



# FESTIVAL NATIONS

## 2019

### 2019 POLICIES & PROCEDURES MANUAL

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# ABOUT THE FESTIVAL OF NATIONS

Established in 1932 by the International Institute of Minnesota (IIMN), a non-profit 501(c) 3, the Festival of Nations (FON) is an educational event designed to bring Americans of all backgrounds together - native and naturalized citizens alike - to share the ties with our past and take pride in the richness of diverse cultures in our community as we build for the future together. Held annually, the Festival of Nations is a program of the IIMN managed by a Festival of Nations Director. The Festival of Nations does not permit any endorsement by any participant for any causes including but not limited to any political or religious organizations.

## AREAS OF PARTICIPATION

The Festival of Nations has five areas of participation:

1. Cafés
2. Bazaars
3. Exhibits
4. World Stage
5. Demonstrations

Café and Bazaar are income producing and must be either a non-profit organization or representing a non-profit (see non-profit status below). Exhibits & World Stage are non-income producing. Demonstrations are chosen directly by the Festival of Nations Demonstrations Committee. Performers on the Atrium and Café Stages are coordinated and selected by the Festival Entertainment Producer.

**Festival of Nations protocol: All ethnic groups who have income-producing booths MUST also participate in at least one of the non-income producing areas.**

## WHO MAY PARTICIPATE IN THE FESTIVAL OF NATIONS

Due to space limitations, only one participant from any ethnic group can participate in each of the program areas of the Festival of Nations. For example, we cannot have two Irish cafes, two Brazilian Bazaars or two Somali dance groups. Once an ethnic group is approved to participate, a representative of that ethnic group must be chosen as an Ethnic General Chair. The Ethnic General Chair will have the right of first refusal to participate in the café, bazaar, exhibits, demonstrations, and dance program of the ethnicity represented. (Please see page 2 for more information on the responsibilities of the Ethnic General Chair).

If another individual or entity wants to represent an ethnic group in a program area that does not have participation from the particular ethnic group but already has an existing Ethnic General Chair, the new individual or entity must submit a request to the Festival of Nations Operations Committee. The Operations Committee will have final say, but will as appropriate seek input from the Ethnic General Chair.

If a program area is not filled by an ethnic group that has an existing Ethnic General Chair, the Festival of Nations Committee reserves the right to contract with another group of that same ethnic background to participate in the missing program area. Once contracted, the new group will then have first rights of refusal for that specific program area for future festivals. If the contracted group decides to no longer participate in the Festival, the Festival Committee will once again offer the program area to the Ethnic General Chair of that ethnic group.

The ethnic demonstrations are an exception to this policy. Demonstrators are selected by the Demonstrations Committee rather than being approved by the Ethnic General Chairs. Suggestions from the Ethnic General Chairs for demonstrators are welcomed by the Demonstrations Committee. The Festival of Nations Committee has the right to authorize the participation or discontinuation of any Ethnic Group activity that in their judgment would be beneficial or detrimental to the total presentation of the event.

Performers on the Atrium and Café Stages are also an exception to this policy as they are coordinated and selected by the Festival and the Festival Entertainment Producer. Adult dance groups are welcome to request a performance time on the Atrium Stage. Suggestions for singers and/or musicians to perform on the Atrium and Café Stages are also welcome.

## RESPONSIBILITIES OF ETHNIC GENERAL CHAIRPERSON

The Ethnic General Chairperson is responsible for:

- All members and representatives participating in the cafe, bazaar, exhibit and World Stage of the Festival of Nations. Responsibilities include his/her ethnic group's understanding of, and compliance with, all Festival of Nations policies and procedures.

- Communicating any event updates to their respective groups.
- Are accountable for all participating ethnic group's compliance with the laws and regulations of the City of St. Paul, the State of MN, hosting venue, and the Festival of Nations.
- Acting as a mediator, facilitator, and liaison between areas of their ethnic group
- Keeping track of payment and meeting deadlines and to communicate these to their group.
- Assuring that their group has volunteers/staff in all booths and at all times throughout the Festival.
- Being available during the Festival to resolve any issues.
- Attending all Festival of Nations meetings or designating an assistant to attend in his/her absence.
- Selecting effective and conscientious area chairpersons to direct the group's participation in the café, bazaar, exhibit and World Stage.
- Assuring that all questionnaires and forms are returned on or before the specific due date.
- Assuring that all participants in their ethnic group are wearing an ethnic costume during the Festival of Nations hours in all areas including café, bazaar, exhibit and World Stage. Ethnic attire not only identify participants but also add to the Festival of Nations color, pageantry and educational value (see clothing expectations listed below).

#### GENERAL EXPECTATIONS OF ALL PARTICIPANTS

PROMOTION OF THE CULTURAL EXPERIENCE: THE FESTIVAL OF NATIONS IS DESIGNED TO PROMOTE ALL CULTURES AND ETHNIC GROUPS. EACH GROUP AND EACH INDIVIDUAL IS EXPECTED TO BE RESPECTFUL TOWARD ALL FESTIVAL PARTICIPANTS AND ATTENDEES.

The Festival of Nations expressly prohibits any form of harassment based on race, color, creed, religion, national origin, ancestry, sex (including pregnancy, childbirth, breastfeeding or related medical conditions), marital status, status with regard to public assistance, familial status, membership or activity in a local commission, disability (physical or mental), sexual orientation, gender, gender identity, gender expression, genetic information, age, military or veteran status, or any other characteristic protected under federal, state or local law.

#### PROMOTIONAL ALLOWANCES FOR ETHNIC ORGANIZATIONS, GROUPS, AND BUSINESSES:

- The Festival is committed to showcasing year-round the diversity of ethnic organizations, groups, and businesses that exist in our community.
- Festival participants will be allowed to share information about the ethnic organizations, groups, and businesses that they represent within the limitation outlined below.
- Participants can have printed materials (business cards, small brochures, sheets of paper, etc.) that include basic information such as contact information, general descriptions of activities, mission statements, locations, history, and an event calendar.
- Materials cannot contain political messages, language that could be considered derogatory toward another group, or messages or events that conflict with Festival of Nations' event schedules or are contradictory to Festival of Nations' mission.

#### CLOTHING EXPECTATIONS:

- The Festival of Nations will allow for great diversity in the types of ethnic clothing participants and volunteers can wear.
- In order to promote and showcase the ethnic diversity among our participants, and to encourage Festival attendees to engage in conversations with participants through fashion and clothing, all participants need to wear clothing that is significantly identifiable to the ethnic group they are representing. This could include contemporary items and modern designs inspired by traditional patterns and designs.

- Any non-traditional items that have not been worn in previous years must get approval by the Festival of Nations Operations Committee which is comprised of staff and community volunteers active in organizing the festival. Groups will need to be able to explain how their proposed clothing items are culturally appropriate. Items that have no cultural basis other than a marketing slogan are generally not considered ethnic clothing for Festival of Nations purpose.
- This modification does not apply to World Stage dance groups. Dance groups should wear clothing appropriate to their dances.

EXPECTED BEHAVIOR: ALL PARTICIPANTS, ATTENDEES, STAFF, AND VENDORS, ARE EXPECTED TO TREAT EACH OTHER WITH RESPECT AND CONSIDERATION; VALUING A DIVERSITY OF VIEWS AND OPINIONS. WE ASK FOR ALL TO COMMUNICATE OPENLY WITH RESPECT FOR OTHERS, CRITIQUING IDEAS RATHER THAN INDIVIDUALS.

ALL PARTICIPANTS MUST COMPLY WITH FESTIVAL OF NATIONS REGULATIONS.

Failure to follow these regulations is a breach of contract and may result in the removal of your booth with out any further obligation by the Festival of Nations, including a refund.

RESTRICTED ITEMS & ACTIVITIES

1. Items such as projectiles (an object which is fired, thrown or otherwise projected), or objects which are self-propelled (such as rockets, or weapons), or decorative knives, whips, guns, clubs, nunchuks, throwing stars or swords, or other weapon-like items may not be sold.
2. Helium tanks, balloons, candles, and burning of incense are prohibited by order of the Fire Marshall.
3. Gambling and other illegal activities are not permitted.
4. Any music playing, noise making devices (musical, verbal, etc.), or video displays must receive prior approval from the Festival Director and must not interfere with the entertainment stages or with the interactions of other cafes and their customers.
5. No maps, including reproductions on clothing or objects, are to be displayed or sold.
6. No symbolism/logos of an inflammatory nature may be displayed.
7. No drug use, symbols of drugs or drug paraphernalia can be displayed or sold.
8. No items endorsing any political cause or racial statements can be displayed or sold.
9. No posters, handouts or business promoting items including, but not limited to,
10. Promotions, travel destinations, event dates or advertising of any kind are permitted.
11. No signs of any kind indicating sales, discounts or low prices are permitted.
12. No food samples can be displayed.

