

# SCOUT FAIR 2012

## Safety Booth Requirements Manual

**April 14, 2012 • 10AM – 4PM**

**Reliant Arena**

*“Discover Your World”*



Please contact Melanie Harrison at 713-756-3398 or email to  
[melanie.harrison@shac.org](mailto:melanie.harrison@shac.org)  
For any changes, cancellations or concerns regarding your booth.

**Updates & Latest Information** – Enclosed in this packet is the Unit Leaders Guide which is current as of December 1, 2011. Any updates, changes, or last-minute information not included in this manual or the above mentioned Unit Leaders Guide, please refer to the Council website at <http://www.samhoustonbsa.org>.

# SCOUT FAIR 2012

## FINAL INSTRUCTIONS

**IMPORTANT – YOU ARE THE ONLY PERSON IN YOUR UNIT RECEIVING AN EMAILED COPY OF THIS INFORMATION. SHARE THIS INFORMATION WITH EVERYONE PLANNING TO WORK WITH YOUR EXHIBIT IN ADVANCE OF THE FAIR. ALSO, SHARE THIS WITH THE PARENTS IN YOUR UNIT.**

**Booth Number & Hall Location will be emailed prior to Scout Fair.  
All enclosed packet data can be found on the Council website.**

[www.samhoustonbsa.org](http://www.samhoustonbsa.org)

**SHOW TIME** – Scout Fair starts at 10AM and ends following the Closing Ceremony.

The Show's Main Entrance is through the doors of Reliant Arena which fronts Kirby Drive. The Scout Fair takes place on the first floor of Reliant Arena in Halls A, B, C, D; the Arena (Center part of the building with seating) and the Lobby: please do not go to the second floor except to Close Out your unit account. Second floor closes at 2PM.

**SET UP TIME** – Reliant Arena set up time on Friday evening is from **5PM to 9PM**. When arriving be sure to state at gate entrance that you are here for Scout Fair set up to ensure free entry. Please refer to the Unit Leaders Guide for parking fees on Scout Fair day. Reliant Area will open at **8AM** on Saturday, April 14<sup>th</sup>. Please remember there is no vehicle access to drive inside the Reliant Arena. **Your booth should be set up & ready by 10AM Saturday.**

**OUTDOOR BOOTHS** – The location of the Outdoor Booths is located on the Blue Lot facing 610 and Kirby Drive. **Please do not park in the outdoor booth area.** There will be someone outside in the area to assist you locating your booth space.

**VEHICLES & HEAVY EQUIPMENT** – Safety regulations at Reliant Arena do not permit vehicle access to the building. Please bring your own “dollies”, “hand-trucks” and/or “wagons”, etc. to transport your equipment to your designated booth. A map of the Reliant Arena that will show entrances for your booth will be posted on the Council website no later than April 10<sup>th</sup>.

**SECURITY** – Security is provided Friday night to help ensure the safety of equipment inside Reliant Arena. Although security is provided, valuable items are left in your booth area at your own risk.

**COUPON PACK TURN IN** – Located on the Second Floor. Open from **8:30AM – Noon ONLY** on Saturday.

**COMMISSION CHECK PICK UP** – Located on the Second Floor. Open from **Noon – 2PM ONLY** on Saturday.

## RISK MANAGEMENT COMMITTEE SAFETY REMINDERS

- All Scout Fair booths and activities must meet the current BSA's **Age Appropriate Guidelines** found in the center section of the "**Guide to Safe Scouting**".
- Bicycles, Motorbikes, Skateboards, Scooters, Roller Skates, Roller Blades or "Roller Shoes" will not be permitted at the Scout Fair.
- Power Tools: Use of any gasoline power tools is prohibited. All tools require adult supervision.

