



2020 POLICIES AND 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 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 managed by a Festival of Nations Manager 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:

- Bazaars
- Cafés
- Demonstrations
- Exhibits
- World Stage

Cafés and Bazaars are income producing and must either be a non-profit organization or represent a non-profit (see the “Non-profit status” section in this manual). Exhibits and World Stage are not income producing. Demonstrations are chosen directly by the Festival of Nations Demonstrations Committee.

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.

THE FESTIVAL OF NATIONS COMMITTEES

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

Festival of Nations Board Committee Charter

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

Responsibilities:

- Keep the Festival of Nations fresh and relevant. Recommend to the IIMN Board positioning for the Festival of Nations (branding, marketing, target audience, public image, etc.).

- Identify and recommend to the IIMN Board alternative financial models with associated costs and benefits within parameters set by the board.
- Recommend to the IIMN Board possible funding and sponsorship. Define sponsorship partners for the Festival of Nations within defined parameters.
- Work to deliver positive volunteer experiences.
- Set operating policies for the Festival.
- Set features and programs at the Festival.
- Raise profile of IIMN through the Festival.

Structure:

- Composition:
- Operating Area Committee Chairs (Cafés, Bazaars, Exhibits, World Stage, and Demonstrations Chairs)
- IIMN Festival of Nations Events Manager
- One to three board members as assigned by the IIMN Board
- IIMN Executive Director
- Ad hoc members as deemed necessary
- Chaired by a board member who is approved by the board

Festival of Nations Operating Committee Charter

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

Structure:

- Composition:
- Operating Area Committee Chairs (Cafés, Bazaars, Exhibits, World Stage, and Demonstrations Chairs)
- IIMN Festival of Nations Event Manager
- Ad hoc members as deemed necessary

KEY CONTACT INFORMATION

AREA COMMITTEE CHAIRPERSONS

Anne DeBeau-Melting
Cultural Exhibits Chairperson
debe0024@hotmail.com

Linda DeBeau-Melting
Demonstrations Chairperson
l-debe@umn.edu

Bernie Piorek
World Stage Entertainment Producer
651-271-1047
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Aisling Reynolds
Festival of Nations Manager
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Mike and Courtney Silvan
Bazaars Chairpersons
fonbazaar@gmail.com

Natasha Singer
Festival of Nations Coordinator
651-647-0191, ext. 348
nsinger@iimn.org

Colleen Stelmach
World Stage Chairperson
612-839-7409
fonworldstage@gmail.com

TJ Wiatros
Cafés Coordinator
651-647-0191, ext. 398
twiatros@iimn.org

GOVERNMENT CONTACTS

Office of the Minnesota Secretary of State
Cassandra Hua, REHS
Public Health Sanitarian
Food, Pools, and Lodging Services Section
Minnesota Department of Health
Cassandra.Hua@state.mn.us
651-201-3985

Jim Perucca, CFI
Fire Safety Inspector II
City of Saint Paul
Department of Safety & Inspections
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GUIDELINES

WHO MAY PARTICIPATE IN THE FESTIVAL OF NATIONS?

Due to space limitations, each ethnic group can be represented only once in each area of participation (Cafés, Bazaars, Exhibits, World Stage, and Demonstrations). For example, we cannot have two Irish cafes, two Brazilian bazaars, or two Somali dance groups. Once an ethnic group is approved to participate in the Festival of Nations, the ethnic community needs to make a decision to either choose to elect a representative of their ethnic community to be their Ethnic General Chairperson or to declare they will be functioning without an Ethnic General Chairperson. If an Ethnic General Chair is selected, the chair will be the primary voice of the community, and that person will have the right of first refusal to participate in the Cafés, Bazaars, Exhibits, Demonstrations, and World Stage dance program of the ethnicity represented. If they choose to not fill a Festival area, the Festival of Nations Operating Committee has the right to seek out a group to fill the area of participation.

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

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

The demonstrations are an exception to this policy. Demonstrators are selected by the Festival of Nations 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: They are coordinated and selected by the Festival Manager. Dance groups are welcome to request a performance time on the Atrium Stage. Suggestions for singers and 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 Cafés, Bazaars, Exhibits and World Stage areas of participation of the Festival of Nations. Responsibilities include ensuring his or her ethnic group understands and complies with all Festival of Nations policies and procedures.
- Communicating any event updates to the respective groups.
- Ensuring all participating ethnic groups comply with the laws and regulations of the city of St. Paul, the state of Minnesota, the hosting venue, and the Festival of Nations.
- Acting as a mediator, facilitator, and liaison between areas of his or her ethnic group.
- Keeping track of payment and meeting deadlines and communicating these to his or her group.
- Ensuring that his or her 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 or her absence.
- Selecting effective and conscientious Area Chairpersons to direct the group's participation in the Cafés, Bazaars, Exhibits, and World Stage areas of participation.
- Ensuring that all questionnaires and forms are completed on or before the specific due date.
- Ensuring that all participants in his or her ethnic group are wearing an ethnic costume during Festival hours in all areas of participation. Ethnic attire not only identifies participants but also adds to Festival color, pageantry, and educational value. (See the list of clothing expectations, below.)

