Campus Showcase Information Packet
Open House 2018
New Student & Transition Programs
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Introduction

Cal Poly Open House: April 12, 13, 14
New Student & Transition Programs and the Open House Committee proudly present Cal Poly’s 25th Annual Open House. Prospective students, the community, and alumni are invited to explore the university and San Luis Obispo. This packet will overview the rules, regulations, and procedures for Clubs and Organizations to participate in Campus Showcase. Campus Showcase, taking place April 14, 2018, hosts over 200 clubs and organizations. We are excited to provide a forum for clubs and organizations to engage with campus guest and showcase Mustang pride and our Learn by Doing mantra. Please read this packet in entirety and attend all meetings to ensure your club and organization understands all steps in order to participate.

For digital copies of all paperwork, instructions, and mandatory meeting materials, visit: orientation.calpoly.edu/clubs

Mandatory Meetings *Attendance WILL Be Taken*, must complete sign-in with Open House Committee at each meeting to count as attended
Thursday, January 18 11:00 a.m. @ Chumash Auditorium
Thursday, February 15 11:00 a.m. @ PAC Pavilion
Thursday, March 15 11:00 a.m. @ Chumash Auditorium
Thursday, April 12 11:00 a.m. @ Chumash Auditorium

Meeting attendance and sign-ins are required for participation. Missed meetings/ failure to sign-in may result in fine and/or inability to participate.

Who must attend mandatory Club Meetings?
- Any Club/Organization wanting to participate in Campus Showcase must attend all meeting and follow guidelines and processes in this packet
- Campus departments / department-hosted organizations (ie WOW Team) need only to attend/follow these procedures if the following:
  - Food handling and/or the selling food/merchandise
  - Requesting use of additional booth spaces or electricity
  - If none of the above applies, OR if a Professional Staff Member organizes booth, you will be able to participate by contacting orientationresources@calpoly.edu

What are other ways to participate?
- There are many ways to engage with students/guests at Open House including: Farmers’ Market, Poly Royal Parade, Dexter Stage, Friday Nite Invite, and hosting a Special Event, contact to participate in these events in on Page 5
- This packet overview requirements for participation in Campus Showcase on Saturday April 14th, 2018, if a club/organization choses to participate in the other events list above, they may be subject to additional requirements, regulations, and processes

For more, visit orientation.calpoly.edu/clubs or email orientationclubs@calpoly.edu
I. Important Dates and Contacts

### Important Dates

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tr>
<td>Sunday, January 21</td>
<td>Club Intent Form due at 5:00 PM ONLINE</td>
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<tr>
<td>Friday, February 9</td>
<td>Campus Showcase Agreement form due at 5:00 PM IN PERSON</td>
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<td></td>
<td>• Must sign up for one-on-one when agreement form is turned in</td>
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<td></td>
<td>• HARD COPY to New Student &amp; Transition Programs Office (Bldg. 52, Room E-10)</td>
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<td>February 26 through March 1</td>
<td>Club One-on-Ones</td>
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<td>Due at time of meeting:</td>
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<td>• Completed deposit slips, paid in full</td>
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<td>• Completed Food Waiver/Donation Form</td>
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<td>Thursday, April 12</td>
<td>Campus Preview Night at Farmers’ Market</td>
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<td>6 PM - 9 PM</td>
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<td></td>
<td>• Final Mandatory Meeting and Booth Permit Pick-Up, 11:00 AM @ Chumash Auditorium</td>
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<tr>
<td>Friday, April 13</td>
<td>Admitted Students’ Discovery Day</td>
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<td>• Campus Showcase setup and check-in</td>
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<td>6:00 PM – 8:00 PM (set-up ends at dusk)</td>
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<td></td>
<td>• Friday Night Invite 7:30 PM – 10:00 PM</td>
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<tr>
<td>Saturday, April 14</td>
<td>Poly Royal Celebration</td>
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<td>• Campus Showcase setup resumes at dawn, must be complete by 8:30 AM</td>
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<td></td>
<td>• Poly Royal Parade 9 AM – 10 AM</td>
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<td></td>
<td>• Campus Showcase 10:30 AM – 3:00 PM</td>
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<td></td>
<td>• Dexter Stage 10:30 PM – 2:30 PM</td>
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<td>• Awards 2:30 PM</td>
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<td></td>
<td>• Club clean-up &amp; removal 3:00 PM – 5:00 PM</td>
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<td>*(if after 5:00 PM, club subject to fine)</td>
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Open House Committee Contacts

Open House Club Leads (Campus Showcase)  
Lauren Hamilton  
Halie Swanson  
orientationclubs@calpoly.edu  
805-756-7576  
Bldg. 52, Room E10

New Student & Transition Programs  
Nate Alcorn, Open House Pro Staff Advisor  
nalcom@calpoly.edu  
805-756-2400

Poly Royal Parade Contact  
Randie Billesbach  
rbillesb@calpoly.edu

Friday Night Invite Contact  
Mikaela Reed  
mreed09@calpoly.edu

Dexter Stage Contact  
Chris Almacen  
calmacen@calpoly.edu

Campus Preview Night at Farmers’ Market Contact  
Bridget Parry  
bmparry@calpoly.edu