### **"Minimize the Risk. Be Prepared & Be Safe!"**

- Safety Glasses/Leather Gloves (Age appropriate): Are required to be provided for each participant when demonstrating can-crushing and/or any activity that a Scout is hitting an object with a hammer, rubber mallet, etc.
- Whistles, Air/Fog Horns: Are **NOT** permitted.
- Water Usage: Unit exhibits involving water must provide and use mops to keep floors and walkways dry at all times to avoid a slip or fall!
- Floor Safety: Exhibits featuring jousting, climbing, rappelling, or other possibilities of a youth falling, must provide padding equivalent to gym mats (aerobic/exercise pads are not acceptable). Also, don't forget the age appropriate (sized) protective clothing, helmets and gloves. Frames that are made to contain pads must be padded and all bolts/nuts must be padded. All balls or projectiles that are being used to knock down objects such as paint cans, plastic bottles, **MUST be contained within the Booth boundary.**
- Human Pyramids: Are **NOT** permitted.
- Extension Cords: All electrical cords/wires that route over floor surface in a Booth **MUST** be taped to floor to restrict *movement & tripping*.
- Smoking: In accordance with the "**Guide to Safe Scouting**", No Smoking or the use of tobacco products are allowed inside the Reliant Arena or at the entry/exit ways.
- H<sub>2</sub>O: Be sure to have drinking water in your booth, avoid dehydration and headaches (Keep Floor Dry! - Avoid Spills) Please have disposable cups and trash facilities.
- Rodeo Statues: "**PLEASE DO NOT CLIMB ON STATUES**". Picture taking is permitted.

# Scout Fair Safety Requirements for Booths

## ARCHERY SAFETY REQUIREMENTS

1. If there is only a display of bows, arrows and accessories in the archery booth, the booth may be anywhere in the Reliant Arena. The display must be supervised at all times.
2. If arrows are to be shot, the booth must be at the end of the aisle and the archery range must be placed so two sides of the building forms two boundaries of the range. The other two boundaries must be well marked and some distance from the shooting lanes. Commercial, institutional quality indoor archery targets (such as Ethafoam) must be used. **(Bales of hay and common Styrofoam blocks cannot be used).**
3. Targets must be placed in the front of one of the solid walls.
4. Bow must be lightweight, pulling less than 25 lbs.
5. Arrows must have target points.
6. Shooting will be done only by trained members of the unit carrying out the demonstration and under the constant supervision of an adult. **(Scout Fair visitors and participants will not be allowed to shoot.)**
7. All equipment must be safely stored out of reach of visitors.
8. Proper staffing (in addition to an activity Supervisor) must be provided to control people waiting to participate in booth activities. Control must be maintained to keep people safely lined up and to not interfere with any other activity.

## CAN CRUSHER – RECYCLING REQUIREMENTS

1. Provide “Age Appropriate” eye protection/safety glasses.
2. Provide “Age Appropriate” gloves.
3. Adult supervision required at all times.
4. Guard against pinching of hands and fingers.
5. “Floor Safety Guidelines” must be followed.

## “TABLETOP” CATAPULT SAFETY REQUIREMENTS

1. Only **Tabletop** catapults are acceptable.
2. Age appropriate safety glasses must be worn by participants as well as Scouts staffing the activity.
3. All apparatus, including projectiles, **must** stay within confines of booth.
4. Only soft objects are acceptable as projectiles.
5. No exposed sharp edges, corners or exposed bolts or nuts. Must be padded.
6. Only fixed targets are acceptable. (No catching of any type of projectile).
7. Adult supervision must be present at all times.
8. Staffing (in addition to activity Supervisor) must be provided to control people waiting to participate in the activity. Control must be maintained to keep people safely lined up and to not interfere with any other activity.