GENERAL EXPECTATIONS OF ALL PARTICIPANTS

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 without any further obligation by the Festival of Nations, including a refund.

Promotion of the cultural experience:

The Festival of Nations is designed to promote all cultures and ethnic groups. 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 all to communicate courteously and openly, critiquing ideas rather than individuals.

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.

- 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 the 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 about 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 nontraditional items that have not been worn in previous years must get approval by the Festival of Nations Committee, which is composed 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 and are not allowed.

This modification does not apply to World Stage dance groups. Dance groups should wear clothing appropriate to their dances

RESTRICTED ITEMS AND ACTIVITIES

- These items may not be sold: items that could inflict harm, such as projectiles (an object that is fired, thrown, or otherwise projected), self-propelled objects (such as rockets or weapons), or weapon-like items (such as decorative knives, whips, guns, clubs, nunchuks, or throwing stars or swords).
- Helium tanks and balloons, candles, and burning of incense are prohibited by order of the fire marshal.
- Gambling and other illegal activities are not permitted.
- Noise-making devices (musical, verbal, etc.) and video displays must receive prior approval and must not interfere with the entertainment stages or with the interactions of cafés and their customers.
- No maps, including reproductions on clothing or objects, are to be displayed or sold.
- No symbolism or logos of an inflammatory nature may be displayed.
- Drug use is not allowed, and symbols of drugs or drug paraphernalia may not be displayed or sold.
- Items endorsing any political cause or racial statements may not be displayed or sold.
- Business-promoting items, including but not limited to posters and handouts, are not allowed.
- No advertising or promotions of any kind, such as for travel destinations or events, are permitted. Televisions, video screens, tablets, or computers used to show advertisements or other videos are not allowed.
- No signs of any kind, including those indicating sales, discounts, or low prices, are allowed.
- No food samples can be displayed.

NON-PROFIT STATUS

All income-producing booths (Bazaars and Cafés) must be directly affiliated with a non-profit 501(c)(3) organization. The groups can be either members of a non-profit organization that directly runs the booth for fundraising purposes or representatives acting on behalf of a non-profit organization for fundraising purposes (arranged directly between the non-profit organization and the representatives). The Festival of Nations requires a non-profit certificate, an [ST-19](#), from each income producing group.

SETTING UP AT RIVERCENTRE

Festival setup dates, along with a move-in schedule, will be announced by Festival of Nations Area Committees (Cafés, Bazaars, Exhibits, World Stage, and Demonstrations) each year. Setup 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 p.m. on the Wednesday prior to the opening of the Festival. *No group will be allowed to set up its 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 signage 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 setup. Please contact your Area Committee Chair in advance of the scheduled setup time if you have setup-related questions.

TAKEDOWN

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 are done according to a schedule arranged by the Festival of Nations Area Committee Chair.

Cafés, Bazaars, Exhibits, and Demonstrations booths must be left in a clean and orderly manner. Any expenses related to excessive cleanup or moving charged by 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 to ensure you have removed all your property prior to departure. ***The Festival of Nations is not responsible for any items left behind.***

COPYRIGHT NOTICE

The International Institute of Minnesota 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 COMPLIMENTARY TICKETS

The Festival of Nations Area Committee Chairperson determines the number of in-and-out passes and participant and complimentary 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 or her area. The Demonstrations Committee Chairperson is responsible for distributing participant tickets to all demonstrators.

FIRST AID

A first-aid station is staffed by trained EMTs 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 take 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 International Institute of Minnesota 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

Some vendors must have a certificate of general liability insurance in the amount of \$1.5 million. “*FESTIVAL OF NATIONS*” must be listed as an additional insured.

A certificate of proof of insurance can be obtained from your current carrier, or you can purchase insurance through the Festival of Nations by contacting the Festival of Nations Manager. If a group does not submit proof of insurance two weeks prior to the Festival of Nations, an insurance policy will be purchased on the group’s behalf by the Festival of Nations office and the group will be responsible for the cost (\$100 for rider policy).

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 AND 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, participants will have access to booths and Festival areas two hours prior to event opening 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 on or before the

deadlines published in the “Festival of Nations schedule and fees” section. Information from 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.

NONCOMPLIANCE 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 Area Committee Chairperson (Cafés, Bazaars, Exhibits, World Stage, or Demonstrations). If the problem cannot be resolved and further action is required, the Festival of Nations Area Committee Chairperson will contact the Festival of Nations Director. If further action is still required, the Festival of Nations Director will contact the Festival of Nations Board Committee Chair.

FESTIVAL BANK (COIN-CHANGE SERVICE FOR GROUPS)

The Festival of Nations offers, at no cost, the service of making change for the groups during Festival hours. 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

Immediately take lost children to an information booth. Someone there will contact the appropriate staff.

FIRE DEPARTMENT REGULATIONS

St. 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 groups prior to the setup 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.