**THE FESTIVAL OF NATIONS COMMITTEES**

The responsibility for the FON is under the jurisdiction of the International Institute of Minnesota Board and is split across two committees: The FON Board Committee and the FON Operating Committee. The former has strategic and policy responsibilities, the later operational responsibilities. All references in this document to the 'Festival of Nations Committee' refer to the FON Operating Committee. Following are the charters for each Committee:

**FON Board Committee Charter**

*Purpose:* Plan, organize, execute and ensure long-term viability of the Festival of Nations

*Responsibilities:*

- Keep FON fresh and relevant. Recommend to the IIM Board positioning for the FON (branding, marketing, target audience, public image)
- Identify and recommend to the IIM Board alternative financial models with associated costs and benefits within parameters set by board
- Recommend to the IIM Board possible funding and sponsorship. Define sponsorship partners for FON within defined parameters

- Work to deliver positive volunteer experiences
- Set operating policies for FON
- Set features and programs at Festival
- Raise profile of IIM through the FON

*Structure:*

- Composition
  - Operating Committee Area Chairs (Café, Bazaar, Exhibit, World Stage and Demonstration Chair)
  - IIM Festival of Nations Events Manager
  - One to three board members as assigned by IIM Board
  - IIM Executive Director
  - Ad hoc members as deemed necessary
- Chaired by a board member who is approved by the board

## FON OPERATING COMMITTEE

*Purpose:* Organize, implement and execute functional areas of the Festival. This committee is critical to on-the-ground planning and operation of the Festival of Nations

*Responsibilities:*

- Organize Area Committees for each program area of the FON. All Operating Committee members serve on at least one Area Committee
- Provide a venue for all of the Area Committees to exchange information and work together
- Discuss and recommend FON theme to the FON Board Committee
- Coordinate volunteers for FON operation
- Under the leadership of the FON Director, monitor compliance with all FON policies and regulations. If a group or individual's actions do not conform, follow escalation policy
- Provide feedback on FON operation and serve as sounding board for issues and new ideas

*Structure:*

- Composition
  - Operating Committee Area Chairs (Café, Bazaar, Exhibit, World Stage and Demonstration Chair)
  - IIM Festival of Nations Event Manager
  - Ad hoc members as deemed necessary

## NON-PROFIT STATUS

All income-producing booths (Bazaar and Café) must be directly affiliated with a non-profit 501(c) 3 organization. The groups can either be members of a non-profit organization that directly runs the booth for fund-raising purposes or representatives acting on behalf of a non-profit organization for fund-raising purposes (arranged directly between the non-profit organization and the representatives). The Festival requires a non-profit certificate from each group.

## SETTING UP IN THE RIVERCENTRE

Festival set-up dates will be announced by Festival of Nations area committees (Café, Bazaar, Exhibits, World Stage, and Demonstrations) each year, along with a move-in schedule. Set-up for the majority of participants is generally on the Wednesday before the Festival opens to the public. To keep things running smoothly, please arrive at your assigned time. All preparations must be completed by 10:00 p.m. on the Wednesday prior to the opening of the Festival. **NO GROUP WILL BE ALLOWED TO SET UP THEIR BOOTH ON THURSDAY MORNING.** Failure of any group to be set-up by festival opening will be considered in breach of policy resulting in possible dismissal from the Festival.

Each participating group is assigned booth space by the Festival of Nations Director or Festival of Nations area committee chair. No alterations or expansion of your space is permitted without the consent of the Festival of Nations Director or the area committee chair. The Festival of Nations provides signage to each group that remains the property of the Festival and should be left in place at the conclusion of the event. Alternate signs are not permitted and will be removed.

Participants must furnish any tools and supplies needed to erect facades, lights, or any specific needs for set-up. Please

contact your area committee in advance of the scheduled set-up time, if you have set-up related questions.

### TAKE DOWN

Dismantling on Sunday night at the conclusion of the Festival must not begin earlier than the designated closing time indicated on the Festival of Nations tickets and brochures. Drive-in and move-out is done according to a schedule arranged by the Festival of Nations Committee Area Chairperson.

Exhibit, Bazaar, Café and demonstration booths must be left in a clean and orderly manner. Any expenses related to excessive cleanup or moving charged by the RiverCentre will be billed to the offending group.

All groups are responsible for removal of all their property at the close of the Festival on Sunday evening. This includes items such as bread trays, milk cases and anything else of value.

Please inspect your area for your property prior to departure. The Festival of Nations is not responsible for any items left behind.

### COPYRIGHT NOTICE

The IIM has copyrighted the name "Festival of Nations"™ for its exclusive use. Reproduction for any purpose is prohibited without the express written consent of the International Institute of Minnesota and the Festival of Nations.

### PARTICIPANT (COMPLEMENTARY) TICKETS

The Festival of Nations Committee Area Chairperson determines the number of in and out passes and participant and complementary tickets to be issued for each participation area. Tickets will be issued to all participating ethnic groups through the Ethnic Group Area Chairperson who is responsible for distributing the tickets to the volunteers working in his/her own area. The Demonstrations Committee Chairperson is responsible for distributing participant tickets to all demonstrators.

### FIRST AID

A first aid station staffed by trained EMTs runs throughout the duration of the Festival. Information booths will be able to direct individuals to the station. It is everyone's responsibility to be aware of its location.

### SECURITY

The Festival of Nations contracts with the St. Paul Police Department and private companies to provide 24-hour security. If a situation requires security please contact any Festival of Nations staff or committee member. **DISCLAIMER:** The Festival of Nations and the St. Paul Police Department takes normal precautions to safeguard equipment and property. Given the nature of this festival, however, the Festival of Nations, the St. Paul Police Department, and the IIM assume no responsibility for any lost, damaged or stolen items. Please take appropriate precautions including, but not limited to taking valuables home after the Festival each night.

### INSURANCE

All vendors must have a certificate of general liability insurance in the amount of \$1.5 million. "*FESTIVAL OF NATIONS*" must be listed as additionally insured. Ethnic participants can purchase liability insurance directly through the Festival of Nations by contacting the Festival of Nations Director. While the Festival of Nations takes normal precautions to guard the well being and safety of its participants, it can assume no responsibility for events or conditions beyond its control. It is the responsibility of each participant to exercise proper caution against dangerous or unforeseen circumstances.

### TIMES/HOURS OF OPERATION

All participating ethnic booths must be set up, staffed and fully operational for the entire time the Festival of Nations is open. Hours of operation are set forth in the Festival of Nations brochure. Generally, on Festival days, participants will have access to booths and Festival areas two hours prior to event opening for and for one hour after the event closes.

Failure of any ethnic participant group to be open and fully operational during Festival of Nations hours may result in dismissal without any financial or any other obligation due to the group.

## DEADLINES AND FEES

For a smooth and efficient operation for all participants, all forms and fees must be turned in promptly by the published scheduled deadlines (Please refer to the Schedule & Fees page for specific fee payment information). Information given on the forms is used for Festival of Nations planning, publicity, and printed materials that need to be laid out several months in advance of the Festival opening. The Festival will interpret the failure of a group to comply with the deadlines as a relinquishment of participation privileges and may invite another group of the same or another ethnic background to take its place.

## NON-COMPLIANCE WITH POLICIES AND PROCEDURES

If a problem arises during the Festival that calls for action, the individual and/or the group must first contact the appropriate Festival of Nations Committee Area Chairperson: World Stage, Cafe, Exhibit, Demonstrations, or Bazaar. If the problem cannot be resolved and further action is required the Festival of Nations Committee Area Chairperson will contact the Festival of Nations Director. If further action is required, the Festival of Nations Director will contact the Chair of the Festival of Nations Board Committee.

## COIN CHANGE FOR GROUPS

The Festival of Nations offers, at no cost, the service of making change for the groups during hours that the Festival is open. Change will not be converted into bills at any time. All groups are responsible for maintaining their own cash boxes. No money counting by participant groups or individuals will be permitted in the Festival committee room.