## **BB/AIR RIFLE SAFETY REQUIREMENTS**

1. The booth must measure 10 feet by 40 feet for one firing point.
2. There must be one adult in the waiting area and one adult on the firing line when the Scouts are shooting.
3. Scouts staffing the activity as well as participants must wear age appropriate safety glasses.
4. The target shall be a cardboard box AT LEAST 2 feet by 2 feet by 1 foot deep filled with tightly compacted, crushed newspaper.
5. Behind the cardboard target there must be an 8 foot high heavy canvas or carpet backstop across the entire width of the booth. This same material should extend from the rear of the booth, 10 feet along both sides of the booth. This backstop material shall be heavy enough so that the air rifle, shot at a distance of 10 feet, will not penetrate the material.
6. The firing line shall be clearly marked and only ONE shooter will be on the firing line at any time. The line shall be 15 feet from the target.
7. Those waiting to shoot will be retained in an area at least 6 feet from the firing line. While waiting they can be given instructions on gun safety, rifle position, sight alignment, breathing, trigger squeeze, etc.
8. The entire side of the booth towards the aisle(s) must be fenced off with at least two strands of twine or small rope. There must be only one entrance.
9. The BB Guns to be used shall be the low-powered, spring type, such as the Daisy Air Rifle. CO2 or Hine pump guns are NOT permitted.
10. If other types of rifles are present for demonstration, they MUST be made inoperable by removing bolts, firing pins and/or by attaching trigger locks.
11. Handguns, including BB or pellet pistols, will NOT be permitted in the firing booths.
12. Staffing (in addition to activity Supervisor) must be provided to control people waiting to participate in the activity. Control must be maintained to keep people safely lined up and to not interfere with any other activity.
13. Shooting supervision will be done only by trained members of the unit carrying out the demonstration and under the constant supervision of an adult (Scout Fair visitors and participants will NOT be allowed to shoot).

## **JOUSTING REQUIREMENTS**

1. The ends of the device used for jousting must be well padded.
2. All participants must wear "Age Appropriate" helmets, safety glasses and protective leather gloves.
3. Floor pads equivalent to gym mats must be provided (Aerobic/exercise pads are not acceptable).
4. Adult supervision must be present at all times.
5. Staffing (in addition to activity Supervisor) must be provided to control people waiting to participate in the activity.
6. Control must be maintained to keep people safely lined up and to not interfere with any other activity.
7. Floor Safety requirements must be followed.

## **CUB PUSHMOBILE SAFETY REQUIREMENTS**

1. Two adult leaders must be present in booth at all times.
2. Safety of the participants must be of utmost concern.
3. All drivers must wear "Age Appropriate" protective head gear, such as a football helmet, motorcycle helmet, bicycle helmet or equivalent. All drivers must wear age appropriate protective solid leather gloves. All drivers must wear a seat belt.
- 4. All vehicles must have safety blocks to limit the steering angle and turning radius.**
5. All Cub Pushmobiles must be constructed to meet published and accepted standards. The following specifications and description of parts should help in insuring the construction of a safe Cub Pushmobile:
  - \* Wheels should not exceed 12 inches in diameter.
  - \* All wheels must be equipped with solid rubber tires.
  - \* Car frame should be made from 2-by-4 inch construction lumber.
  - \* The overall length of the car should be a maximum of 5 feet; the wheel base a maximum of 4 feet. The outside circumference of the wheel may vary from 30 to 36 inches.
  - \* Use roundhead 1/4 inch bolts to hold frame. Screws are a second choice. Nails are not suitable, because they may work loose.
  - \* All cars must have a seat with braced backrest, allowing the rider to comfortably steer with his feet.
  - \* Steering is done with the feet, which are placed on the front axle, and by the hands holding a rope fastened to the front axle.
  - \* If threaded axles are used, the nuts must be secured with cotter pins or wire.
  - \* Cars must be equipped with an adequate safety belt securely fastened to the main frame of the car.
  - \* Cars must be equipped with a handbrake with its drag rubbing surface faced with a rubber material such as a strip of an old tire. This will stop the car when dragged on the ground.
  - \* The two 2-by-4 inch blocks must be fastened to the first axle an inch from the centerboard to the limit turning radius.
6. Staffing (in addition to activity Supervisor) must be provided to control people waiting to participate in the activity. Control must be maintained to keep people safely lined up and to not interfere with any other activity.
7. Floor Safety Requirements must be followed.

## **KNIFE HANDLING REQUIREMENTS**

1. Provide "Age Appropriate" leather gloves for each participant.
2. Provide a guard on "Mill Files" for sharpening.
3. Adult supervision required at all times.