Café booth participants must provide their own fire extinguisher. Any fire extinguishers purchased for the Café area must comply with fire codes, which currently require a 5-pound nontoxic model number 2A10BC extinguisher and a 40BC dry chemical extinguisher if your group is cooking with grease. All fire extinguishers must show a current date sticker. The fire marshal 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 in the Festival the previous year.

At the initial general meeting held at the International Institute of Minnesota, each Area Chairperson will share instructions on where to find forms required for participation in their area.

The Festival of Nations Manager, Festival staff, and Area Chairpersons will be available to answer any questions concerning specific areas of participation.

MINNESOTA ST-19 FORM

Vendors and demonstrators who sell at the Festival of Nations are required to complete and submit the Minnesota sales tax form, Operators Certificate of Compliance ([ST-19](#)). Festival of Nations must have this form before a booth can be set up at the event.

FESTIVAL OF NATIONS SCHEDULE AND FEES

2020 KEY DEADLINES TASK

November 10, 2019	First General Meeting (1–3 p.m. at International Institute of Minnesota)
January 14, 2020	All Booth Fees and Paperwork Due (see fee and schedule below)
February 9	Second General Meeting (1–3 p.m. at International Institute of Minnesota)
February 9	All Booth Fees and Paperwork Due (see fee and schedule below)
March 14, 15, 22	World Stage Technical Reviews
March 27	Participant Ticket Pickup 9 a.m.–7 p.m.
April 28	Bazaars Load-In
April 29	Cafés, Exhibits, and Demonstrations Load-In
April 30–May 3	Festival of Nations!
May 3	Participant Load-Out

Area	If all payments and forms are received by:	Fee
Bazaars	February 9, 2020, by 2:59 p.m.	\$800
	February 9, 2020, after 3:00 p.m.	\$1,000
Cafés	February 9, 2020, by 2:59 p.m.	\$700
	February 9, 2020, after 3:00 p.m.	\$900

APPLIANCE RENTAL (Estimated rates as of 11.11.2019) **Fee**

Includes Energy and Hookup

Stove	\$250
Refrigerator	\$180
Freezer	\$180

ENERGY CHARGE (Estimated rates as of 11.11.2019)

Fee

Each Appliance

- 220/208-Volt Major Appliance (Stove, Deep Fryer, Etc.) \$40
- One-Time Special Hook-up Charge for 220/208-Volt Appliances \$25
- Freezers and Refrigerators \$30
- 110/120-Volt Appliances Brought In \$25
(Blenders, Coffee Makers, Mixers, Etc.)

BAZAARS

PARTICIPATION IN BAZAARS

Due to space limitations, the Festival of Nations allows only one bazaar booth from each ethnic group. The current Ethnic General Chairperson has sole discretion over who from his or her specific ethnic group may operate a bazaar booth and will appoint an Ethnic Bazaar Chairperson. The Ethnic Bazaar Chairperson must 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 that is not represented in the Bazaars area.

CHECKLIST

- **Forms:** Please complete all online form by February 9, 2020
- **Fees:** Please refer to the “Festival of Nations schedule and fees” section for specific fee-payment information.
- **Non-profit certificate:** Bazaar booths are income producing and, per our contract, must be either a non-profit 501(c)(3) organization that directly runs the booth for fundraising purposes or representatives acting on behalf of a non-profit organization for fundraising purposes (arranged directly between the non-profit organization and the representatives). The Festival of Nations requires from each group a non-profit certificate, which can be obtained from the Office of the Minnesota Secretary of State (see the “Key contact information” section).
- **List of items to be sold:** The Ethnic Bazaars Chairperson is required to submit to the Festival of Nations Bazaars Committee for approval a detailed list of items to be sold in their respective booths. Only items that represent your culture or ethnic group should be for sale in your booth. Items not included on the approved list may not be sold, and you will be asked to remove them from your booth immediately.

- **Proof of insurance:** All bazaar booths must have a general liability insurance policy. Refer to the “Insurance” section in this manual for complete details.

BOOTH SPACE

A single bazaar booth space is approximately 8 feet deep and 10 feet wide. A small space behind the booth may be available for storage. The Festival of Nations provides two 8-foot tables with two chairs for single booths and four 8-foot tables with four chairs for double booths. Each Ethnic 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.

BAZAAR BOOTH SETUP AND OPERATION

Setup 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 Bazaars 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 Bazaars Committee. Any bazaar booth that does not follow load-in or load-out instructions provided by Festival of Nations staff at the loading dock will be held solely responsible for any damage or injury caused.

- **Open hours:** 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!**
- **Double booths:** Double booth space is assigned on a first-come, first-served basis. Please contact the Festival of Nations Director if you are interested in additional space. Additional fees might apply.
- **Signage:** The Festival of Nations provides uniform signage to each bazaar booth. The signage remains the property of the Festival of Nations and should be left in place at the conclusion of the Festival.
- **Deliveries:** 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 making deliveries should be given the name of the bazaar booth, its location in RiverCentre, and the contact person responsible for accepting deliveries.