## LOST AND FOUND

Articles found by participants should be turned in immediately to any of the information booths or the Festival of Nations office. If lost articles are not claimed during the Festival they will be taken to the International Institute of Minnesota and held for 30 days.

## LOST CHILDREN

Any lost child should be taken immediately to an information booth. Information booth staff will contact the appropriate staff.

## FIRE DEPARTMENT REGULATIONS

Saint Paul Fire Department regulations require that ALL flammable material (such as fabric used anywhere throughout the Festival) be flame proofed. The Festival of Nations Café Committee will provide a spray applicator with a liquid solution that meets all fire code regulations for flammable natural fibers. This service is available at no cost to the groups prior to the set-up of the Festival. Notify the Festival of Nations Café Committee Chairperson on the Wednesday prior to the Festival of Nations if you need this service. Please ask if materials are flame proof, when purchasing materials for your area.

Open flame, helium tanks or tanks with any kind of gas including propane are not permitted in the RiverCentre by order of the Fire Marshall.

Cafe participants must provide their own fire extinguisher for their booth. Any fire extinguishers purchased for the Cafe area must comply with fire codes which currently require a 5lb non-toxic Model number 2A10BC and a 40BC dry chemical extinguisher if your group is cooking with grease. All fire extinguishers must show a current date sticker. The Fire Marshall makes the final determination of required fire protection equipment.

## COMMUNICATIONS: FORMS AND MEETINGS

The "Ethnic Group Participation Registration Form" is sent from the Festival of Nations office to each Ethnic General Chairperson who participated the previous year in the Festival.

At the initial ethnic participant meeting held at the International Institute, each Ethnic General Chairpersons and Ethnic Group Area Chairpersons will pick up packets that include forms for all areas of participation in the Festival of Nations. At this time, Café and Bazaar deposits must be made. The Festival of Nations Director and staff will answer any questions concerning specific areas of participation.

MINNESOTA ST-19 FORM

All vendors and demonstrators who sell at the Festival of Nations require the Minnesota sales tax form, Operators Certificate of Compliance (ST-19). This form is required before a booth can be set up at the event.

**FESTIVAL OF NATIONS SCHEDULE & FEES**

**2019 KEY DEADLINES TASK**

November 11, 2018	First General Meeting (1:00 - 3:30pm at IIMN)
January 14	All Booth Fees and Paperwork Due (Reduced Fee = \$775)
February 10	All Booth Fees and Paperwork Due (Full Fee = \$975)
February 10	Second General Meeting (1:00 - 3:30pm at IIMN)
February 19	Requests for additional dance times
March 16, 17, 23	World Stage Technical Reviews
March 29	Participant Ticket Pick-up 9:00am–7:00pm
April 30	Bazaar & Marketplace Load-in
May 1	Cafes, Exhibits, and Demonstrations Load-in
May 5	Participant Load-out

<b>Area</b>	<b>Payments and Forms received by:</b>	<b>Fee</b>
Bazaar & Marketplace	1/14/2019	\$775.00
	2/10/2019	\$975.00
Cafe	1/14/2019	\$650.00
	2/10/2019	\$850.00

**APPLIANCE RENTAL**

Includes Energy & Hookup

	<b>Fee</b>
Stove	\$250.00
Refrigerator	\$180.00
Freezer	\$180.00

**ENERGY CHARGE**

(Each appliance)

	<b>Fee</b>
• 220/208-volt major appliance (stove, deep fryer etc.)	\$40.00
• One-time special hook up charge for 220/208-volt appliances	\$25.00
• Freezers and refrigerators	\$30.00
• 110/120-volt appliances brought in (blenders, coffee makers, mixers etc.)	\$25.00

## KEY CONTACT INFORMATION

### AREA COMMITTEE CHAIRPERSONS

**TJ Wiatros**

Festival of Nations Cafe Coordinator  
651-647-0191 • Ext. 398 (W)  
[twiatros@iimn.org](mailto:twiatros@iimn.org)

**Colleen Stelmach**

FON World Stage Adult Chairperson  
612-839-7409  
[fonworldstage@gmail.com](mailto:fonworldstage@gmail.com)

**Bernie Piorek**

FON World Stage Entertainment Producer  
651-271-1047  
[bvpiorek@gmail.com](mailto:bvpiorek@gmail.com)

**Linda DeBeau-Melting**

Demonstrations Chairperson  
[l-debe@umn.edu](mailto:l-debe@umn.edu)

**Anne DeBeau-Melting**

Cultural Exhibits Chairperson  
[debe0024@hotmail.com](mailto:debe0024@hotmail.com)

**Mike and Courtney Silvan**

International Marketplace and Bazaar  
[fonbazaar@gmail.com](mailto:fonbazaar@gmail.com)

### GOVERNMENT CONTACTS

**Cassandra Hua, REHS**

Public Health Sanitarian  
Food, Pools, and Lodging Services Section  
Minnesota Department of Health  
[Cassandra.Hua@state.mn.us](mailto:Cassandra.Hua@state.mn.us)  
Office: 651-201-3985

**Jim Perucca, CFI**

Fire Safety Inspector II  
City of Saint Paul  
Department of Safety & Inspections  
[James.Perucca@ci.stpaul.mn.us](mailto:James.Perucca@ci.stpaul.mn.us)  
651-266-8996

## BAZAARS

### BAZAAR PARTICIPATION

1. Due to space limitations, only one participant from any ethnic group can have a Bazaar booth at the Festival of Nations.
2. The current Ethnic General Chair has sole discretion on which individual(s) may operate a Bazaar booth of that specific ethnic group. Once the choice is made the Ethnic General Chair appoints an Ethnic Bazaar Chairperson. The Ethnic Bazaar Chairperson is responsible to comply with all policies and procedures including entering into a rental agreement with the Festival of Nations for the Bazaar booth. If an Ethnic group who is participating in other areas of the Festival chooses not to have a Bazaar booth, the Festival of Nations may enter into a contract directly with an individual or group of its choosing which is not represented in the Bazaar area.
3. FEES: Please refer to the Schedule & Fees page for specific fee payment information
4. Bazaar booths are income producing and, per our contract, must be either a non-profit 501(c) 3 organization which directly runs the booth for fund-raising purposes or representatives acting on behalf of a non-profit organization for fund-raising purposes (arranged directly between the non-profit organization and the representatives). The Festival of Nations requires a non-profit certificate that can be obtained from the Minnesota Secretary of State, from each group.
5. The Ethnic Bazaar Chairperson is required to submit a detailed list of items to be sold in their respective booths to the Festival of Nations Bazaar Committee for approval. Only items that represent your culture or ethnic group should be for sale in your booth. Any items not included on this list may not be sold and you will be asked to remove the item from your booth immediately.
6. All Bazaar booths must have a general liability insurance policy naming the Festival of Nations, as additionally insured and a certificate of proof of insurance must be submitted to the Festival. A certificate of proof of insurance can be obtained from your current carrier or insurance can be purchased through the Festival office. If a group does not have an insurance-certificated two (2) weeks prior to the Festival of Nations, an insurance policy for the Bazaar booth will be purchased on your behalf by the Festival of Nations office. Your Bazaar booth will be responsible for this expense (\$100 for rider policy).
7. A single Bazaar booth space is approximately eight feet deep and ten feet wide. A small space behind the booth may be available for storage. The Festival of Nations provides two 8' tables and two chairs for single booths and four 8' tables and four chairs for double booths. Each Ethnic Group Bazaar Chairperson is responsible for all table coverings and skirting to the floor on all sides visible to the public. Covering and skirting must be flame retardant.
8. BAZAAR BOOTH SET-UP takes place on the Tuesday and Wednesday before the Festival. **No group will be allowed to set up their Bazaar booth on Thursday morning.** The Festival of Nations Bazaar Committee will provide load-in and load-out times to each Bazaar booth. These times must be followed for safe operation. If you need to change your time(s) you must get approval from the Festival of Nations Bazaar Committee. Any Bazaar booth that does not follow load-in or load-out instructions by Festival of Nations staff at the loading dock may be held solely responsible for any damage or injury caused.
9. Bazaar booths must remain open from the official opening time until the official closing time each day of the Festival of Nations. **No late start times or early takedowns!**
10. Double booth space is assigned on a first come basis. Please contact the Festival of Nations Director if you are interested in additional space. Assignments are made on a first-come basis. Additional fees might apply.
11. The Festival provides uniform signage to each bazaar booth that remains the property of the Festival of Nations and should be left in place at the conclusion of the Festival of Nations.
12. Each bazaar booth must arrange all deliveries. Festivals of Nations staff or volunteers are not authorized to sign for any deliveries to Bazaar booths under any circumstances. Companies should be given the name of the Bazaar booth, its location in the RiverCentre and the contact person responsible for accepting deliveries.
13. Sales persons in bazaar booths **MUST BE IN ETHNIC ATTIRE** (please see page 2 for more information). Ethnic wear costumes are available at the International Institute prior to the Festival and a limited amount at the RiverCentre during the Festival.