## **COOKING SAFETY REQUIREMENTS**

### **Cooking Fires**

1. Regulations forbid the use of charcoal, gasoline, kerosene, bottled gas or other flammable materials **inside** the Reliant Arena building.
2. Fires will only be allowed in the outdoor display area, fueled only by **charcoal**. No liquid starters. No other fuels are permitted. This means **NO** WOOD, GRASS, STRAW, HAY, ETC. These are specific guidelines for Flint & Steel and the material for use.
3. Cooking Fires **cannot** be built directly on the pavement. Use steel plate, garbage can lids/concrete blocks, BBQ grill with legs to keep the cooking fires up off the pavement.
4. Ashes **cannot** be left or scattered, they must be placed in specially marked receptacles located outside or taken with you.
5. Two (2) approved multipurpose (ABC) fire extinguishers **must** be provided by each unit and displayed in an easily accessible location in the booth. Sand and/or water buckets **are not** acceptable.

### **Safety Requirements**

1. Age appropriate "Hot pad" gloves and safety glasses must be worn by people for protection against hot grease splatters.
2. "Age Appropriate" disposable serving gloves are to be worn by participants serving food samples.
3. Wash stations must be provided for hand washing by all units participating.
4. Floor Safety Requirements must be followed.
5. Staffing (in addition to activity Supervisor) must be provided to control people waiting to participate in the activity. Control must be maintained to keep people safely lined up and to not interfere with any other activity.

## **FLINT AND STEEL SAFETY REQUIREMENTS**

1. All fires must be made in a proper fire pit - such as a tuna tin can with no sharp edges. Scouts staffing the activity as well as participants must wear age appropriate safety glasses.
2. Frayed rope is the only material acceptable to use as tender at Scout Fair.
3. Leather gloves should be used by all Scouts and staffers when holding the flint.
4. Age-appropriate safety goggles must be worn by all participants and staffers.
5. Staffing (in addition to activity Supervisor) must be provided to control people waiting to participate in the activity. Control must be maintained to keep people safely lined up and to not interfere with any other activity.
6. Floor Safety Requirements must be followed.

## **REASONS WHY SHAC DOES NOT PERMIT PROPANE USE**

The Council's *Health & Safety/Risk Management Committee* and the *Scout Fair Steering Committee* concur that fires will only be allowed in the outdoor display area, fueled by **charcoal only. No liquid starter, including propane is allowed. No other fuels are permitted.**

### **City of Houston Fire Code Standards:**

The use of open flame or the storage and handling of flammable liquids, chemicals, or harmful hazardous substance are prohibited, unless approved by the Fire Marshall or applicable agency. All fire extinguishing equipment must be provided by the exhibitor (*Scout Unit*) unobstructed and accessible at all times.

### **Liquid and gas fueled equipment within the facility grounds during shows must adhere to the following:**

- Batteries must be disconnected.
- Fuel in the tank shall not exceed the greater of one quarter tank or 2 gallons.
- Fuel tank opening shall be locked and sealed to prevent the escape of vapors.
- It is the responsibility of the exhibitor (Scout Unit and Council) to obtain all required permits and submit a copy to Reliant Park.
- Permit fees are \$300 with an Administrative fee of \$25 to be paid for the event.
- Fines associated with violations to policies defined by the Fire Marshal *start* at a minimum of \$500 per violation.
- *ALL COOKING DEVICES MUST HAVE AN ANNUAL INSPECTION TAGGED FROM A LICENSE PROPANE COMPANY.*

The Houston Fire Department permits are required for compressed gases and liquefied petroleum gases. The Houston Fire Department Standby Inspectors are staffed at the sole discretion of the Fire Department and are required for the following: set-up of propane, inspecting and changing fuel tanks. Reliant Arena Policy requires two inspectors on site for the duration of the event. Labor charges are \$120 an hour per Inspector. The total fee would be \$3120.

### **Handling of Toxic and Hazardous Materials:**

All toxic and hazardous materials, gases, liquids or solids are and remain the property of the show or the exhibitor. Use of these materials may require additional insurance coverage by the Scout Unit and Council. Well in advance of event move-in, the Director of Event Services must be advised of toxic and hazardous materials being brought to the facility.