- **Attire:** Salespersons in bazaar booths **must be in ethnic attire** (please see the list of clothing expectations in the “General expectations of all participants” section for more information). Ethnic costumes will be available at the International Institute of Minnesota prior to the Festival, and a limited amount will also be available at RiverCentre during the Festival.

FESTIVAL REGULATIONS

All bazaar participants must comply with Festival of Nations regulations listed below and in the “Restricted items and activities” section of this manual. Failure to do so 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 pose a safety concern or do not comply with the Festival of Nations regulations listed below may be removed by **any** Festival of Nations committee member at **any** time during the Festival.
- **Certain items may not be sold.** Refer to the “Restricted items and activities” section.
- Noisemakers should not be disruptive or offensive. They and other items that make sound should be preapproved by the Festival of Nations Bazaars Committee. If you plan on selling any such item, please contact the Festival of Nations Bazaars Committee to make arrangements to submit a detailed description of the item(s). In some cases, you may be asked to submit a sample for review.
- Food items, such as prepackaged or canned foods, may not be sold in a bazaar both without prior approval. If you plan on selling a food item, please contact the Festival of Nations Bazaars Committee to make arrangements to submit a detailed description of the item. In some cases, you may be asked to submit a sample for review. All food items must be specific to the ethnicity of the booth at which they are being sold.

PROMOTIONAL ALLOWANCE

If you have an ethnically focused business that is open to the community year-round, you may be allowed to display modest promotional, marketing, or publicity materials. Materials should only include the business name, contact information, and a basic description of items sold. Festival of Nations staff or area committee chair must approve any such materials. See more information in the “General expectations of all participants” section in this manual.

SAFETY REGULATIONS

These general safety guidelines 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!

- ***Fabrics used in your bazaar booth must be flame proofed.*** See the “Fire department regulations” section for full details.
- 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.
- Freestanding shelving units must be secured so they cannot tip and pose a safety hazard. The Festival of Nations Bazaars Committee will require that any shelving units deemed unsafe be dismantled immediately.
- Electrical cords running across the floor need to be entirely taped down or covered to avoid creating a tripping hazard. Any other cords should be secured out of the way with zip ties.
- Shelving, tables, and racks **must** stay within the confines of your booth. You may display merchandise outside your booth by hanging it 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 be blocking traffic.

CAFÉS

PARTICIPATION IN CAFÉS

Ethnic groups desiring to have a new café should contact the Festival of Nations office for information about space availability and the 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.

All participants must comply with the Festival of Nations Policy and Procedures. Failure to do so is a breach of contract and may result in the closing of your café without any further obligation by the Festival of Nations. Any monies paid will be forfeited; no refunds will be made. If so directed by RiverCentre, the Minnesota Department of Health, the fire marshal, or the International Institute of Minnesota, the Festival of Nations Cafés Committee may have to upgrade regulations and requirements during the Festival. The Festival of Nations Cafés Committee will advise the Ethnic Group Café Chairperson of any changes. The Ethnic Group Café Chairperson is responsible for complying with all policies and procedures, including entering into a rental agreement with the Festival of Nations for the café booth.

CHECKLIST

- **Café Questionnaire:** Please complete by February 9, 2020.
- **Forms:** The following forms must be completed to participate in the Café area. Complete by February 9, 2020 (see the “Festival of Nations schedules and fees” section):
 - Contact Information
 - Appliance Specifications and Energy Charge
 - Café Unload/Load Request
 - Café Booth Layout
 - Minnesota Department of Health Special Event Application
 - Paper Product Requisition
- **Non-profit certificate:** All cafés must be directly affiliated with a non-profit 501 (c)(3) organization. The café

can be either a member of a non-profit organization that directly runs the booth for fundraising purposes or representatives acting on behalf of a non-profit organization for fundraising purposes arranged directly between the non-profit organization and the representatives. The Festival of Nations requires from each café a current non-profit certificate, which can be obtained from the Office of the Minnesota Secretary of State (see the “Key contact information” section).

- **List of menu items:** 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:
 - Carbonated beverages
 - Alcoholic beverages
 - Candy
 - Packaged foods
- **Proof of insurance:** All cafés must have a general liability insurance policy. Refer to the “Insurance” section in this manual for complete details.
- **Workers’ Compensation:** Cafés must completion and file the Certificate of Compliance Minnesota Workers’ Compensation Law (MNlic04) with the Festival of Nations office by the last day of February.

EVENT FEES AND EXPENSES

What follows are the anticipated fees and expenses for a café booth:

- **Café booth rental fee:** The fee to rent a café booth is \$700. Café deposits are due at the initial general meeting, and all booths must be paid in full by the end of the second general meeting. If fees are not paid in full by the dates specified in the “Festival of Nations schedules and fees” section, your ethnic group may lose its space and the deposit, and you may risk future participation.
- **Appliance rental fee:** Appliances for rent include residential style stoves, refrigerators and freezers (see appliance rental fees, including energy and hookup costs, in the “Festival of Nations schedule and fees” section in this manual).