Open House Special Events Contact  
Jack Giosso  
jgiosso@calpoly.edu

Important Campus Contacts

Campus Dining  
Russel Monteath  
Cynthia Stocker  
rmonteat@calpoly.edu, 805-756-1178  
cstocker@calpoly.edu, 805-756-1173

Facility Services  
Don Popham  
dpopham@calpoly.edu  
805-756-5515

Office of Trademark Licensing  
Sasha Palazzo  
sapalazz@calpoly.edu  
805-756-7155

Contracts & Procurements/ Risk Management  
Melissa Swanson  
mswanson@calpoly.edu  
805-756-6755

Environmental Health & Safety (Food Safety)  
Food Safety: Kim Porter  
Fire Extinguishers: Jensen Aquino  
environmental-health-safety@calpoly.edu  
805-756-6665  
jjaquino@calpoly.edu
II. Participation Requirements Overview

There are three major steps that must be completed in order for a club to participate in Open House. Please review the timeline and descriptions below for what your club must do to participate in Open House. Failure to complete any aspect of these forms, missed deadlines and meetings, or incorrect/inaccurate/incomplete forms may result in a fine or the inability to participate in Open House. Fines past due from previous years may also result in inability to participate in Open House. All forms and procedures may be found at orientation.calpoly.edu/clubs.

Overview of Required Steps and Forms

The following steps must be completed and received by the Open House Committee in order for a club to participate in Open House:

1. Complete “Club Intent Form” (online), due January 21 at 5:00 PM
2. Complete “Campus Showcase Agreement Form” (hard copy to NSTP office) AND sign-up for Club One-on-One, due February 9 at 5:00 PM
3. Complete Club One-on-One, due at time of One-on-One (hard copy):
   a. “Open House Deposit Slip” w/ participation fees paid in full
   b. “Request to use Cal Poly name” (if selling merchandise with Cal Poly name)
   c. If selling/providing food or beverage:
      i. “Application for Temporary Food Permit” AND
      ii. “Catering Waiver Application Form”
      iii. “Catering Donation Request Form” (if food is donated from outside entity)

Description of Required Steps and Forms

“Club Intent Form” (online), due January 21 at 5:00 PM
This form is part 1 of 2 of a club’s binding agreement to participate in any capacity in Open House. Information needed to complete this form includes:

- Type of booth (Concession or Informational)
- Booth Description
- Product list of all merchandise/food/beverage (if applicable) being sold including ingredients, place of purchase, and details about the transportation, handling, and storage
- Electricity needs (not guaranteed) and with description of equipment needing electricity
- Club contact information of the Open House Club Representative, Advisor, President, and Treasurer

“Campus Showcase Agreement Form” (hard copy to NSTP office), due February 9 at 5:00 PM
This is part 2 of 2 of a club’s binding agreement to participate in any capacity in Open House. This form is turned in via hard copy to the New Student & Transition Programs office, Bldg. 52, Room E10. Clubs will be given a copy of the signed form once the Open House Advisor has signed at their Club Rep One-on-One. Information needed to complete this form includes:

- Signatures of the Open House Club Representative and Advisor
- ASI Account Number (still needs to be done even if it is only an informational booth), ISO name, Fund/Dept. ID/Account/Program numbers as applicable
Club Rep One-on-One
This meeting is required for all clubs participating in Open House Campus Showcase. These meetings are with the designated Club Open House Rep and an Open House Committee representative to do a final review of all necessary paperwork and steps. A One-on-One is not marked as complete until all steps and forms have been submitted and received. Club Reps will be able to sign-up for One-on-one's as they turn in the “Campus Showcase Agreement Form” February 1st through February 9th, One-on-Ones occur February 26th through March 1st. Forms and information needed to complete a One-on-One include:

- “Campus Showcase Agreement Form”
- “Open House Deposit Slip” w/ participation fees paid in full
- If selling/providing food or beverage:
  - “Application for Temporary Food Permit” AND
  - “Catering Waiver Application Form”
  - “Catering Donation Request Form” (if food is donated from outside entity)

“Open House Deposit Slip”, due at time of One-on-One
All clubs are required to turn in a Deposit Slip at their One-on-One regardless if the club is making a financial deposit to participate. Deposit Slips indicate that a club requiring any additional amenity for Campus Showcase (additional booth space, electricity, etc.) and the payment method via the University Cashiers Office confirming payment. If a club is not paying for any additional amenities, complete the Deposit Slip and mark a grand total of $0. There are three layered copies to the Deposit Slip:

- White – Turned in to Open House Committee at time of one-on-one
- Yellow – Kept by the Club for records
- Pink – Personal copy kept payee if seeking reimbursement

Once payment is received, clubs must request two receipts. Original copy for the payee and reprint copy must be turned in with Deposit Slip to Open House Committee at time of one-on-one.

- For Clubs with an ASI account, the Deposit Slip along with a personal check/cash must be taken to Cashiers Office. Club Reps/payee must request a reimbursement via club PRF with original Cashiers Office receipt and submitted to ASI Club Services.
- For other campus organizations, clubs must provide a chartfield string for payment or club check, personal check, or cash.

