

Canstruction® Houston Event Rules

Award Categories

1. Awards will be given in the following categories:

National Awards: Best Meal
Best Use of Labels
Structural Ingenuity
Juror's Favorite
2 Honorable Mentions

Local Awards: Public's Favorite
Best Use of Most Needed Items
Best Sign

2. Winners in the first 5 categories will go on to compete internationally through submission of photographs to a national panel of jurors.
3. Structures could win in more than one category but only in 1 national category. Each panel of judges will determine if a structure can win in additional categories.

Materials and Size

1. Maximum size of any canstructure is 10'l x 10'w x 8'h.
2. **Provide a sketch, a structure story**, and dimensions of your structure. Firm names will be kept anonymous prior to announcement of winners. Send these items via e-mail with a PDF file attachment to chair@canstruction-houston.com.
3. Maximum size of the official team that actually builds the canstruction is six (6) people. Only five (5) people will be permitted into the build area at one time. One additional person will be allowed to be in the area opening boxes. Six people must be selected as the official team members and their names will appear on the signage accompanying the structure.
4. **The Houston Food Bank cannot use any food items where the label has been altered, removed, or destroyed, nor can they take damaged cans. In addition, the Houston Food Bank is unable to accept open packages, perishable foods, baby food, pet food or items with expired dates.** Aluminum food cans of all sizes may be used. Cans must be full, unopened, and with labels intact and legible. Some manufacturers are switching to plastic cans. If using plastic, make sure they can take the pressure of cans from above. Refer to the **Houston Food Bank Fact Sheet** attached for more details regarding **Most Needed Items**. Your team should consider this roster of food items when designing your structure.
 - a. Labels may not be covered, stripped off or altered in any way.
 - b. No glass containers allowed in the structure or around the structure or in the sign.
 - c. No pet food.
 - d. No alcoholic beverages (includes cooking wine, etc.)
 - e. No opened or exposed food (attracts vermin).
 - f. Props are discouraged. Jurors prefer pure food structures. If props are absolutely necessary, they cannot be a dominant feature of the entry. Try to solve all design with food items. A structure with props may lose when judged against a structure with no props. (Example: a structure that has eyes. One entry uses black cans to make eyes; another entry cuts out black circles of paper and pastes on cans for eyes. Once the jury sees that eyes can be made from cans or a food product, any entry that uses paper cutouts is in disfavor.)
 - g. Boxes and other non-can items are discouraged, but not prohibited. The name of the competition is CANstruction. Jurors prefer to follow the name of the competition and in recent national

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competitions structures with boxes (unless used for flooring) did not make it through the elimination process.

5. Your structure **MUST** be structurally self-supporting - foam-core, cardboard, masonite, plywood, and plexiglass are limited to one-quarter inch thick to serve as leveling materials and not load bearing. Cardboard tubes used as guides must also be limited to one-quarter inch thick. **Teams should take into account the affects of humidity, wind and other environmental conditions within the building. If your team's structure will be close to one of the outer doors, wind considerations should be included in the design of the structure.**
 - a. No 2x4's, half inch plywood or other materials from which things would be attached are permitted.
 - b. Wall structures must be three (3) cans thick, offset stack method, with maximum heights of six feet (6').
 - c. Clear tape, Velcro or double-faced tape may be used as adhesives. High-tension rubber bands, nylon string, shrink wrap, and wire are permissible. No permanent adhesives may be used on the cans.
 - d. Remember to bring plenty of box cutters and scissors.
6. **Bring multiple hand dollies to move your cans** (no pallets or pallet jacks allowed inside the building) and a **broom** to clean up your area after your build is complete.

Location

1. Teams should visit the site well in advance of the build-out date to determine if the structure requires special consideration (i.e. electrical power) or if there are any problems in positioning their entry in the space provided. Each build location is unique.
2. Structures should be placed with photography in mind.
3. Please provide floor covering to protect the floor from falling cans. Masonite to be at least 2' larger than your structure on all sides. For example, a 10'x 10' structure would need a 14' x 14 piece whereas an 8' x 8' structure would only need 12' x 12' of protection. Acceptable floor protection includes ¼" Masonite, ¼" pegboard, rubber-backed or non-skid carpet. Contact Event Chair if you have any questions regarding the acceptability of your floor covering. **This is required by the building.**

Cans - Acquisition, Delivery, and Inventory

1. Participating teams are responsible for obtaining their own supply of canned goods.
2. Teams may solicit donations of canned goods from manufacturers, consultants, or conduct employee food drives.
3. Delivery
 - a. Cans should be packed in sturdy cartons and labeled with your team name and space number you have been assigned.
 - b. If arranging for canned goods from a supplier, they must be delivered to your work area during your allotted time. No sidewalk deliveries. All the same labeling requirements are necessary.
 - c. Cans may be delivered to the Building during **load in only**. Teams will have specific 45 minute load-in windows chosen during Site Selection meeting. Floor protection must be delivered at the time of your cans so the cans can be placed on top of the Masonite in your space. **Cans will not be allowed on the building floor without covering.**
 - d. Team members are responsible for their own deliveries or any supplier deliveries for their team. This includes loading the boxes and cans from the loading dock to your work area. All drivers, including drivers that may be coming from a distributor, must know your team's name and build space number at the time of delivery to assist security personnel at the building. A Dock Manager will be on hand to

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assist teams and coordinate loading. Please remember that each team will have access to one (1) loading dock, regardless of the number of vehicles involved. Please plan accordingly to have your floor covering delivered first.