- **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 nonstandard connections. Failure to pay this invoice by the close of the Festival will result in a fine of \$100.
- **Insurance:** As stated above, all cafés must have a general liability insurance policy naming the Festival of Nations as an additional 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; the cost will be confirmed by the February general meeting and applied to any café that doesn't provide a certificate for proof of insurance by the specified due date.
- **Health permit:** All cafés at the Festival of Nations must obtain a permit from the State of Minnesota to sell food. Any fees for this permit are payable to the Minnesota Department of Health and are the responsibility of the café.
- **Fire extinguishers:** Each café is responsible for providing extinguishers with current inspection tags in their booths by the start of the event. It is a city ordinance that each café must have a fire extinguisher — a 5 lb. non-toxic model number 2A10BC. In addition, cafés that cook 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.
- **Damage:** The café shall be fully responsible for the cost of any and all damages to property owned by the Festival of Nation and/or RiverCentre, its owners, or its managers that results from any act or omission of the café. The café agrees to defend, indemnify, and hold harmless the Festival of Nations and RiverCentre and their owners, managers, officers or directors, agents, employees, subsidiaries, and affiliates from any damages or charges resulting from the café's use of the property. The café's liability shall include all losses, costs, damages, and 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 café and 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.

CAFÉ SETUP AND OPERATION

Café set-up is on Wednesday before the Festival of Nations between 3 p.m. and 9:30 p.m. **No café will be allowed to set up on Thursday morning.** The Festival of Nations Cafés 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 Cafés Committee. A café that does not follow load-in or load-out instructions provided by Festival of Nations staff at the loading dock will be held solely responsible for any resulting damage or injury.

All fabrics and linens used in cafés must be flame proofed each year. The Festival of Nations Cafés 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 cafés during Wednesday setup of the Festival of Nations. Cafés are responsible for the application of the flameproof solution and logging the application. For any fabrics or linens not treated during Wednesday setup, a certificate stating the fabric meets flameproof regulations must be provided to the Festival of Nations Cafés Committee.

Each café booth must arrange all deliveries to RiverCentre with notification given to the Festival of Nation Cafés 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:

- Name of café
- Café location in RiverCentre
- Receiving party's name and phone number

Other guidelines:

- All café participants must wear ethnic attire appropriate to the nature of their region (refer to the list of clothing expectations in the "General expectations of all participants" section). A small selection of ethnic attire will be available at RiverCentre during the event.
- Each day, cafés must be ready and have all menu items available from opening time to the Festival closing announcement. No early takedown or closing will be allowed. Cafés may provide sample menu items to guests upon request; however, no food items can be laid out or displayed for unattended guest sampling.

- No promotional, marketing, or publicity materials of any kind are permitted in any café. This includes flyers, signage, business cards, and discount offers.
- Uniform signage provided by the Festival of Nations should be left in place at the conclusion of the event.

ASSIGNED SPACE

The Festival of Nations Cafés Committee will make assignment and location of café.

The overall appearance of the entire Festival of Nations Cafés area takes precedence over that of an individual café. Any display or activity deemed to detract from the event by Festival of Nations staff will be banned.

Café booth space is approximately 20 feet deep by 20 feet wide. There is approximately 18 feet of table space at the serving area of each 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.

Rented appliances through the Festival of Nations will be placed according to the Café Booth Layout form.

Café participants are responsible for providing attractive table coverings 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 2 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, including plates, bowls, napkins, and utensils.

APPLIANCES

The Festival of Nations will make available **standard household appliances** (refrigerator, freezer, and stove) to rent for use 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 be labeled with the input voltage.

Appliances rented through the Festival of Nations are generally new and the Café Committee checks their condition once the appliance is positioned in a café booth. The appliance location in the booth is as diagrammed by the Ethnic Group Café Chairperson. Any appliance damage should be reported to the Café Committee.

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 nonstandard 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 checkout,” below).

Only heavy-duty extension cords may be used for all appliances with these specifications: minimum gauge 14, maximum length 25 feet, wattage per extension cord 1500 watts. If an 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 hookup of a personal appliance and are not authorized to make repairs to personal appliances.*

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 Cafés Committee. Under no circumstances shall an item be sold that has not been preapproved. All inquiries on menu items must be directed to the Festival of Nations office. The Festival of Nations Cafés Committee must approve each café’s menus and all additions, deletions, or substitutions no later than the second general meeting.

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.

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 4 by 6 inches when 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 prior to 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 Cafés 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 Festival days. A Sunday guest is entitled to the same menu items as an earlier event visitor.

Guidelines:

- 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 Minnesota 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.

FOOD SERVICE WARE

A paper-products store will be located on-site to sell approved compostable food service ware. To ensure adherence to compostable regulations, cafés must select and preorder service ware products through the Festival of Nations Cafés Committee. Order forms will be shared digitally by the Café Coordinator for completion by the stated deadline.