“Application for Temporary Food Permit”, completed by time of One-on-One
Required for all clubs planning on selling or providing food as part of their booth. Visit https://afd.calpoly.edu/ehs/foodsafety.asp to review processes and procedures. Document must be completed electronically, saved and sent to environmental-health-safety@calpoly.edu. Once received, Environmental Health & Safety will review. If approved, the food handlers will be assigned training via PolyLearn and the requestor will receive Temporary Food Facility Permit via e-mail. This permit must be displayed in your booth on the day of the event. Form must include the names/Cal Poly e-mail addresses of ALL food handlers – each club is required to have at least three food handlers. Training AND form must be completed and reviewed by Environmental Health and Safety at time of your one-on-one. Process for food permits will be completed during February 15 meeting.
“Catering Waiver Application Form,” due at time of One-on-One
Required for all clubs planning on selling or providing food as part of their booth. This form is necessary for clubs to complete so that they may sell food during Open House not from University Catering.

“Catering Donation Request Form,” due at time of One-on-One
Required for all clubs planning on selling or providing food as part of their booth. “Donation Request Form” must be completed by clubs who will have food donated to them for use at Open House. This form is for food items only and may only be used at Open House. The donation must come from a retail food establishment with a valid health permit. If a donation is in a monetary form, the moneys donated must be used to purchase food products needed for Open House from Campus Catering per Campus Administration Manual section 241. It states: “Campus food sales/service and related facilities are the exclusive privilege of the Corporation. The Corporation is assigned this responsibility by the University to facilitate adherence to applicable policies, ordinances, and laws, and for the continuity of the total food service program from the University Community.”

“Student and Internal Request to use the Cal Poly Name,”, due to University Marketing prior to items produced
Must be completed by clubs who plan to sell merchandise with any version of the Cal Poly name or logo.

Clubs and organizations planning to create or use products with the Cal Poly name or logos must complete the one-page “Student and Internal Request to use the Cal Poly Name” from which can be found online at universitymarketing.calpoly.edu/resources/trademark-licensing/request-form.

Source: universitymarketing.calpoly.edu/resources/trademark-licensing/groups/
III. Temporary Food Facilities Guidelines

Prior to the event, all temporary food facilities must have a Permit to Operate. In addition, all operations on campus which involve preparing, handling, cooking, selling, or giving away food to the public must meet the following requirements from the California Health & Safety Code and the San Luis Obispo County Division of Environmental Health.

General Requirements:
A. Approval to Serve or Sell Food:
   All temporary events open to the general public and at which food will be served or sold must be approved in writing by Environmental Health & Safety. For Open House only, Environmental Health & Safety uses the participation agreement on the Open House online application.

B. Prohibited Foods:
   Except for food prepared by groups or organizations for their own consumption (i.e., private events not open to the public), foods prepared in private homes may not be sold or given away on the Cal Poly campus. All drink products sold or given away must be a registered Coca-Cola product. A list of approved Coca-Cola products can be found on the Coca-Cola website.

C. Food Preparation and Cooking must be by:
   ▪ Members of the sponsoring organization working in an approved temporary food facility (food booth or BBQ)

D. Demonstration of Knowledge & Training
   ▪ Temporary food facilities that prepare, handle or serve non-prepackaged food shall have a person in charge who can demonstrate to Environmental Health & Safety that he/she has adequate knowledge or food safety principles as they relate to the specific food facility operation. The responsibilities of the person in charge of a temporary food facility include the safety of food preparation and service, ensuring that all individuals who handle non-prepackaged food have sufficient knowledge to ensure safe preparation and service of the food.
   ▪ All individuals who prepare, handle or serve non-prepackaged food must receive the following food safety training prior to the event. Environmental Health & Safety will accept the following training programs:
     o American National Standards Institute (ANSI) Accredited Food Protection Manager Certification
     o ANSI Accredited California Food Handler Certificate
     o Cal Poly Food Safety Training Program (assigned through PolyLearn)

E. Temporary Food Facility Permit
   2. Download the ‘Application for Health Permit – Temporary Food Facility.’
   3. Fill out the document completely. Save and send to environmental-health-safety@calpoly.edu
      ▪ Include the names/Cal Poly e-mail addresses of ALL food handlers (the application states you need a minimum of three, but if you have more please send them in the body of the email.)
   4. Once received, the Environmental Health & Safety office will review. If approved, the food handlers will be assigned training via PolyLearn and the requestor will receive Temporary Food Facility Permit via e-mail. This permit must be displayed in your booth on the day of the event.
   5. If you need a fire extinguisher, please come to the Environmental Health & Safety office in Building 80 the week of your event.

Reminder: This is due by your One-on-One meeting. If we have any questions or concerns, they will be addressed in the meeting before assigning training or issuing the permit.
Food Handling Sanitation Requirements:

A. Food Preparation

- All food handling, preparation, and serving shall take place inside an approved food booth or in a Campus Dining facility, unless the Environmental Health & Safety Office has approved of a different preparation site (such as a restaurant, delicatessen, church, or other approved kitchen).

- **FOOD PREPARED OR STORED AT HOME IS PROHIBITED.**

- Barbecues outside the booth are allowed for cooking only. Food must be assembled inside the booth. Barbecue placement must be approved by Environmental Health & Safety and all barbecues must have a fire extinguisher issued by the Environmental Health & Safety (loaned at no charge).

- Deep fryers, grills, etc. may require separate screened area, as determined by the campus Environmental Health & Safety. Any heating device will require a fire extinguisher issued by the campus Environmental Health & Safety (loaned at no charge).