## ALL BAZAAR PARTICIPANTS MUST COMPLY WITH FESTIVAL OF NATIONS REGULATIONS.

Failure to follow these regulations listed below is a breach of contract and may result in the removal of your booth without any further obligation by the Festival of Nations including a refund.

Any items that poses a safety concern or do not comply with the Festival of Nations Regulations seen below are able to be removed by ANY Festival of Nations Committee Member at ANY time during the Festival.

1. Items that cannot be sold are: projectiles (an object which is fired, thrown or otherwise projected), objects which are self-propelled (such as rockets, or weapons), decorative knives, whips, guns, clubs, nunchuks, throwing stars swords, or other weapon-like items.
2. Any noisemakers should be pre-approved by the Festival of Nations Bazaar Committee. Noisemakers should not be disruptive or offensive. If you plan on selling any item that makes noise, please contact the Festival of Nations Bazaar Committee to make arrangements to submit a detailed description of the item. In some cases, you may be asked to submit a sample of the item to be reviewed by the Festival of Nations Bazaar Committee.
3. Food items, such as pre-packaged or canned foods, cannot be sold in the Bazaar without prior approval by the Bazaar Chairperson. If you plan on selling a food item, please contact the Festival of Nations Bazaar Committee to make arrangements to submit a detailed description of the item. In some cases, you may be asked to submit a sample to be reviewed by the Festival of Nations Bazaar Committee. All food items must be specific to the ethnicity of the booth at which they are being sold.
4. Helium tanks, balloons, candles, and burning of incense are prohibited by order of the Fire Marshall.
5. Gambling and other illegal activities of a similar nature are not permitted.
6. No boom boxes or music playing will be allowed in your booths.
7. No televisions, video screens, tablets, or computers used to show advertisements or other videos will be allowed.
8. No maps, including reproductions on clothing or objects, are to be displayed or sold.
9. No symbolism/logos of an inflammatory nature may be displayed.
10. No drug use, symbols of drugs or drug paraphernalia can be displayed or sold.
11. No items endorsing any political cause or racial statements can be displayed or sold.
12. No posters including, but not limited to, promotional, travel destinations, event dates or advertising of any kind are permitted.
13. If you have an ethnically focused business that is open to the community year-round, modest promotional, marketing or publicity materials may be allowed. Materials should only include the business name, contact information, and basic description of items sold. Festival of Nations staff or area committee chair must approve any such materials.

## OTHER SAFETY REGULATIONS AND POLICIES

The following are general safety guidelines that must be followed. When constructing your booth or setting up your merchandise, please think about the safety of your customers, the Festival volunteers and yourselves!

1. Only use fluorescent bulbs for lighting – other bulbs get too hot and pose a fire hazard. You will be asked to turn off and remove any lighting using other bulbs.
2. Freestanding shelving units must be secured or weighted at the bottom so they cannot tip and pose a safety hazard. Any shelving units deemed unsafe by the Festival of Nations Bazaar Committee will be asked to be dismantled immediately.
3. Electrical cords running across the floor need to be entirely taped down or covered to avoid a tripping hazard. Any other cords should be secured and be out of the way with zip ties.
4. Shelving, tables or racks MUST stay within the confines of your booth. You may display merchandise outside your booth by either hanging them on the side of your display booth, or by setting larger items just outside your booth, but you may be asked at any time to move items that may block traffic in or around the bazaar area.
5. Fabrics used in your Bazaar booth must be flame proofed. The Festival of Nations will provide a spray applicator with liquid solution that meets all fire code regulations for flammable natural fibers. This service is available at no cost to the groups prior to the set-up of the Festival of Nations. Notify the Festival of Nations Bazaar Committee Chairperson on

the Wednesday prior to the Festival if you need this service.

PLEASE SUBMIT ALL BAZAAR REQUIRED FORMS TO:

[bazaar@festivalofnations.com](mailto:bazaar@festivalofnations.com)

## CAFÉS

### CAFÉ PARTICIPATION

All participants must comply with Festival of Nations Policy and Procedures. Failure to follow policy and procedures is a breach of contract and may result in the closing of the cafe your booth without any further obligation by the Festival of Nations. Any monies paid will be forfeited and no refunds will be made. Ethnic groups desiring to have a new café should contact the Festival of Nations office for space availability and application process. Due to space limitations, only a certain number of cafés are able to participate in the Festival of Nations. Any additional participation requests will be placed on a Waiting List.

If so directed by the RiverCentre, Health Department, the Fire Marshall or the International Institute, the Festival of Nations Café Committee may have to upgrade regulations and requirements during the Festival. The Festival of Nations Café Committee will advise the Ethnic Group Café Chairperson of any changes.

1. The Ethnic Group Café Chairperson is responsible to comply with all policies and procedures, including entering into a rental agreement with the Festival of Nations for the Café booth.
2. All Cafés (income-producing) must be directly affiliated with a non-profit 501 (c) 3 organization. The cafe can either be a member of a non-profit organization that directly runs the booth for fund-raising purposes or representatives acting on behalf of a non-profit organization for fund-raising purposes (arranged directly between the non-profit organization and the representatives). The Festival of Nations requires a current non-profit certificate for each cafe, which can be obtained from the Minnesota Office of Secretary of State.
3. Café deposits are due at the initial General Meeting. Any balance will be due at the second General Meeting. If forms are not received and fees are not paid in full by specified dates, the cafe may lose their space and any payments made. See FESTIVAL OF NATIONS SCHEDULE & FEES for detailed information.
4. Each Ethnic Group's Café Chairperson is required to submit a detailed list of menu items to be sold in the Café to the Festival of Nations Café Committee for approval. Submitted menus should include only items that represent the ethnic group's cuisine and culture. Restricted Items are:
  - a. Carbonated beverages
  - b. Alcoholic beverages
  - c. Candy
  - d. Packaged foods

Menu items that are also sold by the Festival of Nations, such as coffee and bottled beverages may not be sold at a price less than the price posted by the Festival of Nations.

5. All Cafés must have general liability insurance naming the Festival of Nations as additionally insured. A certificate of proof of insurance must be given to the Festival of Nations office or insurance can be purchased through the Festival of Nations office. If a certificate of insurance is not received two (2) weeks prior to the opening of the Festival of Nations event, the Festival of Nations office will purchase an insurance policy for the cafe. The cafe will be responsible for this expense.
6. Café set-up is on Wednesday before the Festival of Nations between 3:00 PM and 9:30 PM. No Café will be allowed to set up their Café on Thursday morning. The Festival of Nations Café Committee will provide scheduled load-in and load-out times to each group. These times must be followed for safe and efficient operation. To change any time(s) you must get written approval, in advance, from the Festival of Nations Café Committee. A cafe not following load-in or load-out instructions by Festival of Nations Staff at the loading dock will be held solely responsible any resulting damage or injury.
7. All fabrics and linens used in Cafés must be flame proofed each year. The Festival of Nations Café Committee will provide a spray applicator with a liquid solution that meets all fire code regulations for flammable natural fibers. This service is available at no cost to cafes during Wednesday set-up of the Festival of Nations. Cafes are responsible for the application of the flameproof solution and logging the application on the form provided. For any fabrics or linens not treated during Wednesday set-up, a certificate meeting flameproof regulations must be provided to the Festival of Nations Café Committee.