TAKEDOWN AND APPLIANCE CHECKOUT

Café takedown begins with the Sunday announcement that the Festival of Nations is closed (approximately 6 p.m.). Before your scheduled drive-out time, you are responsible for cleaning all appliances rented through the Festival of Nations, and they must be approved by the Festival of Nations Cafés Committee or delegate. The Ethnic Group Café Chairperson or designee must be present at checkout. If the appliances are not cleaned to a “like new” condition, they will be subject to a \$100 cleaning fee per appliance. Excessive damage as deemed by the Festival of Nations or the supplier to appliances may result in additional fees.

CAFÉ LOAD-IN AND LOAD-OUT

The Festival of Nations staff, RiverCentre staff, and volunteers are not required to assist in the unloading or loading of any equipment or items in the cafés 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 through the Eagle Street Dock and not via other areas and docks used by others areas of the Festival of Nations. All items must be removed by Sunday evening at the end of the Festival unless prior approval is obtained from the Festival of Nations Cafés Committee Chairperson.

DEMONSTRATIONS

PARTICIPATION IN DEMONSTRATIONS

The 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 each year is based on which demonstrators 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, noncommercial nature of the demonstration. Only items demonstrated, or items that 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.

CHECKLIST

If a demonstrator sells any items, these documents are required:

- **A tax permit:** The Minnesota sales tax form, Operators Certificate of Compliance ([ST-19](#)), is required before you can set up a booth at the Festival of Nations.
- **Proof of insurance:** Demonstrators must have a general liability insurance policy. Refer to the "Insurance" section for complete details.

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 RiverCentre during the event. See complete details in the "General expectations of all participants" section of this manual.

DEMONSTRATION SPACE

A single demonstration booth is approximately 8 feet deep and 10 feet wide. A small space behind the booth will be available for storage. The Festival of Nations provides two 8-foot tables with two chairs for single spaces and four 8-foot tables with four 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 setup at the Festival of Nations. Notify the Demonstrations Committee Chairperson on the Wednesday prior to the Festival of Nations if you need this service. See the "Fire department regulations" section for full details.

The Festival of Nations provides uniform signage to each demonstration space. The signage remains the property of the Festival of Nations and should be left in place at the conclusion of the event.

DEMONSTRATION SETUP

Setup 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 Festival of Nations Demonstrations 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 Demonstrations Committee. Any demonstrator who does not follow drive-in or drive-out instructions provided by Festival of Nations staff at the loading dock will be held responsible for any damage or injury caused.

DEMONSTRATIONS OPENING AND CLOSING

Demonstrators must remain active from the official Festival opening time until the official closing time each day. No late start times or early takedowns!

REGULATIONS

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. See details in the “Restricted items and activities” section in this manual.

No food items, including items that are prepackaged or canned, may be sold in the booth.

All proposed handouts must be submitted for approval to the Festival of Nations office by **the last day in March**. Before you invest in multiple copies of potential handouts, the Festival of Nations Committee must approve the proposed handout. A stamp with the initials of the Festival of Nations Manager on the original indicates approval. Then the Festival-approved handout, with a 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

PARTICIPATION IN EXHIBITS

Cultural exhibits are an integral part of the Festival of Nations: They provide the opportunity to showcase the diverse cultures in our community. Each year the Festival of Nations Exhibits Committee chooses a theme for the Festival, and materials, craftsmanship, and artifacts displayed in the Exhibits booths should be in keeping with this theme. **The theme for 2020: Real People, Real Stories, Our Minnesota Communities.**

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 Exhibits area.

CULTURAL EXHIBITS GRANTS

- Exhibitors submit proposals and detailed information for what they plan to display and share with us for the upcoming Festival of Nations.
- The proposals are given to a select group of judges who then pick four proposals they view as the best to represent the theme, incorporate engagement, and stand out visually.
- The Festival of Nations then sends a check to that non-profit group prior to the Festival the groups are able to use the money toward their exhibit booth.
- Then, prior to the Festival, the groups are featured on the Festival of Nations website as Cultural Exhibits (as the four from the previous year are).

CHECKLIST

- **Questionnaire:** Completed the Exhibits Questionnaire, online.
- **Insurance:**
 - Insurance will be provided at no charge with a \$1,000 deductible. Specific conditions apply, so please inquire with the Festival of Nations Exhibits Committee Chairperson for details.

- Completed insurance forms must be returned to Festival of Nations Exhibits Committee Chairperson to be initialed at the time you leave RiverCentre on Wednesday evening after setting up your booth.
- Only items listed on the insurance form will be covered under the insurance policy.
- Items of sentimental and great value should be taken home each night.
- 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.