- e. Provide your anticipated dock needs to the Dock Manager no later than a week before the event. This information should include how you intend to get the cans to the space (personal truck, delivery service, distributor, etc). If you are using personal vehicles, indicate many vehicles you will be bringing. Teams will only have one (1) dock available for their use.
- f. A team member **MUST** be onsite to take delivery of the cans and move them from the loading dock to your designated area.
- g. **Entrance to the dock is 11'-6". NO vehicle higher than 11'-6" will be allowed into the dock area.** There is no street loading. This limitation applies to all personal and commercial vehicles.

4. Inventory:

- a. Submit the following "Can Information" to the Event Chair via e-mail on the form provided.
 - i. List of can foods used in the structure (i.e., peas, corn, sweet potatoes, etc).
 - ii. Total number of cans used (i.e., number of cans purchased).
 - iii. Total cost whether purchased or donated.
 - b. Each Team Captain **must** ensure that the **Can Information** is submitted to Event Chair, showing all items used in the canstructure (i.e., corn, peas, carrots, etc.) and showing the purchase price of all items in canstructure (including extra cans that will be donated). Reconcile your grocery receipts with this report **BEFORE** you submit it.
5. Team Captains **must** turn in to Event Chair all excess team sponsor funds not used to purchase cans. **Refer to New Requirements section on Page 7 of this document.**

Signage & Text

- 1. Each entry will have one 30x42 foam-core board that sits adjacent to the entry. One board will be printed by A&E - The Graphics Complex for each team. **Any upgrades and/or enhancements to this standard, flat sign and any additional sign boards will be at the team's expense.** See attached sheet from A&E-The Graphics Complex for details regarding your free board.
- 2. **DEADLINE - Absolutely no later than Friday, October 23.**
- 3. The information requested should be submitted on a CD Rom as a graphic file (PDF, TIF, BMP or JPG). Your board should contain the following information:

FIRM NAME-

How it should officially appear in the program. Confirm with a firm Principal. Provide the means to cover up **all names** (firm and team members, all instances) for judging. You can use Velcro, tape, etc.

TITLE OF ENTRY-

If any word in your title is to be italicized do so.

DESCRIPTION of the structure-

Keep to one paragraph. This is what is provided to the jurors and public as they view each entry. *The descriptions are most helpful in drawing the jurors' and publics' eye to the rich detail in each design, play on words, double entendres with the label names, etc.* Spend your time describing the choices you made in cans and labels to articulate your theme. Spell check your paragraph.

*** In addition to submitting your signage information to A&E - The Graphics Complex on a CD, please also send a copy of this paragraph with your sketch to Event Chair by **October 16** (see Page 1 - Material and Size).

TEAM MEMBERS' NAMES (six-member team)-

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CAPTAIN FIRST (no exceptions, no co-captains) followed by the rest of the team in alphabetical order - get names spelled correctly - you must designate ONE team captain.

THANK YOU'S-

for any sponsors and/or other firm members who participated.

4. Any additional signage that your firm or sponsors requires are to be printed at your team's cost. This includes signage if you are receiving major support from a food manufacturer or grocery store and need to display their logo. It should be a foam-core board, self-standing easel back to sit on the floor.
5. **Please provide your own method of display.**

Site and Area Assignments

1. A random drawing will be held at the **Site Selection/T-Shirt Party** to determine each team's designated build area and loading dock times. Each team should have a representative at the Site Selection/T-Shirt Party.
2. Visit the site before Site Selection to determine what sites are best for your structure. Each site is unique and not all sites have access to electricity. The Committee may not have this information. Teams are free to trade spaces if the trade is mutually agreeable.
3. Position your structure for photography.
4. Notify a committee member of any special needs or requests you might have so that there are no surprises the day of the build out. The committee will try to accommodate all requests but cannot guarantee that all requests will be accommodated.