- Food preparation surfaces must be smooth, easy to clean, and nonabsorbent, such as commercial cutting boards made of hard white plastic. Wood cutting boards are not allowed. All utensils must be kept clean and protected from contamination.

B. Temperature Control

- Proper temperature control must be provided for all perishable (potentially hazardous) foods. Potentially hazardous foods are foods made in whole or in part with milk products, eggs, meat, poultry, fish, or shellfish. It also includes such products as cream pies, custards, potato salad, beans, rice, pasta, potatoes, or meat salads (tuna, chicken, etc.).

- All booths must have a metal probe thermometer to check temperatures. Hot foods must be kept above 135°F and cold foods must be kept below 41°F. Foods kept between 41°F and 135°F are in the “danger zone”; these temperatures allow bacteria to survive and increase in numbers leading to food poisoning.

  **Note:** Keeping foods at proper temperature will require equipment such as refrigerators, coolers, stoves, grills, steam tables, chafing dishes, etc. to cook and maintain the required temperature for all perishable food.

C. Utensil, Equipment, Surface Cleaning & Sanitation

- All food facilities serving non-prepackaged food must provide methods to manually wash, rinse and sanitize equipment and utensils. This set-up may include three containers large enough to submerge the largest equipment and utensil. The first container shall hold hot (120°F) wash water, the second hot (120°F) rinse water, and the third a 100-ppm chlorine or 200-ppm quart sanitizing solution. Note: To make a bleach-water solution of 100-ppm chlorine, add two teaspoons of bleach to one gallon of water.

- A warm washing sink or container may be shared by up to four temporary food facilities that handle non-prepackaged food if the sink is centrally located and is adjacent to the sharing facilities.

- Facilities handling non-prepackaged foods must provide a means to clean and sanitize all preparation surfaces and other areas where normal facility operations may result in food spills or contamination.

- Provide a bucket containing a 100-ppm chlorine or 200-ppm quat sanitizing solution and keep wiping cloths submerged in the sanitizing solution between uses.

  **Note:** To make a bleach-water solution of 100-ppm chlorine, add two teaspoons or bleach to one gallon of water.

- A spray bottle containing approved sanitizer to clean surfaces may only be used with clean wiping cloths or disposable towels to wipe the sprayed surfaces.

- Always allow surfaces to air dry.

- Provide a second container of sanitizing solution when working with raw meats and use separate wiping cloths on ready-to-eat food contact surfaces.
D. Wastewater
- Water and other liquid wastes, including waste from ice bins and beverage dispensing units must be drained into and stored in a separate leak proof container.
- Liquid waste must be disposed of through the sanitary sewer. Do not dump waste water on the ground, in the street/gutter or down the storm drains.

E. Food Handlers
- Food handlers must be in good health/should not have a cough, cold, sore throat, fever or any infectious disease. If food handlers have a bandage, sore, or rash on their hands, plastic gloves must be worn.
- Food handlers must wash their hands with soap and water before starting food preparation, after smoking, eating, or using the restroom, and frequently during the course of booth operation.
- A clean apron or outer garment must be worn and hair must be restrained with hats, hair ties, or nets if longer than collar length.
- Sanitary food handling techniques must be used at all times. Avoid bare hand contact with foods. If possible, food handlers should use tongs, disposable plastic gloves, or single use tissues to handle food.
- Eating, drinking, smoking, chewing gum or tobacco is prohibited inside the booths.

F. Condiments
- Condiment containers (ketchup, mustard, onions, relish, etc.) must be a pump or squeeze-type container, or have self-closing covers / lids to protect the contents. Most condiment packets are not compostable and are therefore not compliant with Open House zero waste policies. No open containers of relish, onions, salsa, etc. are allowed.

G. Hand Washing Facilities
- Restroom facilities with hot and cold water, soap and towel dispensers must be available within 200 feet of the food preparation and service area unless other arrangements are pre-approved by Environmental Health & Safety.

H. Ice
- Ice used for cooling cannot be used for food preparation or in drinks such as soda, snow cones, or shaved ice. Ice coolers and chests must be stored at least six inches above the ground.

I. Animals
- Absolutely no animals are allowed within 20 feet of any food serving areas, indoors or outdoors. Service dogs are exempt.

J. Storage / Service
- All food, beverages, utensils, and equipment must be stored, displayed, and served so they are protected from contamination, and must be stored off the floor on shelving, boxes, or pallets at least six inches above the ground.
- All unserved food hot held potentially hazardous foods must be properly discarded at the end of the day.

Food Booths
- Except as provided below, the booth must be entirely enclosed with four complete sides, a covering (such as a canopy), and a cleanable floor.
- Food Booths operating on grass or dirt must use plywood, tarp, or similar materials for floor surfaces.
- Food service opening (not larger than 216 sq inches or about 12” x 18” each) and doors should self-close tightly to prevent insects from entering.
- Food operations that have adjoining barbecue units should have a pass-through window or door at the rear or side of the booth.

Construction materials for booths, such as plywood, canvas, plastic and fine mesh fly screening may be used.
NOTE: The only operations not requiring fully screened, enclosed booths are those selling beverages from an approved dispenser or food and beverage items prepackaged by a wholesaler or at an approved off-site kitchen. These items must be sold in the original packaging and may be sold from an open-air booth, which is a structure with four solid walls of at least three feet in height.