EXHIBIT GUIDELINES

- Select a central idea related to this year’s theme: **Real People, Real Stories, Our Minnesota Communities**.
- All persons staffing the Exhibits booths ***must be in ethnic attire***. A limited amount of ethnic attire will be available at RiverCentre during the Festival. Please see a detailed description of clothing expectations in the “General expectations of all participants” section of this manual.
- Exhibitors must be in their booths 15 minutes before the Festival of Nations opens each day, and booths must be attended until the Festival of Nations closes each day. If your exhibit booth is not attended, the Festival of Nations Exhibits Committee has the right to close the booth. The Festival of Nations will not be responsible for articles left in Exhibits booths. Insurance will not cover articles left unattended in Exhibits booths.
- One flag not larger than 3 feet by 5 feet may be used in an exhibit booth.
- Noisemaking devices (musical, verbal, radios, tape recorders, VCR, CD and DVD players, or others) must be preapproved by the Exhibits Committee.
- The Festival of Nations provides signage to each group. It is the property of the Festival of Nations and should be left in place at the conclusion of the Festival of Nations.
- No maps or maps in books or magazines are to be used in Exhibits booths.
- Selling is not allowed in Exhibits booths.

- Exhibitors must provide skirting on all tables in Exhibits booths. The skirting must be 2 inches from the floor on three sides, and like all fabrics and linens in your booth, it must be flame retardant. Refer to the “Fire department regulations” for information about flame proofing your fabrics.
- Exhibitors must furnish supplies and tools for setting up and taking down the artifacts in their booth. Suggested supplies and tools include a hammer, fish line or wire, drapery hooks, and scissors.
- No advertising is allowed in the booth. The Exhibits 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 may include one reference to the exhibitor’s local or national organization and must receive approval from the Festival of Nations staff by the deadline.
- The Festival of Nations will provide a passport stamp to each exhibitor.
- All persons staffing Exhibits booths **must be** knowledgeable about their culture and the contents in their Exhibit booth.

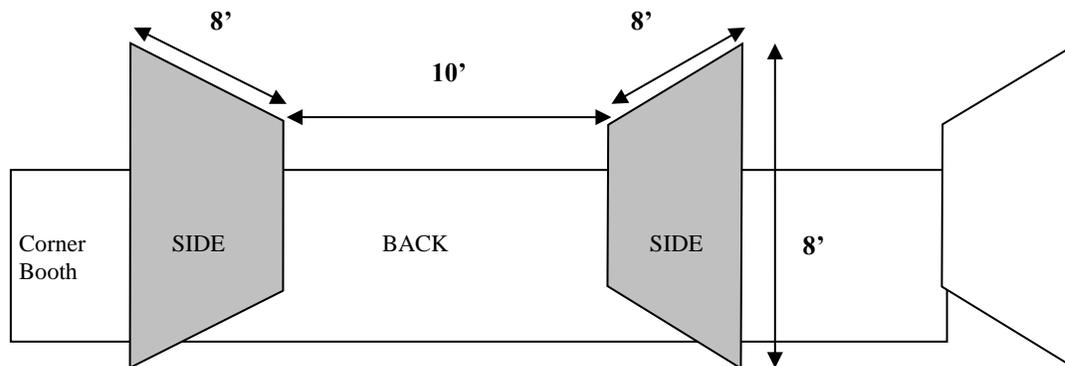
All proposed handouts must be submitted for approval to the Festival of Nations office by **the last day of March**. Before you invest in multiple copies of potential handouts, the Festival of Nations Committee must approve the proposed handout. A stamp with the initials of the Festival of Nations Manager on the original indicates approval. Then the Festival-approved handout, with a 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.**

EXHIBIT BOOTH SPECIFICATIONS

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

Diagram:

A diagram of a booth with two 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 Exhibits 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).

SETTING UP

Booth setup is on Wednesday before the Festival of Nations. **No group will be allowed to set up on Thursday morning.** You may designate a preferred time for drive-in on your questionnaire. Drive-ins are available between noon and 7 p.m. The Festival of Nations Exhibits Committee will provide an exact time for your setup and will try to accommodate your requests.

You will receive a drive-in pass indicating the time you may drive a car into the Roy Wilkins loading entrance to unload your 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 for safe operation and so as not to cause delays for all participants. If you need to change your time(s), you must get approval from the Festival of Nations Exhibits Committee. Any group who does not follow drive-in or drive-out instructions provided by Festival of Nations staff at the loading dock will be held solely responsible for any damage or injury caused.

PEOPLES CHOICE AWARD

Each year, we ask students and general audience attendees to vote for their favorite Exhibit booth they believe portrays culture in a beautiful and engaging way. These Exhibits booths will be awarded framed certificates on Sunday at 1 p.m. in the Roy Wilkins Auditorium.

QUESTIONS

The members of Festival of Nations Exhibits Committee 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 to assist you in developing your Exhibits booth.

ADHERING TO POLICY

Groups who fail to adhere to this 2020 Policies and Procedures Manual, the Festival of Nations theme, or those who do not complete 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.

World Stage

WORLD STAGE QUESTIONNAIRE

All adult, teens or children's World Stage Participant Questionnaires and other optional forms are distributed after the initial General Meeting via email, to all participating dance groups. The email will include links to the forms for completion and submission on-line. For those groups that do not have internet access, paper copies can be provided at the initial General Meeting.

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. The dance group already participating is the one with seniority. 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. See sections "Who May Participate in the Festival of Nations" on page 2, for additional requirements.