Build

1. **Be on time.** The build will start promptly at 9:00 am and finish at 6:00 pm. No construction will be allowed before 9:00 am or after 6:00 pm.
2. Continental-style breakfast will be available for all those attending the Build.
3. Try to do as much prefabrication of foam core cutting or other special materials you require prior to the build out. If you have a chance to practice building in your office take that opportunity to lessen surprises at the site.
4. **Bring plenty of extra supplies (tape, scissors, foam-core, cardboard) - over estimate.**
5. Bring a ladder if you are building tall.
6. When your Canstruction is completely finished, send a representative to the onsite Canstruction manager to sign out and take team pictures.
7. Teams are responsible for checking their structures on Tuesday before judging. A committee member will check the structures and will notify the team captain if any major adjustments need to be made. The committee will not attempt to adjust your structure.
8. A meal with beverage will be provided for the 6-person team the day of the build. Additional meals with beverages can be purchased in advance for teams with more than 6 members. See enclosed Order Form.
9. Teams are responsible for leaving their site "broom-clean." If a dumpster is provided on the loading dock for Canstruction (Chair will confirm), then **all trash MUST be placed INSIDE the dumpster.** No trash can be left on the loading dock or in small carts. **If a dumpster is NOT provided, each team is responsible for removing its own trash.**
10. **Each team is responsible for recycling its own cardboard from the can packaging. Please plan for your team's recycling needs.** Please help Canstruction Houston make our event as **GREEN** as possible.

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Judging

1. Judging will occur from 11:30 am to 1:30 pm.
2. Team members cannot be in the area at the time of judging.
3. Cover all instances of your firm name, logo, and team member names before judging. Any sign still displaying team identification will be removed during judging.

Awards Ceremony

1. The Awards Ceremony will be at CenterPoint Energy's Pre-Function Room.
2. Allow plenty of time for cross-town traffic, bad weather, and parking. Event begins 6:00 pm sharp. All teams must have at least one member present at their structures no later than 6:00 pm sharp.
3. It is good for you to be with your structure to welcome everyone and answer questions regarding the design and construction methodology for your structure.
4. Invitations will be distributed to Team Captains. Team members will be on a list only for emergency use.
5. **Admission price is one (1) can of food per person.**
6. Submit the Order Form to ensure all your guests will have an invitation.
7. Business dress, no casual attire.

Photography

1. Professional photographs will be taken of each entry.
2. Take your own digital pictures with good resolution. Many times these are excellent and we can make them available to reporters quickly. Clear all signage from shot.

Decanstruction

1. **During Decanstruction**, each entry must be taken down and packed in boxes for pickup.
2. Each team must provide two team members for Decanstruction. All team members participating in the Decanstruction **must arrive for this event by 7:00 am**. Decanstruction goes fast and you are welcome to leave once your structure has been dismantled, moved to the palletizing area and the committee has cleared your team. Your structure space must be returned to a broom-clean condition before you are cleared by the committee.
3. Continental-style breakfast will be available for those attending Decanstruction.
4. Volunteers from the Houston Food Bank will be on hand to assist teams in moving cans from their build site to be palletized and onto the waiting trucks. For safety reasons, volunteers will not help disassemble the structures.
5. **Bring multiple hand dollies to move cans from your build site to the food bank trucks. No pallet jacks or pallets are allowed on the granite floor inside the building.**

Charity Status

1. Canstruction Houston is a federally recognized charity under Section 501(c)(3) of the Internal Revenue Service tax code.
2. Canstruction Houston is also exempt from state sales tax for the purchase of cans and food items that will be ultimately donated to the Houston Food Bank.

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3. Sponsors and teams will receive a tax letter acknowledging their documented donations (monetary or in-kind) no later than January 15 of the following year. Documentation includes invoices, receipts, copied checks, etc.
 - a. Each Team Captain **must** submit **copies of all Team Sponsor checks** received in support of their canstructure with their Team Sponsor forms. For any items received as IN-KIND donations (i.e., delivery service of cans, can donations from grocer, floor covering donations, etc.), please receive a receipt or letter from vendor documenting these donations. Send check copies, vendor invoices/letters and Team Sponsor forms via e-mail attachments to chair@canstruction-houston.com. Canstruction Houston will issue charitable contribution letters to each sponsor and team sponsor as documentation of each charitable donation by January 15 of the following year.
 - b. Purchases of t-shirts and build day lunches are not tax deductible and will not be included in the contribution letter.
 - c. Each Team Captain **must** turn in to Event Chair all excess funds from team sponsors that is not used to purchase cans. These funds are due as soon as possible after the Build Day so that the lump sum can be combined into one Canstruction Houston check and issued to the Houston Food Bank during the Awards Ceremony. **Receipt by Wednesday, November 11 would be greatly appreciated.**
4. Each Team Captain **must** ensure that the **Can Information** is submitted to Event Chair, showing all items used in the canstructure (i.e., corn, peas, carrots, etc.) and showing the purchase price of all items in canstructure (including extra cans that will be donated). Reconcile your grocery receipts with this report BEFORE you submit it.