Barbecue Requirements
A. All barbecue units used to prepare food that will be served to the public must be part of an approved food facility, such as a restaurant, a mobile food vehicle (commercial food trailer) or a temporary food booth. These food facilities must be located within 200 feet of the barbecue setup.
B. The barbecue will be sufficiently separated from public access to prevent contamination of the food and injury to the public (5 feet of separation is recommended).
C. All barbecues must have a cooking surface that is easy to clean.
D. Barbecues are to be used for cooking only. Food must be assembled inside the booth. The only outside food preparation activities allowed at the barbecue are:
   - Cutting apart cooked ribs on grill or cutting board attached to the BBQ unit.
   - Wrapping of grilled foods in paper or foil.
   - Seasoning of food on the grill.
   - Portioning of one side dish that is held on the grill.
   - Placing whole, individually barbecued food items such as hotdogs, sausages, quartered chicken, hamburgers, etc. onto / into buns.
E. If you are only serving whole, individually barbecued food items such as those listed in ‘D’ above, which are served directly from the grill to the customer, and beverages from approved dispensers, or food and beverage items prepackaged by a wholesaler or at an approved off-site kitchen, you are not required to have an enclosed, screened booth. You are still required to have an open air booth. More information is available here on open-air barbecue booths: https://afd.calpoly.edu/ehs/foodsafety.asp
   Note: Serving of tri-tip sandwiches involves slicing and food assembly. You must provide a fully enclosed, screened booth within which to slice and assemble.
F. All barbecues must have a fire extinguisher issued by the Environmental Health & Safety.
IV. **Fire Safety Guidelines**

**General Booths**

- Fire Extinguishers: must be obtained from the Environmental Health & Safety and must be kept in any exhibit or concession that uses any type of heating device. Fire extinguishers can be checked out at no cost from the Environmental Health & Safety Office in Building 80, the day before Campus Showcase, Friday April 13th, 2018.
- All doorways, walkways, exits, corridors and windows shall be kept clear of any obstructions (tables, booths, etc.).
- All exit doors in booth must be kept closed, but unlocked at all times.
- Crowd Control: it is the operator’s responsibility at an exhibit to not overcrowd exhibits, classrooms, etc. If inside, be aware of the posted room capacity.
- Materials Fireproofed: The use of cloth, paper, etc., is essential to many exhibits’ decorations during Open House. We recommend groups purchase their supplies with the stamp of approval by the Fire Marshal indicating they are fire retardant or fireproof.
- “No Smoking” signs will be posted in required areas as designated by the Fire Department. Under NO circumstance will smoking be allowed in booths.
- Canopy or Tent Use: The canopy must be flame retardant. Under NO circumstance will smoking be allowed under canopies.
- Electrical: Do not overload wall units. Use only extension cords which are grounded and Underwriters Laboratories approved.
- Fire hydrants, access roads, or access to any other emergency equipment are not to be obstructed in any way by the construction of any booth or exhibit.
- The storage of gasoline (or any hazardous liquids) must be in approved quantities and in metal safety containers only.
- Trash storage must be in approved trash receptacles only.
- Keep immediate vicinity of all exhibits clear of any trash and items not needed. They are aesthetically unappealing and a fire hazard.
- Disposal of hot barbecue coals is allowed only in approved containers.
- Disposal of ash and embers:
  1. Extinguish with water and put in a metal container (ash can) with lid (not trash receptacle).
  2. Do not store or place metal container (ash can) near combustible items (booths, shrubbery, trash, etc.).
V. Campus Showcase Rules and Regulations

General

 The participating club or organization is responsible for replacing or repairing any damage done to buildings, grounds, or equipment.
 In case of any dispute or misinterpretation, the decision of New Student & Transition Programs is final.
 Any merchandise bearing the Cal Poly name or trademark must have approval via University Marketing prior to sale and production
 Use of the official Open House logo and artwork is not permitted.
 No alcohol or drug-related graphics or merchandise will be allowed.
 In terms of payment interactions that happen during Campus Showcase, they must be PCI compliant. Only cash will be accepted as a form of payment. No Venmo or Squares is permitted.
 If equipment is rented from a third party for Club usage, it cannot display logos or advertisement from the business. (i.e.: If renting a canopy, it cannot have the logo of the business it was rented from)
 The possession, promotion, or sale of alcoholic beverages is prohibited.
 We recommend a descriptive sign, banner, or poster with your club name at your booth.
 No wandering vendors of any kind are allowed. You may not advertise for your concession, exhibit, or event outside of your booth space. You must stay within your assigned space when promoting your club. Your club may be charged a fee or your booth can be shut down. While you must stay within your assigned booth space when promoting your club at the Open House event, there is nothing prohibiting the use of flyers or signage at your booth space, or flyers and signage in other campus areas outside the Open House designated areas, so long as such materials comply with the campus time, place and manner policy.
 The improper use of Cal Poly facilities or violation of Open House or Cal Poly rules will result in fines or loss of priority, will jeopardize future Open House and/or WOW participation, and may result in judicial sanctions.
 Only Cal Poly chartered clubs, organizations, and departments are allowed to fully participate.
 Cal Poly clubs in the chartering process may participate as an informational booth, single space, only
 Any display must stay in designated 10’x10’ booth space.
 Drones are not permitted on campus and will be monitored by UPD during the Open House Weekend.