8. No promotional, marketing, or publicity materials of any kind are permitted in any Café. This includes flyers, signage, business cards, and discount offers.
9. Uniform signage provided by the Festival of Nations should be left in place at the conclusion of the event.
10. Each Café booth must arrange all deliveries to the RiverCentre with notification given to the Festival of Nation Café committee. Festivals of Nations staff or volunteers are not authorized to sign for any deliveries to Cafés under any circumstances. Suppliers making deliveries need to provide the following information to dock personnel:
  - a. Name of the cafe,
  - b. Café location in the RiverCentre, and
  - c. Receiving party name and phone number.
11. Ethnic group participants working in the Sales area (front) of the Café must be in appropriate ethnic attire. A small selection of Ethnic attire will be available at the RiverCentre during the event.
12. Each day Cafes must be ready and have all menu items available from open to Festival closing announcement. No early take down or closing will be allowed.
13. Completion and filing of Certificate of Compliance Minnesota Workers' Compensation Law (MNlic04) with the Festival of Nations office by the last day of February is required for café area participation.
14. All food service ware must be ordered through the Café Committee to ensure adherence to compostable regulations.
15. Cafes may provide sample menu items to guests upon request; however, no food items can be laid out or displayed for unattended guest sampling.

#### ASSIGNED SPACE

1. The Festival of Nations Café Committee will make assignment and location of Café.
2. The overall appearance of the entire Festival of Nations Café area takes precedence over that of an individual. Any display or activity deemed to detract from the event by the Festival of Nations will be banned.
3. Café booth space is approximately 20 feet deep and 20 feet wide. There is approximately 18 feet of table space at the serving area of each Café booth. The Festival of Nations provides 8-foot tables and chairs in the work area based on advance request on the Appliance and Energy form. Cafés may provide additional tables or chairs as necessary. Reconfiguration of assigned space is not permitted.
4. Rented appliances through the Festival of Nations will be placed according to Café Booth Layout form.
5. Café participants are responsible for providing attractive table covering in the serving area. Linens should be covered with washable clear plastic to keep the table sanitary for the entire event. Fronts of tables must be skirted 3 inches from the floor. A sneeze guard or clear plastic cover must protect all food that is laid out on serving counters. Hot foods served in the front area of the Café must be in electric units with temperature controls. The electric units must be protected from the public and placed on metal trays. Food must be served using utensils, gloves or waxed paper and presented to the customer using the appropriate food service ware such as plates, bowls, napkins, and eating utensils.

#### CAFE FORMS

The following forms must be completed to participate in the Café area:

1. Contact Information
2. Café Questionnaire
3. Appliance Specifications and Energy Charge
4. Café Unload/Load Request
5. Café Booth Layout

6. MN Department of Health Special Event Application
7. Paper Product Requisition
8. Food Flight and Signature Dish

Return original forms by stated deadlines (See FESTIVAL OF NATIONS SCHEDULE & FEES) to the Festival of Nations or by e-mail to [twiatros@iimn.org](mailto:twiatros@iimn.org). The Café should retain a copy.

## APPLIANCES

1. The Festival of Nations will make available standard household appliances (refrigerator, freezer, stove) for rent in the Cafés. Exact appliance size, configuration and rental costs will be confirmed at the February meeting. Any appliances brought in by the café must be in good working order, have standard plugs\*, and labeled with the input voltage.
2. Appliances rented through the Festival of Nations are generally new and the Café Committee checks their condition once the appliance is positioned in the Café. The appliance location in the booth is as diagrammed by the Ethnic Café Chairperson. Any appliance damage should be reported to the Café Committee.
3. The RiverCentre provides the power and outlets for appliances. Energy charges apply to all appliances on-site at the Festival. This includes all appliances, rented, brought in, or not in use. A one-month advance notice prior to the event is required for any non-standard connections. Cafés are responsible for cleaning all appliances rented from the Festival of Nations to a “like new” condition before scheduled drive out time (see APPLIANCE CHECK-OUT).
4. Only heavy-duty extension cords can be used for all appliances with these specifications: minimum gauge 14, maximum length 25 feet, wattage per extension cord 1500 watts. If extension cord does not meet specifications a rental will be provided at a cost and will be required to be returned at the end of the event.

*\*RiverCentre electricians reserve the right to deny electrical hook up of a personal appliance and are not authorized to make repairs to personal appliances.*

## EVENT FEES

The following are anticipated fees for a Café booth (See FESTIVAL OF NATIONS SCHEDULE & FEES). Cafés failing to pay fees by stated due dates may risk future participation.

1. Café booth Rental Fee – Deposit of \$350.00 (\$450.00) will be due At the First General meeting (in November). The balance will be due at the second General Meeting. If fees are not paid in full by specified dates, your ethnic group may lose their space and the deposit.
2. Appliance Rental Fee – Appliances for rent include residential style stoves, refrigerators and freezers (see Appliance Rental Fees Including Energy and Hookup Fees).
3. Energy Charge – All appliances and equipment on site, whether used or not, at the Festival of Nations will be subject to an energy charge. An invoice will be posted in each booth on Friday during the Festival, with payment due in full on Saturday. This will include charges for any non-standard connections. Failure to pay this invoice by the close of the Festival will result in a fine of \$100.00.
4. Insurance – All Cafés must have a general liability insurance policy naming the Festival of Nations as additionally insured. Proof of insurance must be submitted to the Festival (a certificate of proof of insurance can be obtained from your current carrier). Insurance can be purchased through the Festival of Nations. Cost for the liability insurance will be confirmed by the February general meeting and applied to any café not providing a certificate for proof of insurance by the specified due date.
5. Health Permit – A permit from the State of MN to sell food at the Festival of Nations must be obtained. Any fees for this permit are payable to the MN Department of Health and are the responsibility of the cafe.
6. Damage – Café shall be fully responsible to pay for any and all damages to property owned by the Festival of Nation and/or the RiverCentre, its owners or managers, which results from any act or omission of the Cafe. Café agrees to defend, indemnify and hold harmless the Festival of Nations and the RiverCentre, its owners, managers, officers or

directors, agents, employees, subsidiaries and affiliates from any damages or charges resulting from cafe's use of the property. Café's liability shall include all losses, costs, damages or expenses arising from or out of or by reason of any accident or bodily injury or other occurrences to any person or persons, including the cafe, its agents, employees, and volunteers that arise from or out of the café's occupancy and use of the exhibition premises or any part thereof.

## MENU

The individual Café booths determine menu items. All items are subject to the approval of the Minnesota Department of Health, Environment Health Service Section –Food Beverage & Lodging and the Festival of Nations Café Committee. Under no circumstances shall an item be sold which has not been pre-approved. All inquiries on menu items must be directed to the Festival of Nations office. The Festival of Nations Café Committee must approve Café menus and all additions, deletions, or substitutions no later than the second General Meeting.

## MENU DISPLAY BOARD AND SIGNAGE

A menu display board is provided to each Café booth and is the property of the Festival of Nations. The board should be used to display the menu items being served and the price of each item. Food display tent signs no larger than 4X6 inches, folded in half once, can be used with food item displays that are for sale. The Festival of Nations reserves the right to remove any signage or menu boards not within these parameters.

## FOOD PREPARATION

By order of the Minnesota Department of Health, Environmental Health Service Section – Food Beverage & Lodging, all food prepared before the Festival of Nations must be prepared in a licensed and approved kitchen. In addition, all food prepared and served at the Festival of Nations must comply with State of Minnesota rules and regulations. To maintain authenticity, all food items sold in the Café area must be prepared by Café booths or by commercial suppliers according to the group's specifications. Estimate the total amount of food needed, and then allocate it over the four days of the Festival of Nations. A Sunday guest is entitled to the same menu items as an earlier event visitor.

## FOOD SERVICEWARE

A Paper Products store will be located on site to sell approved compostable food service ware. Cafes must select and pre-order service ware products through the Festival of Nations Cafe Committee. Pre-order forms will be distributed at the first General Meeting for completion by stated deadline.

## FIRE EXTINGUISHERS

Each Café is responsible for providing extinguishers in their booths with current inspection tags by the start of the event. It is a city ordinance that each Cafe must have a fire extinguisher, 5 lb. non-toxic model number 2A10BC. In addition, Cafes cooking with grease must have a K-type dry chemical extinguisher. A Festival of Nations third party service provider will inspect all fire extinguishers for compliance. Café may purchase extinguisher(s), testing, or tagging directly from third party service provider.

