

BOOTH CONSTRUCTION

BOOTH SIZES:

A half booth is **8** linear feet. A 3/4 booth is **12** linear feet. A full booth is **16** linear feet. An extended booth and 1/4 is **20** linear feet. A booth and a 1/2 is **24** linear feet. All booths are **10** feet high. The interior “footprint” of a flat booth may extend no more than 2 feet beyond the wall. The interior “footprint” of a concave booth may extend no more than 1 foot beyond the outer edge of the booth wall. No cupboard, case or shelving that is more than 4 feet tall may extend beyond the booth perimeter. There may be some exceptions due to fire lanes or other restrictions such as obstruction of another booth. Please refer to the booth layout when available for note of any exceptions.

CONSTRUCTION:

Every booth will consist of a metal and wood framework and drywall (included in your basic booth fee). The drywall will be taped and ready to prime and paint. If you need plywood walls behind your drywall to support heavier work (sculptures, large ceramics, shelving, etc.) it will be installed for a nominal additional charge. Each booth will also be supplied with access to electricity.

LIGHTING:

Each artist must provide their own light fixtures which must comply with current Laguna Beach Fire Department lighting rules. All light fixtures must be designed for outdoor use or otherwise approved by the LB Fire Marshall. This includes light strips, bulbs, cords, connectors and plugs. Instructions for creating an approved light fixture are provided in the following pages, or you may arrange with an electrician for installation. No artist may exceed the approved wattage for their booth size: Half Booth = **125w**, 3/4 Booth = **190w**, Full Booth = **250w**, Booth & 1/4 = **315w**, Booth & 1/2 = **375w**. This wattage limitation includes additional items you may use, like a fan or hair dryer. An alternative to higher wattage is the use of low-wattage fluorescent bulbs now available. Though these bulbs do emit a much lower wattage, they also put off a different color light. Mixing the low-wattage bulb with the traditional flood can give you considerably more light without exceeding your wattage allowance, while still complimenting your art.

One outdoor electrical power strip with on/off switch will be provided to your booth. This is the **ONLY** source of power you may use. Do not plug into any extension cord you may find around, use **ONLY** the power strip. Use the male connection of your LAAF-approved light bar to connect to the power strip. Any other electrical devices (fans, dryers etc.) must be plugged into the GFI outlet on the light bar. No octopuses (ie: multiple plug-in adapters) will be allowed. No 120 volt “two wire track lighting” is allowed. No Romex allowed.

BOOTH DISPLAY:

Each artist will be issued a uniform booth number sign, and that booth number sign shall be placed on the upper right hand portion of the booth wall (see diagram to follow). No fabric, wall paper or carpeting will be permitted as they do not meet the strict fire codes applied to the show. Artists may paint or add other finishing touches to their booths. Painting of booths must be neat and tidy. No spray equipment is permitted on the grounds. Drop cloths **MUST** be used during any painting. No paint, sand, tiles, or carpet is allowed on the concrete floor. Storage must be neat and out of sight. No cardboard boxes should be in sight. No artwork is to be placed standing directly on the floor. Any wall finishes other than paint must be pre-approved by the director of operations. All fabrics used in your booth **MUST** be flame retardant, and you must show documentation of this fact. The fire marshal will cut a piece and test it prior to the show. Unfortunately, “fire proofing” treatments

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don't always pass inspection. There are fabrics available from companies that sell draperies to exhibit halls and convention centers that are flame retardant, and you might want to consider these.

For greatest safety, artwork shall be hung in the booths with the proper weight wire and with proper weight screws or picture hangers.

All artwork, card racks, displays, easels, print boxes, planters, advertising materials, work tables, and storage cabinets shall be within the confines of the exhibitor's booth. No artwork or display may block the view of another artist's booth or work. Consideration of neighbor artists is essential! Due to Fire Department regulations, aisles must be clear at all times. All chairs must be stored within the confines of the booth when the artist is not in residence.

At the conclusion of the show, the artist is responsible for returning the booths to the bare wallboarded structure. ***All baseboards, trim, etc. must be removed by the artist.***

BOOTH FIXTURES:

Additional items you may want for your booth include print bins, guest book, business cards, bios, pedestals, shelving and cases. You may want a small cabinet that locks to store cleaning supplies, extra business cards/printed matter, and personal items for when you are working your booth or your work shift.

ADDITIONAL RESTRICTIONS REQUIRED BY THE CITY OF LAGUNA BEACH & LAAF:

- No illegal drugs or alcohol on the grounds during booth construction.
- No animals allowed on the grounds during booth construction.
- Non-combustible bases are required where soldering guns are used.
- No open-flamed appliances are permitted.
- No open-flame candles are permitted.
- No smoking, lit matches or lit lighters are allowed on the grounds.
- Cooking of any kind is not allowed in or around the booths.
- No heaters of any type are permitted in or around the booths (eg: gas, electric or charcoal).

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OUTDOOR LIGHT BAR ASSEMBLY FULL BOOTH SIZE

Most materials can be purchased at Home Depot.

MATERIALS LIST

1. Wood: 6' of 1" x 6" pine or equivalent
2. White paint and primer
3. Three outdoor 2-lamp floodlight kits
4. One 25' medium weight outdoor (orange) utility extension cord (may be cut to length)
5. 10' each of #14 gauge electrical wire: white, black, and green
6. One package (aprox. 20) of electrical wire fasteners
7. One GFCI metal outlet box with snapping covers
8. One waterproof outdoor outlet cover
9. One metal outdoor weatherproof compression fitting for electrical wire
10. One 6' piece of 1/2" outdoor electrical PVC (gray in color)
11. Six 1/2" couplings for outdoor electrical PVC (gray in color)
12. PVC glue
13. 1 5/8" deck screws
14. White spray paint
15. Six floodlights of wattage appropriate to booth size. See LIGHTING section of Booth Construction section.

EQUIPMENT NEEDED

1. Screwdrivers (philips and regular)
2. Saw to cut PVC
3. Paint brushes
4. Utility knife to strip wire or wire stripper tool
5. Wire cutters

ASSEMBLY INSTRUCTIONS

1. Prime and paint wood
2. Cut the "female" part off the extension cord to create desired length (approx 8 feet?), leave the plug on the end
3. Position the light kits evenly spaced across the board, the GFCI box goes on the end
4. Cut and assemble the PVC pipe to connect the kits
5. Connect extension cord to the GFCI electrical receptacle, ground it to the box, install water proof cover over the receptacle (follow the instructions provided with the receptacle)
6. Continue down the board connecting the light kits together (follow instructions for assembly provided with the kits)
7. Put the cover plates on the kits
8. Spray paint the gray PVC and other pieces white if so desired
9. Mount to the board with the screws provided in the kits
10. Install the light bulbs, don't forget to use the heat resistant ring first as provided in the kits
11. Attach to the back of the fascia board with the 1 5/8" screws