### **Information needed:**

- |                             |   |
|-----------------------------|---|
| ○ chemical name of material | ○ size and number of containers           |
| ○ trade name of material    | ○ exhibitor name and booth number         |
| ○ hazardous component       | ○ description of use                      |
| ○ flammability              | ○ date of removal                         |
| ○ date of arrival           | ○ how and by whom to be removed           |
| ○ place of storage          | ○ contact person at supplying company and |
| ○ how contained             | contact person for Reliant Park           |

A data sheet is to be in each booth and given to the Fire Marshal for each material.

Toxic or hazardous materials are subject to immediate removal from premises if required information is not received or instructions not followed. All costs associated with safe handling of these materials are to be paid by the units and Council.

## MONKEY BRIDGE SAFETY REQUIREMENTS

1. Monkey bridges may not be constructed higher than 5 feet above the surface nor may they be longer than 40 feet.
2. The shoulder height of the crosser should be at least the distance between the hand ropes and the foot rope. (4 feet tall at the shoulder if the distance between the hand rope and the foot rope is 4 feet).
3. Only one person is allowed to cross at a time (no one else even touching the ropes).
4. Each youth crossing the bridge must be accompanied by two adults (one on either side) walking beneath them to serve as "spotters". One of the adults must be a member of the unit (one adult may be the youth's parent).
5. Floor pads are not required for monkey bridges (due to requirement No. 4).
6. **No swinging or any form of horseplay is to be tolerated.**
7. Staffing (in addition to activity Supervisor) must be provided to control people waiting to participate in the activity. Control must be maintained to keep people safely lined up and to not interfere with any other activity.

## TIRE SAFETY REQUIREMENTS

1. Tires used in Scout Fair booths must be safe with no exposed metal belting that can cause injury upon contact.
2. Staked tires must be secured so as not to fall over.
3. You must take all tires used in the booth home with you. Reliant Arena regulations prohibit leaving them behind at the close of the show. In addition, there are laws prohibiting the disposal of tires in commercial trash dumpsters.
4. Staffing (in addition to activity Supervisor) must be provided to control people waiting to participate in the activity. Control must be maintained to keep people safely lined up and to not interfere with any other activity.
5. Floor Safety requirements must be followed.

## NAIL AND HAMMER SAFETY REQUIREMENTS

1. "Age Appropriate" safety glasses and leather gloves must be worn by all participants.
2. Nail **MUST** be started by an adult pre-nailing it in board.
3. Adult Supervision must be present at **ALL TIMES**.
4. Aluminum nails are suggested.
5. Staffing (in addition to activity Supervisor) must be provided to control people waiting to participate in the activity. Control must be maintained to keep people safely lined up and to not interfere with any other activity.
6. Floor Safety requirements must be followed.

## RUBBER BAND GUN SAFETY REQUIREMENTS

1. "Age Appropriate" safety glasses must be worn by all participants.
2. A safe backstop must be in place.
3. A safe firing line must be in place.
4. Shooting must be at targets only. No shooting at each other.
5. Adult Supervision must be present at **ALL TIMES** & enough adult supervision to control the crowds.
6. The activity must be contained within the assigned area.

## **CLIMBING/RAPELLING NATIONAL STANDARDS**

These standards are designed to ensure a high degree of health and safety for participants and staff members engaged in climbing/rappelling programs operated by the Boy Scouts of America. Climbing/rappelling programs include natural rock sites, boulders, climbing/rappelling towers, vertical walls, horizontal walls, portable facilities, and related programs. These standards apply to all local council and district climbing/rappelling activities where multiple units engage in the activity. Only programs that operate one week or more are required to be visited by a regional visitation team.

Equipment, facilities, staff qualifications, and training, as well as operation of the program, should be reviewed during the annual summer camp visitation. This inspection must be conducted by a trained regional climbing/rappelling inspector or Project COPE inspector. The Project COPE visitation team is empowered to inspect both climbing/rappelling and Project COPE facilities and activities. The climbing/rappelling site is also inspected annually by a climbing director and members of the council climbing committee. Climbing/rappelling program sites or facilities on council property that are not part of a summer camp operation must be inspected at least once a year by a trained climbing director or inspector from outside the BSA local council. A BSA regional visitation team submits written recommendations to the council identifying facilities, procedures, and instruction techniques that need to be changed.