## APPLIANCE CHECKOUT

Café take down begins with the Sunday announcement that the Festival of Nations is closed (approximately 6:00pm). All appliances rented through the Festival of Nations must be cleaned and approved by the Festival of Nations Café Committee or delegate prior to leaving the RiverCentre on Sunday. The Ethnic Group Café Chairperson or designee must be present at checkout. Cafés are responsible for cleaning all appliances rented from the Festival of Nations to a "like new" condition before scheduled drive out time or will be subject to a \$100.00 cleaning fee per appliance. Excessive damage as deemed by the Festival of Nations or the supplier to appliances may result in additional fees.

## ETHNIC ATTIRE AND SERVING RESTRICTIONS

All Café participants must wear ethnic attire appropriate to the nature of their region (please see clothing expectations called out on page 2). Every person serving food must wear a hair net, a hat or other approved hair restraint. Hair spray is not a substitute for a hairnet. Moustaches and beards must be neatly trimmed and covered in accordance with the MN Department of Health requirements. Nail polish may not be worn. Jewelry should be removed while working in a café. Café vendors should wear closed-toes shoes with slip-resistant soles and low heels.

No Café worker with an open sore, cut, skin irritation, etc. or with a transferable illness will be permitted in the Café.

## CAFÉ LOAD-IN AND LOAD-OUT

The Festival of Nations and any staff or volunteer of the event or RiverCentre are not required to assist in the unloading or loading of any equipment or items of the cafes and bear no responsibility for any damage that may take place during the process. Any responsibility for this will be at the discretion of the staff person and/or volunteer. Load-in and Load out will take place thru the Eagle Street Dock and not via other areas and Docks utilized by those areas of the Festival of Nations. All items must be removed by Sunday Evening of the Festival of Nations unless prior approval is obtained from the Café Committee Chairperson.

## DEMONSTRATIONS

### DEMONSTRATION PARTICIPATION

SELECTION: FESTIVAL OF NATIONS DEMONSTRATIONS COMMITTEE IS RESPONSIBLE FOR SELECTING ALL DEMONSTRATORS. SUGGESTIONS FROM ETHNIC GROUPS ARE WELCOME. DEMONSTRATION PARTICIPANTS ARE INVITED TO THE FESTIVAL OF NATIONS ON A YEARLY BASIS. THE SELECTION OF DEMONSTRATORS EACH YEAR IS BASED ON WHICH COMPLEMENT ONE ANOTHER AND WHICH ENHANCE THE TOTAL IMPACT OF THE FESTIVAL OF NATIONS.

SELLING: DEMONSTRATORS MAY SELL THE ITEMS BEING DEMONSTRATED AS A GRATUITY FOR THEIR EFFORTS. HOWEVER, ANY SALES CONDUCTED ARE TO BE DONE BY A SECOND PERSON IN THE BOOTH SO THAT THE DEMONSTRATOR'S WORK WILL NOT BE INTERRUPTED. THE SALES ACTIVITY MUST BE DONE IN A LOW-KEY MANNER IN KEEPING WITH THE EDUCATIONAL, NON-COMMERCIAL NATURE OF THE DEMONSTRATION. ONLY ITEMS DEMONSTRATED OR ITEMS, WHICH ARE CLOSELY RELATED TO THE DEMONSTRATION, MAY BE SOLD. ANY ITEM FOR SALE MUST HAVE PRIOR APPROVAL FROM THE FESTIVAL OF NATIONS DEMONSTRATIONS COMMITTEE CHAIRPERSON.

**If a Demonstrator sells any items he/she must have:**

- A tax permit from the State of Minnesota
- A general liability policy. The general liability insurance certificate must name the Festival of Nations as additionally insured. Either a certificate of proof of insurance must be given to the Festival of Nations office or insurance can be purchased through the Festival of Nations office. If no certificate of insurance is received within two (2) weeks of the Festival of Nations, a policy for the booth will be purchased on your behalf by the Festival office. You will be responsible for this expense.

**PROMOTIONAL ALLOWANCES FOR ETHNIC ORGANIZATIONS, GROUPS, AND BUSINESSES: THE FESTIVAL IS COMMITTED TO SHOWCASING YEAR-ROUND THE DIVERSITY OF ETHNIC ORGANIZATIONS, GROUPS, AND BUSINESSES THAT EXIST IN OUR COMMUNITY**

- Festival participants will be allowed to share information about the ethnic organizations, groups, and businesses that they represent within the limitation outlined below.
  - Participants can have printed materials (business cards, small brochures, sheets of paper, etc.) that include basic information such as contact information, general descriptions of activities, mission statements, locations, history, and an event calendar.
  - Materials cannot contain political messages, language that could be considered derogatory toward another group, or messages or events that conflict with Festival of Nations' event schedules or are contradictory to Festival of Nations' mission.
3. **ETHNIC COSTUME:** All participants in demonstration areas must wear ethnic attire appropriate to the nature of the demonstration. A small selection of ethnic attire will be available at the RiverCentre during the event.
  4. **DEMONSTRATION SPACE:** A single demonstration booth is approximately eight (8) feet deep and ten (10) feet wide. A small space behind the booth will be available for storage. The Festival of Nations provides two 8-foot tables and 2 chairs for single spaces and 4 tables and 4 chairs for larger spaces.

Each Demonstrator is responsible for all the table coverings and skirting to the floor on all sides visible to the public. Covering and skirting must be flame retardant. The Festival of Nations will provide a spray applicator with a liquid

solution that meets all fire code regulations for flammable natural fibers. This service is available at no cost to the Demonstrator prior to the set-up of the Festival of Nations. Notify the Demonstrations Committee Chairperson on the Wednesday prior to the Festival of Nations if you need this service. The Festival of Nations provides uniform signage to each Demonstration space that remains the property of the Festival of Nations and should be left in place at the conclusion of the event.

5. **DEMONSTRATION SET-UP:** Set-up is on Wednesday before The Festival of Nations. No Demonstrator will be allowed to set up their booth on Thursday morning. If you are driving in, the Demonstration Committee will provide exact load-in and load-out times to each Demonstrator. These times must be followed for safe operation. If you need to change your time, you must get approval from the Demonstration Committee. Any Demonstrator who does not follow drive-in or drive-out instructions by Festival of Nations staff at the loading dock will be held responsible for any damage or injury caused.
6. **DEMONSTRATIONS OPENING AND CLOSING:** Demonstrators must remain active from the official opening time until the official closing time each day of the Festival of Nations. No late start times or early takedowns!

**All participants must comply with Festival of Nations regulations.**

Failure to follow these regulations is a breach of contract and may result in the removal of your booth with out any further obligation by the Festival of Nations including a refund.

1. Items such as projectiles (an object which is fired, thrown or otherwise projected), or objects which are self-propelled (such as rockets, or weapons), or decorative knives, whips, guns, clubs, nunchuks, throwing stars or swords, or weapon-like items may not be sold.
2. The selling of any food item, including items that are pre-packaged or canned foods, cannot be sold in the booth.
3. Helium tanks, balloons, candles, and burning of incense are prohibited by order of the Fire Marshall.
4. Fortune telling, palm reading, gambling and activities of such nature are not permitted.
5. Any music playing, noise making devices (musical, verbal, etc.), or video displays must receive prior approval from the Festival Director.
6. No maps, including reproductions on clothing or objects, are to be displayed or sold.
7. No symbolism/logos of an inflammatory nature may be displayed.
8. No drug use, symbols of drugs or drug paraphernalia can be displayed or sold.
9. No items endorsing any political cause or racial statements can be displayed or sold.
10. No posters, including but not limited to, promotional, travel destinations, event dates or advertising of any kind are permitted.
11. No signs of any kind indicating sales, discounts or low prices are permitted.

All proposed handouts must be submitted for approval to The Festival of Nations office by **the last day in March**. Before you reproduce your handout, the Festival of Nations Committee and a stamped with the initials of the Festival of Nations Director must approve the proposed handout affixed to the original. Then the Festival- of- Nations- approved- handout with the letter of approval will be returned to the person or group submitting the request. No distribution of handouts will be allowed unless the above procedure is adhered to and the necessary approval is granted. **Absolutely No Exceptions.**

## EXHIBITS

Cultural Exhibits are an integral part of the Festival of Nations as they provide the opportunity to showcase the diverse cultures in our community. Each year the Festival of Nations Exhibit Committee chooses a theme for the Festival. The materials, craftsmanship and artifacts displayed in the Exhibit booth should be in keeping with this theme. Exhibitors are encouraged to include interactive demonstrations in addition to displays of items. The public can better understand and appreciate the various cultures represented at the Festival by viewing and participating directly with the exhibitors. Selling is not permitted in the Exhibit area.