Conduct

 Smoking is not permitted in any exhibit or booth.
 Visitors must be treated with respect.
 Appropriate attire and language must be used.
 Please drive with caution due to the large number of pedestrians on campus.

Safety, Health, and Security

 The safety, health, and security of Open House guests and participants must be the primary concern and ultimate responsibility of each participating organization. Campus health and safety regulations must be employed at all times.
 The Open House Committee, University Police, and campus health inspectors will examine every booth and close down any booth not following the participation agreement on the rules and regulations.
 All participants must abide by posted maximum capacities for rooms on campus.
 First aid kits will be located at the Open House information booth at Dexter Lawn
 In an emergency, dial 911. Report all injuries to the main Open House info booth on Dexter Lawn.
 Food Preparation and Service Guidelines (pages 4-6) must be read, understood, and followed.
 All Fire Safety Guidelines established and distributed by the Risk Management office must be read, understood, and followed.
Set-Up/Take-Down
- When parking a vehicle to unload your booth, park as close to the curb as possible. Other vehicles, including emergency vehicles, must be able to pass.
- Campus will be closed to all vehicles after **8:00 a.m. on Saturday.**
- During clean-up do not put lumber in the dumpster; stack it neatly beside the dumpster.
- Do not put any cardboard boxes into university trash containers. Break boxes down and stack them.
- Teardown will begin at **3:00 p.m.** and must be completely torn down by **5:00 p.m.** Failure to do so will result in a fine.
- Any sandwich boards or booth parts left on campus will be picked up and stored. They may be reclaimed for a $50 fee by contacting the Open House Committee at 805-756-7576.

Electricity
- Each club that purchases and receives power is allowed one standard plug. **Electricity is not guaranteed.** No power strips or surge protectors may be used. Look at the labels on your appliances to find their energy rating. Maximum rating of plug is: **120 volts/12 amps/1600 watts**
- **Do not connect extension cords without authorization!** Electricity may be used from Open House approved panels only. There is a limited amount of power and if too many users are plugged into the system, a fuse will blow resulting in no power for anyone.
- Groups must bring their own extension cords (sufficient size: 12 gauge 3 wire). Outlets may be up to 100 feet away. Questions about electrical outlets should be addressed to the Open House Committee only after booth assignments have been made.
- You must bring duct tape or rubber mats to cover all cords to prevent accidents.
- Radios are not allowed to be plugged in. Bring batteries!
- Generators are permitted, but are not provided by Open House.

Audio/Visual
- Groups are responsible for providing any audio or visual equipment needed. For information on borrowing equipment, contact Classroom Technologies Services (02-009) at 756-6765.
- Sound devices must be controlled so they do not interfere with other exhibits or activities. Any use of amplified sound must be described on the Intent to Participate and approved by the University.

Booths
- Booths and/or structures/displays must be sturdy and well-built, and must fit within the dimensions (no larger than the standard 10’ x 10’) of the space assigned.
- Clubs are responsible for their own booth. Open House does not provide booths, tools, tables, chairs, etc.
- Advertising for concessions, exhibits, or events is permitted only on the premises of that concession, exhibit, or event. Any other advertising will be removed immediately.
- During Open House, commercial signs or logos may not be displayed at booths. With the exception of acknowledgments for sponsorship.

Drawings
- Tickets must be sold during Open House and tickets must be drawn by 3:00 p.m. Saturday, April 14.
- Time and location of drawing must be clearly printed on advertising and displayed at booth.
- Drawing winner names are to be provided to the Open House Dexter Lawn booth for announcement.

Ticket Sales
- Ticket sales for events outside of Open House are permitted, as long as the tickets are sold from a specific club’s concession booth. Ticket sales must be listed on attached sales form.
- Events for which tickets are being sold must have the time and location clearly displayed on any advertising material and the same information must be displayed at the booth itself.
VI. Accident Reporting

Any and all accidents involving any club member, Open House participant, volunteer, or committee member must be reported. Please report all incidents and accidents to the Open House Info Booth.
The single most important response action in the case of student, visitor or employee injury is to contact University Police to ensure that emergency medical services are made available to the injured person(s) as quickly as possible.

In case of incident or accident:

A. Contact University Police
   - DIAL 911 from any campus phone or (805) 756-2281 from cell phones.

B. Reporting
   - Both University Police AND university faculty or staff member involved perform the essential function of documenting the incident for purposes of prevention of future injuries and for managing any claims that may result.
   - For more information, visit https://afd.calpoly.edu/riskmgmt/nonvehicle-accident

C. Written Report
   - MUST BE completed no later than 48 hours following the accident or incident.

VII. Participation Fees and Fines

*Club will be unable to participate in WOW Club Showcase 2018 or Open House 2019 if previous or 2018 Open House fines have not been paid. *

Fines and Fees
   - Fees: cost to participate in Open House
   - Fine: a violation of Open House/University rules or regulations
   - Club/Organization must have all fines and fees paid prior to participating in Open House or WOW
   - If a Club/Organization incurs a fine before Open House Weekend, they will be contacted via email from orientationclubs@calpoly.edu within 5 business day after missed meeting or deadline with nature and amount of fine
   - If a Club/Organization incurs a fine during Open House Weekend, they will be contacted via email from orientationclubs@calpoly.edu within 7 business days after Open House with nature and amount of fine
   - All Clubs/Organization that incur a fine during or before Open House have the ability to appeal via responding directly to the notification email from orientationclubs@calpoly.edu within 5 business days from when notification email is sent
     - Successfully appealed fines will be waived
     - Upheld fines will be billed via the Cashier’s Office
### Fees for Participation