Climbing/rappelling programs may be inspected at a time other than during the national resident camp visitation. The regions have trained climbing/rappelling or Project COPE visitation specialists who will evaluate the programs.

All mandatory (M) standards must be met to operate a climbing/rappelling program. Any event or activity that does not meet one or more mandatory standards must be closed until compliance is achieved.

Topping Out: A BSA Climbing/Rappelling Manual, No. 32007 (available through the Supply Group), will serve as the reference for these standards. A section of National Camping School is offered for the climbing directors referred to in these standards.

Quality standards are desirable practices essential to a quality climbing/rappelling program.

The following items should be available to the visitation team.

No. Type of Records or Documentation Standard(s):

1. Results of the last inspection of the course and corrective action taken. M4, M11, M25
2. Log of the history of each rope and length of webbing used in the program. M28
3. Equipment record and inventory. M34
4. Reports of injuries and close calls involving participants in the climbing/rappelling program. These records should be kept for at least 15 years. M10
5. Maintenance checklist of the facilities and equipment. M11
6. Proof of training of the climbing director and instructors. M16, M18, M19, M20
7. Climbing/rappelling staff training plan. M17

These standards apply to Council and District climbing/rappelling activities.

Climb On Safely, No. 20-099B, applies to unit activities. Topping Out, No. 32007, is the Boy Scouts of America's manual of recommended climbing practices.

## PIONEERING PROJECT SAFETY REQUIREMENTS

1. An adult leader must be present in the booth at all times (during construction, during display and during take down).
2. The structure should be structurally sound. Ties and lashings must be strong, tight and substantial.
3. They must be checked frequently.
4. Anchoring ropes must avoid friction against sharp edges of the supporting structures.
5. Climbing on structures such as signal towers, etc. that have walking surfaces above **5 feet**, **MUST** be limited to members of the unit putting on the display.
6. Only one person is allowed to climb on a structure at a time and a "spotter" must be used at all times.
7. More than one person will be allowed on bridges with spotter on and next to entry and exit ramps as well as on the bridge itself. Adequate handrails, (at least two and preferably three) must be provided for the walking area as well as entry and exit ramps.
8. Pioneering Projects that have the potential of a participant falling and/or slipping, must provide a helmet (**age appropriate**) and the individual must be secured by rope and belayed with proper equipment. Mats (per floor safety requirements) must also be provided.
9. Staffing (in addition to activity Supervisor) must be provided to control people waiting to participate in the activity. Control must be maintained to keep people safely lined up and to not interfere with any other activity.
10. Floor Safety requirements must be followed.
11. A picture of the exhibit along with a detailed description of the operation, must accompany your unit participation application.

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### Booth Set up, Operation & Dismantling:

Please note that BSA Safety Guidelines must be followed & all necessary personal protective equipment such as helmets, safety glasses, gloves, etc., must be worn during Set up & Dismantling at the Scout Fair as well as during the activity hours.

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## Scout Fair Show Time

April 14, 2012 • 10am – 4pm



## Scout Fair Booth Setup Times

**Friday, April 13<sup>th</sup> • 5pm – 9pm**

Parking is Free – Be sure to state Scout Fair Setup.

Trailer Parking Passes/In-Out privilege parking passes are for sale via the online registration system only and must be purchased in advance.

**Saturday, April 14<sup>th</sup> • 8am – 10am**

Parking fee is \$10 per space (prices subject to change)

## Scout Fair Main Stage Schedule

Located in Back of the Midway

TBD – Check website for updates prior to Scout Fair

## Winner's Circle & Midway Treasure Chest

Open from **10am – 3pm**

## Coupon Pack Turn In

Located on the Second Floor (Closes at 2PM)

Open from **8:30am – NOON ONLY** on Scout Fair Day

## Commission Check Pick Up

Located on the Second Floor (Closes at 2PM)

Open from **NOON – 2pm ONLY** on Scout Fair Day

Commission checks are **ONLY** available to those units that closed account by **April 7<sup>th</sup>**.

[www.samhoustonbsa.org](http://www.samhoustonbsa.org)