### **THEME FOR 2019: WORLD FESTIVALS & CELEBRATIONS**

#### **EXHIBIT GUIDELINES**

1. Select a central idea related to the theme: World Festivals & Celebrations.
2. ALL PERSONS staffing the EXHIBIT booths MUST BE IN ETHNIC ATTIRE. A limited amount of ethnic attire will be available at the RiverCentre during the Festival. Please see page 2 for more information on our clothing expectations.
3. Exhibitors must be in their Exhibit booths 15 minutes before the Festival of Nations opens each day and Exhibit booths must be attended until the Festival of Nations closes each day. If your Exhibit booth is not attended, the Festival of Nations Exhibit Committee has the right to close the Exhibit booth. The Festival of Nations will not be responsible for articles left in the Exhibit booth. Insurance will not cover articles left in the Exhibit booth unattended.
4. One flag not larger than 3'x 5' may be used in an Exhibit booth.
5. Noisemaking devices (musical, verbal, radios, tape recorders, VCR, CD and DVD Players, or others) and all handouts of any kind must be pre-approved by the Exhibit Committee.
6. The Festival of Nations provides signage to each group that remains the property of the Festival of Nations and should be left in place at the conclusion of the Festival of Nations.
7. No maps or maps in books or magazines are to be used in the individual Exhibit booths.
8. Sales - no selling is allowed in the Exhibit booths.
9. Exhibitors must provide skirting on all tables in the Exhibit booth. The skirting must be two inches from the floor on three sides, and flame retardant.
10. Exhibitors must furnish supplies and tools for setting up and taking down the artifacts in their booth. Suggested supplies/tools include a hammer, fish line or wire, drapery hooks, scissors and lighting.
11. There is no advertising allowed in the booth. The exhibit booths may not be used for the promotion of a local ethnic group, any nation or travel bureau, or any business, non-profit, or cause tied to anyone in the booth or associated with the ethnic group represented. Handouts must be approved by the Festival of Nations staff by the deadline and may include one reference to their local or national organization.
12. The Festival of Nations will provide a passport stamp to each exhibitor.
13. All persons staffing Exhibit booths MUST BE knowledgeable about their culture and the contents in their Exhibit booth.

#### **SETTING UP AND TAKING DOWN**

Exhibit booth set-up is on Wednesday before the Festival of Nations. No group will be allowed to set up their booth on Thursday morning. The Festival of Nations Exhibit Committee will provide exact "drive-in" times for the set-up day to each group. These times must be followed for safe operation. If you need to change your time(s) you must get approval from the Festival of Nations Exhibit Committee. Any group who does not follow drive-in or drive-out instructions by Festival of Nations staff at the loading dock will be held solely responsible for any damage or injury caused.

All fabrics and linens used in your booth must be flame proofed. The Festival of Nations will provide a spray applicator with a liquid solution that meets all fire code regulations for flammable natural fibers. This service is available at no cost to the groups prior to the set-up of the Festival of Nations. Notify the Festival of Nations Exhibit Chairperson on the Wednesday prior to the Festival of Nations if you need this service.

## EXHIBIT QUESTIONNAIRE

Two copies of the Exhibits Questionnaire are distributed at the initial General Meeting. After they have been completed, please submit to the exhibit chair at: Anne DeBeau-Melting, [debe0024@hotmail.com](mailto:debe0024@hotmail.com), or

Festival of Nations Office  
Attention: Anne DeBeau-Melting  
1694 Como Avenue  
St. Paul, MN 55108

## CULTURAL EXHIBIT GRANTS

- Exhibits submit proposals and detailed information for what they plan to display and share with us for the upcoming Festival of Nations.
- Then the proposals are given to a select group of judges who then pick 4 proposals they view as the best to represent the theme, incorporate engagement and stand out visually.
- The Festival then sends a check to that non-profit group PRIOR to the Festival to be able to use the money towards their Cultural Exhibit Booth.
- They are then featured on the website as Cultural Exhibits (as the 4 from last year are) - this goes up PRIOR to the Festival.

## PEOPLES CHOICE AWARD

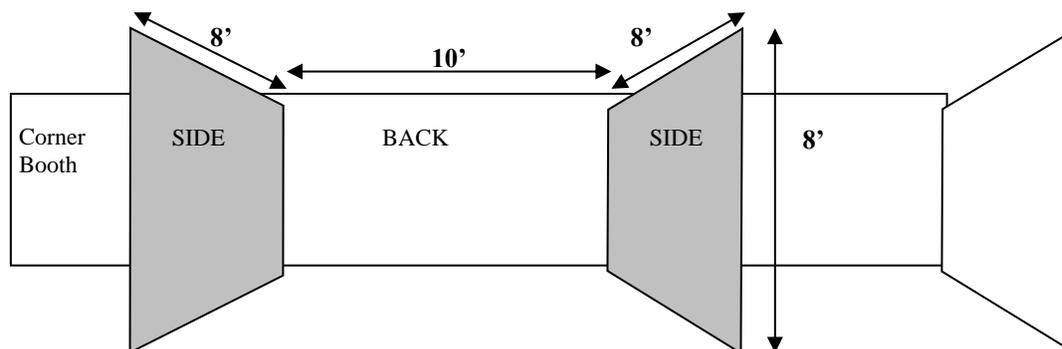
Each year, we ask students and general audience attendees to vote for their favorite Exhibit portraying culture in a beautiful and engaging way. These Exhibits will be awarded framed certificates on Sunday, at 1:00 p.m. in the Roy Wilkins auditorium.

## EXHIBIT BOOTH SPECIFICATIONS

When planning your Exhibit booth, consider that the allocated space will be approximately 8' x 10'. Please indicate on the Exhibits Questionnaire if you have specific requirements. If you do not build your own Exhibit booth, the one provided by the Festival of Nations will consist of a 10' wide black back curtain wall and at least one 8'-wide black curtain sidewall. The walls are cloth draperies. Articles may be suspended from the top drapery poles with wire or monofilament line (fish line) or drapery hooks. No pins may be used in the draperies.

## DIAGRAM OF THE BOOTH

A diagram of a booth with two (2) side drapes. Corner booths have only one side drape. Please specify on the questionnaire which booth you would prefer. Requests will be considered but are subject to availability.



A self-built Exhibit booth is a display where all of the walls stand independently from the drapery. These displays must not exceed the dimensions of the ordinary booth (8 feet deep by 10 feet wide).

## INSURANCE

1. Insurance will be provided at no charge with a \$1,000.00 deductible. Specific conditions apply, so please inquire with

the Festival of Nations Exhibit Committee Chair for details.

2. Completed insurance forms must be returned to Festival of Nations Exhibits Committee Chairperson to be initialed at the time you leave the RiverCentre on Wednesday evening after setting up your Exhibit booth.
3. Only items listed on the insurance form will be covered under the insurance policy.
4. Items of sentimental and great value should be taken home each night.
5. Items of brittle or extremely fragile nature are not covered by insurance. We suggest that you do not use items of this nature. However, if you feel these items are essential to the overall display, we suggest they be placed out of reach of the public.

Insurance will not be in effect if your booth is unattended during the Festival of Nations.

### SETTING UP AND TAKING DOWN

You will receive a “drive-in” pass indicating the time you may drive a car into the Roy Wilkins loading entrance to load/unload your Exhibit booth items. Once you have unloaded you must drive your car out of the loading entrance and park. We suggest you have a second person with you to stay with your artifacts. It is important that you follow the schedule closely so as not to cause delays for all participants. You may designate a preferred time for drive-in on your questionnaire. Drive-ins are available between 12pm-7pm on Wednesday of Festival week. The Festival of Nations Exhibit Committee will try to accommodate your requests. **No group will be allowed to set up their booth on Thursday morning.**

### QUESTIONS

Exhibit booth questions should be directed to the members of Festival of Nations Exhibit Committee. They encourage you to call or email them if you have any questions or problems relating to the planning of your exhibit. They are willing to speak with your ethnic group chairperson in order to assist you in developing your Exhibit booth.

**NOTE:** Groups who fail to adhere to the Policies & Procedures Book, the Festival of Nations Theme, or those who do not return their questionnaires by the due date, will not be invited to participate the following year and may thereby jeopardize their entire ethnic group's participation in the Festival of Nations.