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Booth Space</td>
<td>$0</td>
</tr>
<tr>
<td>Additional Booth Space (after 1st)</td>
<td>$15 per space</td>
</tr>
<tr>
<td>Food Selling Fee (Food only or Food and Merchandise)</td>
<td>$50</td>
</tr>
<tr>
<td>Merchandise Selling Fee</td>
<td>$20</td>
</tr>
<tr>
<td>Electricity</td>
<td>$20</td>
</tr>
</tbody>
</table>

### Fines for Violating Rules and Regulations

<table>
<thead>
<tr>
<th>Violation</th>
<th>Fine</th>
</tr>
</thead>
<tbody>
<tr>
<td>Missed Meeting / Missed Sign-in</td>
<td>$20</td>
</tr>
<tr>
<td>Incomplete/Unfinished Environmental Health &amp; Safety Course</td>
<td>Unable to participate</td>
</tr>
<tr>
<td>Missed Two Meetings / Sign-ins (any)</td>
<td>Unable to participate</td>
</tr>
<tr>
<td>Missed Meeting / Sign-in for Meeting 4: Check-in for the weekend/getting permits (late permit pick-up)</td>
<td>$100</td>
</tr>
<tr>
<td>Late, Missing, or Incomplete Paperwork</td>
<td>$50</td>
</tr>
<tr>
<td>Late Booth Check-In (after Friday, April 13 at 8:00 PM)</td>
<td>$50</td>
</tr>
<tr>
<td>Having a Car in Campus Showcase setup on Saturday (April 14) morning After 8:00 a.m.</td>
<td>$200</td>
</tr>
<tr>
<td>Selling, Vending, or Passing Out Food Products Outside Booths</td>
<td>$200</td>
</tr>
<tr>
<td>Unapproved Advertising or Signs for Outside Businesses</td>
<td>$50</td>
</tr>
<tr>
<td>Use of Non Coca-Cola Affiliated Products</td>
<td>$75</td>
</tr>
<tr>
<td>Late tear down: booth Not Picked Up by Saturday, April 14 at 5:00 p.m.</td>
<td>$100</td>
</tr>
<tr>
<td>Early Tear Down: Booth Picked Up Early Before 3:00 p.m. on Saturday, April 14 (see Open House Weekend Instructions on pg 19)</td>
<td>$100</td>
</tr>
<tr>
<td>Environmental, Health, and Safety Violation</td>
<td>$100</td>
</tr>
<tr>
<td>Violation of Zero Waste Initiatives/Regulations</td>
<td>$50</td>
</tr>
</tbody>
</table>
VIII. **Zero Waste Initiative**

Zero Waste is an approach to waste management that conserves, repurposes, and recycles materials that would have otherwise been buried in a landfill. An event is considered “Zero Waste” when at least 90% of the materials are diverted from being sent to a landfill.

During the Campus Showcase, there will be designated Zero Waste stations that include compost, recycling, and landfill bins. These stations will be monitored by the Zero Waste Ambassadors and volunteer event staff. Their role will be to help sort the materials produced from the event into the appropriate bins and educate the attendees and vendors on proper placement of items in alignment with Cal Poly’s recycling and composting initiative. Please read through the appropriate placement of materials below:

<table>
<thead>
<tr>
<th>Compostable Items</th>
<th>Recyclable Items</th>
<th>Landfill Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>▪ All Food Scraps (includes meat, bones, and egg shells)</td>
<td>▪ Cans and glass</td>
<td>▪ Styrofoam</td>
</tr>
<tr>
<td>▪ Soiled napkins</td>
<td>▪ Plastic (not filmed)</td>
<td>▪ Items that are lined with film, wax, or plastic</td>
</tr>
<tr>
<td>▪ Soiled serve ware that is appropriate for windrow composting *</td>
<td>▪ Non-soiled compostable serve ware</td>
<td>▪ Milk cartons</td>
</tr>
<tr>
<td>▪ Plant materials (excluding bioplastics)</td>
<td>▪ Aluminum foil</td>
<td>▪ Juice pouches</td>
</tr>
</tbody>
</table>

*Note: a simple way to test if an item can be composted at our windrow composting facility, is to see if you can rip the item labeled as “compostable” apart with ease, and if the item is made of one type of material (i.e. not lined with film, wax, or plastic).

Note: some items contain two different materials that are both recyclable, but since those materials need to be pulled apart and processed separately, these items go to the landfill. An example of this is a wrapper for a burrito that is paper on one side and foil on the other side.

