe Name: _____

Shoppe Owner: _____

Phone Number: _____ Email Address: _____

Builder: _____

Description of the work to be done:

Where applicable please include the following:

- Detailed front & side elevation drawings with dimensions
- Floor plan with dimensions
- Utility plan

Shoppe Owner must submit request by mail, fax, email or drop off directly to TRF for approval.

Building materials:

Building schedule: Start Date: _____ Approximate Completion Date: _____

Requested by: _____ (Print) _____ (Sign)

Approved by: _____ Jennifer Pierce, Vendor Manager

Approved by: _____ Dennis McCorvy, Site Manager