CHECKLIST

- **World Stage Questionnaire:** Please complete the adult, teens or children's World Stage Questionnaire online.
- **Music:** Deliver the music you will use for your performance to the Festival of Nations World Stage Committee as described under "Music," below.
- **Performance introduction (Form 8AI):** Each performing group is required to introduce its performance and

must submit a written copy of the Introduction prior to the Festival. See Form 8AI for requirements and instructions.

- **Request for additional performance time(s) (Form 11AS; optional):** See “Featured time and additional time,” below.

DANCE GROUPS

Age guidelines:

- Children’s dance groups: kindergarten (minimum age requirements 5) to 8th grade
- Teen dance groups: ages 13 to 18
- Adult dance groups: 16 and older

The large auditorium does not lend itself to small groups. There should be a minimum of eight in a dance group, except in special circumstances.

FEATURED TIME AND ADDITIONAL TIME

On Friday, Saturday, and Sunday of the Festival, three hours of each day are reserved for adult dance groups in Featured Time. On Saturday morning, two hours are reserved for children’s dance groups, and on Saturday afternoon, two hours of time are reserved for teen dance groups. All other hours of the Festival of Nations are defined as Additional Time.

Each participating adult dance group is provided with one performance time in Featured Time. Each participating children’s dance group is provided with one performance time Saturday morning. Each participating teen dance group is provided with one performance time on Saturday afternoon. Adult dance groups may request extra performance times in Additional Time on Friday, Saturday, and Sunday.

During Additional Time only, a single ethnic group may choose to combine its adult, children, and teen groups to perform together.

FORMS FOR REQUESTING PERFORMANCE TIMES

Immediately following the first general meeting, links to electronic versions of the forms that must be completed before the second meeting will be emailed to the World Stage Area Ethnic Chairs. This includes the form to request Additional Time performance times. The Festival of Nations World Stage Committee accepts requests on a first-in, first-scheduled basis.

Adult dance groups are welcome to request to perform on the Atrium Stage. A link to the form will be emailed to Adult groups after the first general meeting; a paper copy can be requested for those groups that do not have internet access 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 group does not include audience participation in its performance, they will not be scheduled on the Atrium Stage 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 11AS or email the suggestion to the Festival of Nations Manager.

MUSIC

Please follow the written specifications and deadline dates found in the music letter in the folders distributed at the initial general meeting.

- 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, via a Dropbox folder or through a Google Drive link that the Festival of Nations Entertainment Producer can access (.wav file preferred). To be considered, the music must be of good quality. Remember that your music will be played on a quality system.
- Dance groups may choose to perform to live music, but an electronic version of the music must still be submitted to the World Stage Committee, in case of an issue with their musicians.
- Music used in all performance areas must be in public domain.

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 food 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 St. Paul city ordinance prohibiting the use of live-flame candles by anyone in any part of RiverCentre. However, battery-operated candles are permitted.

INTRODUCTIONS

Each performing group is required to introduce its performance and must submit a written copy of the introduction prior to the Festival. See Form 8ai, for requirements and instructions.

TECHNICAL REHEARSAL OF PERFORMANCES AND COSTUMES

The technical rehearsal is a requirement, not an option.

Prior to the Festival, each dance group participating in the World Stage will attend a technical rehearsal at least once, or possibly twice if need arises. The Festival of Nations World Stage Committee will hold the rehearsal at the International Institute of Minnesota in March 2020. Every dance group is to present its complete performance in costume or with at least one male and one female participant in costume. Dance groups will be timed for an accurate World Stage schedule can be set. Performance time will include the dance group's exit time if it includes an extended bow to the audience. Those exceeding the time limit will be notified immediately during rehearsal and must shorten their performance. Dance groups not present at the technical rehearsal will be required to attend an alternate rehearsal date. Dance groups with less than two-thirds of their members present at the rehearsal will be required to rehearse again.

The chance to present your ethnic traditions of dance depends on you. 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 assist the World Stage Committee to ensure that the music will be properly cued, the narrators will be prepared, and the entrance and exits will be orderly. It takes the commitment of each performing group to ensure that we have a successful show. All dance groups will be required to provide a list of names for their performers, in order to receive their participant tickets; see page 24, for additional guidance regarding participant tickets

PREVIEW AT THE AUDITORIUM

On the Wednesday prior to the Festival, an optional preview will be held at RiverCentre by appointment only. The preview is for the Ethnic Group World Stage Chairpersons, directors, and two members of each dance group to go over details of entrance, exit, and the performance area. ***No rehearsals will be allowed that day.***

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. Use 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.
- There is a backdrop in the Exhibits area to use for photographs. Please do not congest the 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 your performance.
- Do not leave personal items anywhere backstage during your performance.

LENGTH OF PERFORMANCE

Length of performance time is three minutes or less for children's dance groups, five minutes or less for teen dance groups, and eight minutes or less for adult dance groups. Dance performances for the Thursday and Friday student-day performances are five minutes or less for all dance groups.

PHOTOGRAPHY AND VIDEO TAPING

Photographs and videos may be taken during the World Stage performances 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.