All proposed handouts must be submitted for approval to The Festival of Nations office by **the last day of February**. Before you invest in multiple copies of potential handouts, the Festival of Nations Committee must approve the proposed handout, and a stamp with the initials of the Festival of Nations Director affixed to the original. Then the Festival-of-Nations-approved-handout with the letter of approval will be returned to the person or group submitting the request. No distribution of handouts will be allowed unless the above procedure is adhered to and the necessary approval is granted. **Absolutely No Exceptions.**

## World Stage

### WORLD STAGE QUESTIONNAIRE

A copy of the adult, teens or children's World Stage Participant Questionnaires are distributed at the initial General Meeting, all participating dance groups will be provided the opportunity to request the forms in electronic format. After they have been filled out, they should be emailed to:

- FONworldstage@gmail.com

### REGULATIONS GOVERNING PARTICIPATION

World Stage participation includes dance groups and accompanying musicians and singers. Only one dance group in the World Stage may represent a single ethnic background. The Ethnic General Chairperson determines the overall responsibility for group participation. If the Ethnic General Chair does not want to determine a group's participation, it is decided by seniority. A dance group having seniority is the dance group already participating. If a second dance group wishes to participate, it makes a request to the original dance group. If the second dance group is accepted, details of cooperation are worked out between the original dance group and the second dance group. If the original dance group withdraws in writing to the Festival of Nations Director, requests from other dance groups of the same ethnic background are considered. The Festival of Nations World Stage Committee will act upon all applications. If approved, the new dance group will be granted the same rights as the original dance group. The Festival of Nations World Stage Committee reserves the right to invite a dance group of their choice, subject to the approval of the General Chair for that ethnic group.

### CONTINUITY OF WORLD STAGE

Thirty minutes prior to performance time, the Ethnic Dance Group must report to the backstage manager at the performer's check-in table at the performance entrance. Remain in the dressing room area until the backstage manager calls your dance group to line-up for its performance.

#### Backstage Etiquette:

- Please be mindful of the dance group that is currently performing on-stage and keep backstage noise to a minimum, this includes talking.
- Upon exiting - do not stop at the exit to discuss your performance; proceed to the dressing room area.
- Photos – there is a backdrop in the Exhibit area to use for photographs. Please do not congest backstage area trying to pose your dance group for photos.
- Please ask family and friends of dance performers to sit in the audience, rather than gathering in the backstage area.
- Have people available to hold your valuables during performance.
- Personal items cannot be left anywhere backstage during performance.

### LENGTH OF PERFORMANCE

Length of performance time is three (3) minutes or less for children's dance groups, five (5) minutes for teen groups and eight (8) minutes or less for adult dance groups. Dance performances for the Thursday and Friday student day performances are five (5) minutes or less whether for a children, teen or adult dance group.

### AGE LIMITS/NUMBER OF PERFORMERS IN A GROUP

Age guidelines: - Children dance groups: Kindergarten [minimum age requirements] to 8th grade; Teen dance groups: Ages 13 to 18; Adult Dance Groups: 16 and older. *EXCEPTION: Adult and Children's dance groups within a single ethnic group may be combined for additional performance time only.* The large auditorium does not lend itself to small groups. There should be a minimum of eight (8) in a dance group, except in special circumstances.

## FEATURED TIME AND ADDITIONAL TIME

On Friday, Saturday, and Sunday three (3) hours of time each day is reserved for Adult Dance Groups in Featured Time. On Saturday morning, two (2) hours of time is reserved for Children's Dance Groups. On Saturday afternoon two (2) hours of time is reserved for Teen Dance Groups. All the other hours of the Festival of Nations are defined as Additional Time.

Each participating Adult Dance Group is provided with one (1) performance time in Featured Time for the Festival of Nations. Each participating Children's Dance Group is provided with one (1) performance time Saturday morning. Each participating Teen Dance Group is provided with one (1) performance time on Saturday afternoon. Adult Dance Groups may request extra performance times in Additional Time on Friday, Saturday and Sunday of the Festival of Nations. As stated above, a single ethnic group may combine its adult, children and teen groups to perform during additional time.

## FORMS

At the initial General Meeting, each participating dance group will be given a packet containing several forms that must be returned before or at the second General Meeting. Immediately following the 1st general meeting, electronic versions of the forms will be emailed to the World Stage Area Ethnic Chairs. In the packet are the forms to request Additional Time performance times. The Festival of Nations World Stage Committee acts requests on. A first in / first-scheduled basis is used to schedule the additional performance times.

Adult dance groups are welcome to request to perform on the Atrium Stage. Please complete Form Number 11AS, included in your packets, to request a performance time. Space is limited to 12 adult dancers only and performance length is limited to 20 minutes, which includes setting up and taking down. Dance groups are required to include an audience participation dance in their 20-minute segment. If a dance groups does not include audience participation in its performance, they will not be schedule in the Atrium the following year. See, Form 11AS for additional information. If an ethnic group wishes to suggest singers and/or musicians to perform on the Atrium or Café stage, you may complete Form Number 11AS or email the suggestion to the Festival Entertainment Producer.

## MUSIC

- 1) Each dance group must deliver to the Festival of Nations World Stage Committee music that will be used for the performance. You may submit your music on a CD or other media or share a Dropbox folder, or a Google Drive link for the Festival of Nations Entertainment Producer to access and retrieve your music (.wav file preferred). The music must be of good quality for consideration. Please consider that your music will be played on a quality system. **Please follow the written specifications and deadline dates found in the music letter in the folders distributed at the initial General Meeting.**
- 2) Dance Groups may choose to perform to live music but an electronic version of the music that will be used for the performance must be submitted to the World Stage Committee, in case of an issue with their musicians.
- 3) Music used in all performance areas must be in public domain.

## INTRODUCTIONS

- 1) Each performing group is required to submit an Introduction to be read prior to its performance. See Form 8ai, for requirements and instructions.

## Technical Rehearsal OF PERFORMANCES AND COSTUMES THIS IS A REQUIREMENT, NOT AN OPTION

Prior to the Festival, each participating dance group in the World Stage will attend a technical rehearsal at least once, or possibly twice if need arises. Festival of Nations World Stage Committee will at the International Institute of MN at the scheduled time provide technical rehearsal. Every dance group is to present its complete performance in costume or, if not possible, at least one male and one female participant in costume. Dance groups will be timed, in order for the World Stage schedule to remain on time. Performance time will include the dance groups exit time if it includes an extended bow to the audience. Those exceeding the time limit will be notified immediately and must shorten their performance. Dance groups not present at its technical rehearsal will be required to attend an alternate technical rehearsal date. Dance groups with less than 2/3rds of their members present at the review will be required to review again.

The ability to present your ethnic traditions of dance depends on you. In order for the World Stage to run smoothly, it is essential that your performing group attends the technical rehearsal and presents your performance to the World Stage Committee. The Technical Rehearsals serve two purposes: 1.) to assist the World Stage Committee to ensure that the music will be properly cued, the narrators will be prepared and the entrance/exits will be orderly. It takes the commitment of each

performing group to ensure that we have a successful show 2.) They are the means of determining the number of participant tickets your dance group will require.

#### PREVIEW AT THE AUDITORIUM

An optional preview of the entrance, exit and performance area for the Ethnic Group World Stage Chairpersons, directors and two dance group members will be on the Wednesday prior to the Festival at the RiverCentre by appointment only. **No rehearsals of dance performances will be allowed that day.**

#### PHOTOGRAPHS/VIDEO TAPING

Photographs and videos taken during the World Stage performances are permitted for personal use only. No photographers are permitted on the World Stage or are allowed to interfere with or obstruct viewing of the performances. The Festival of Nations reserves the right to photograph and videotape performances for promotional purposes.

#### PROPS

Any dance group wishing to use props in its performance must have advance permission from the Festival of Nations World Stage Committee. Props must be carried on and off during allotted performance time. Props such as flowers or trinkets may not be thrown to the audience. Use of weapons as props that might injure the audience or participants and/or use of objects of religious nature are not allowed. Flags are not allowed.

#### CANDLES – CITY ORDINANCE

There is a city ordinance prohibiting live flame candles to be used by anyone in any part of the RiverCentre. However, battery operated candles are permitted.

ETHNIC GROUP WORLD STAGE CHAIRPERSONS - please make these rules known to all participants in the World Stage.