*When in doubt, **RECYCLE**!
How do you comply with our Zero Waste policy?
Open House encourages every club who participates in our Campus Showcase to be Zero Waste compliant. This includes the following:

- **Assist guests at the Zero Waste Stations when needed.**
- **Refrain from bringing your own serve ware.** All serve ware that is compliant with Zero Waste initiatives may be purchased through Cal Poly Catering or other off-campus vendors.
- **Refrain from bringing any items that you plan to dispose of that are not compostable or recyclable.**
- **Sort the waste generated at your club booth into the categories of compost, recycle, and landfill items.** Bring your items to the waste stations either periodically throughout the event or by 3:30 PM.
- **Selling or distributing items that were produced with social and economic responsibility in mind (i.e. fair trade, local or organic.**

*Your club is encouraged to comply with all of these guidelines. Any clubs non-compliant with Open House Zero Waste policies are subject to a $50 fine.*

**Sorting Guidelines**

- **For recyclables:** when in doubt, recycle it. SLO’s recyclables are hand sorted and any contaminants will be removed.
- **For compostable items:** when in doubt, **do not compost.** If compostable items are contaminated with non-compostable items such as plastic, the entire bag has to be thrown away.

You may also ask waste station volunteers if you are uncertain about what can and cannot be recycled and composted.
IX. **Booth Judging and Awards**

Booth judging is an opportunity for clubs to further engage at Open House and receive recognition for their work and booth. Booth judging for Tri-Tip, Original Ethnic Food, Dessert of the Year and Best Overall Food will take place on Dexter Lawn on at the Booth Judges Table. **Club representatives are responsible for bringing one food sample to the Booth Judges Table on Dexter Lawn during the allotted time.** Please bring enough samples for 5 booth judges to split. Any food samples given to judges walking around will not be judged.

For non-food awards, judges will walk around and judge Best of Show, Most School Spirit.

**Campus Showcase Awards:**

- **Best of Show (Priority Booth Spot Next Year)**
  - Best overall booth.

- **Kid's Favorite (Priority Booth Spot Next Year)**
  - Booth that best engages/entertains children.

- **Most School Spirit (Priority Booth Spot Next Year)**
  - Booth that best represents Cal Poly and embodies Mustang Pride.

- **Committee Favorite (Priority Booth Spot Next Year)**
  - Booth most well received and loved by the Cal Poly Open House Committee

- **Tri-Tip of the Year (Free Concession Fee Next Year)**
  - Booth with best piece of tri-tip as judged by Open House booth judges.

- **Original Ethnic Food of the Year (Free Concession Fee Next Year)**
  - Booth with menu items that are eclectic, diverse as judged by Open House booth judges.

- **Dessert of the Year (Free Concession Fee Next Year)**
  - Booth with best desert item as judged by Open House booth judges.

- **Best Overall Food (Free Concession Fee)**
  - Booth with best overall menu and food quality as judged by Open House booth judges.

**Time slots for food judging:**

<table>
<thead>
<tr>
<th>Category</th>
<th>Time Slots</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tri-tip of the Year</td>
<td>11:00 AM - 11:30 AM</td>
</tr>
<tr>
<td>Original Ethnic Food</td>
<td>11:30 AM - 12:00 PM</td>
</tr>
<tr>
<td>Dessert of the Year</td>
<td>12:00 PM - 12:30 PM</td>
</tr>
<tr>
<td>Best Overall Food</td>
<td>12:30 PM - 1:00 PM</td>
</tr>
</tbody>
</table>
X. Open House Weekend Instructions

Thursday, April 12
- Final mandatory meeting and permit pick-up.
- If permit is not picked up during the meeting, it must be picked up by 5:00 p.m. from our office, 52-E10.
- There will be NO Saturday check-in. Upon check-in, you will receive your Permit to Operate

Friday, April 13
Set-up:
- Set-up begins when parking lots close and booth zones have been chalked, around 6:00 PM. Please do not start setting up until your booth space is chalked.
- All setup must end by dusk. Valuables and food items can be brought Saturday morning. Even if your booth is just a table, you still must check in on Friday. Please do not leave valuables or breakable items unattended overnight. The Open House Committee is not responsible for anything lost or stolen.

Saturday, April 14
Set-up:
- Booth set-up may resume/begin at dawn.
- Vehicles used to enter lots/areas for setup must display parking permit on dash to enter and may be granted designated parking
- Vehicles must be removed from inner campus by 8:00 AM and will not be allowed on campus after 8:00 AM
- Booths must be completely set up and staffed by 8:30 AM
- Poly Royal Parade starts at 9:00 AM
- If you are selling concessions, have a locked cash box and designate a cash handler.

Operation:
- Clubs must have Campus Showcase Permit to Operate displayed. You cannot participate without one.
- Booth operation begins at 10:30 AM after the Opening Ceremonies conclude. You may not start operating earlier as there are events taking place on Dexter lawn.
- The Open House Committee, University Police, and Environmental Health and Safety will examine every booth and close down any booth not following the Open House and the University’s participation agreement or rules and regulations.
- During Open House, advertising for concessions, exhibits, or events is permitted only on the premises of that concession, exhibit, or event. Any other advertising will be removed immediately, and no wandering vendors or promoters will be allowed.
- Prices may be reduced after 2:00 PM to sell extra stock, but no earlier.
- Even if goods are sold out before 3:00 PM on Saturday, booths may not be taken down until clearance by the University Police Department is given. Vacated or unmanned booths or cleared booths prior to clearance by UPD will incur a $100 fine.

Clean-up:
- Vehicles may not re-enter campus until the University Police approve clearance at approximately 3:00 PM
- Booths and equipment must be removed by 5:00 PM, Saturday, April 14th. A $100 fine will occur if the booth is not removed.
- Failure to remove items (booth, supplies, etc.) will result in loss of items.

Failure to follow Campus Showcase procedure may incur fines.