



2009 Participation Application & Contract

Send completed contract to Kim Mason, Executive Director at director@bginternationalfest.com, phone/fax: 270.796.2777 or PO Box 50996, Bowling Green, KY 42102-4296. Retain a copy for your reference. Visit www.BGInternationalFest.com for more information or to apply online.

PARTICIPATION DEADLINES: Note these important dates.

- There is a \$25 discount for booth fees paid in full if payment is postmarked by August 15 but there is not a deadline to apply for boothspace.
- Passport country display applications must be received by August 15 to be considered for receiving flag stamps for the passport books. Country flags are assigned on a first come basis and only one booth may dispense flags from any passport country. You may set up a country display without being a passport table.
- Exhibitors will be chosen and assigned booth space on a first come, first serve basis.

GENERAL REQUIREMENTS: This section applies to all booths of any type.

- **DO NOT PLAN ANY TYPE OF BOOTH IF YOU CAN NOT KEEP YOUR BOOTH OPERATIONAL FROM 9^{AM} TO 7^{PM}.**
- The Bowling Green International Festival will take place September 26, 2009 9^{AM}-7^{PM} on Circus Square. The theme is **One World, Many Faces**.
- The focus of this festival is foreign culture. Authentic foreign culture themed displays, activities, merchandise and food are preferred. A limited number of special interest booths who do not fit this theme will be permitted.
- Booth space is 10ft x 10ft . All exhibitors are responsible for providing their own setup/displays such as tables, chairs, shelving, tents, easels etc. Displays must be appropriate, neat and conform to the space allotted.
- No staking allowed.
- There are a limited number of electrical outlets at a cost of \$25 per two 110 outlets or \$50 per 220 outlet. Electric fees are not included in free spaces. Do not request electricity for radios and equipment that can be battery operated.
- Booth workers are encouraged to dress in appropriate festive or traditional attire for the culture they represent.
- Demonstrations and activities are encouraged and will draw people to your booth. Recorded music must be kept at a moderate volume, must not interfere with other booths or stages and must be described on this application.
- Participants will be turned away, without refund if the content of their booth was inadequately described or misrepresented on the application or inappropriate for general audiences.
- Parking is available on the grass lot at the corner of Sixth & College St.
- **Booth locations will be provided at checkin. Do not call for this information.**

SETUP/TEARDOWN RESTRICTIONS: This section applies to participation of any type.

- Booths must be set up no later than 9^{AM} and dismantled no earlier than 7^{PM}.
- You **must check in at the information booth** before beginning set up.
- You can check in from 6-9pm Friday night. Saturday morning check in begins at 7:30^{AM}.
- Check out begins at 7^{PM}.

FOOD BOOTH REGULATIONS: Read carefully and contact the Health Department.

• Food vendors must contact Kathy Herndon of the BG/ WC Health Department (270.781.2490) to receive a copy of the regulations. A temporary food license is required by the Health Department for food vendors at a cost of \$25, however they waive that fee for nonprofits.

• **The Health Department will be onsite to inspect for the following regulations:**

1. Notify the health department to obtain a temporary food service permit at least one week prior to the event. At this time also have a list of menu items to be approved by the health department. Menus are to be kept simple.
2. The following are to be kept on hand for each operation:
 - (a) Probe thermometer (0-220 degrees Fahrenheit) for monitoring food temperatures;
 - (b) One (1) container of water for utensil washing. (Hot soapy water);
 - (c) Dishwashing Detergent;
 - (d) One (1) container of water for clear rinse;
 - (e) One (1) container for sanitizing rinse (ex. 50 ppm chlorine = 1 ounce of bleach/8 gallons of water or 220 ppm Quaternary Ammonia). Utensils must be submerged for at least one minute;
 - (f) Correct test strips for sanitizer used;
 - (g) Approved sanitizer (ex. household bleach);
 - (h) Insulated container filled with warm water with a spout for handwashing;
 - (i) Container to catch waste water from handwashing;
 - (j) Hand soap (pump style);
 - (k) Paper towels;
 - (l) Non-absorbant container for refuse and food wastes.
3. All food must be enclosed in a tent or trailer and openings must be screened.
4. All potentially hazardous foods must be kept at 140 degrees F or above, or 45 degrees F or below during storage, display and transportation.
5. Food must be prepared in a licensed kitchen.
6. Plastic must be under food preparation/serving areas.
7. Prepared foods must be inspected if they are brought across state lines.

PASSPORT COUNTRY TABLE: Minimum requirements for passport displays.

1. **Do not sign up for a passport country if you can't guarantee that someone will be present to pass out stamps and answer questions from 9AM to 7PM.**

2. At check in you will be provided with an 8x10 laminated flag and matching stamps for the passport book. Return them when you check out after the festival is over.

3. You will be provided a table and two chairs, you must bring all other display support. Return them when you check out.

4. You may not sell items or collect money at your country booth. If you would like to collect money or sell anything sign up and pay for an additional booth next to your country booth for merchandise or food.

5. You must display a map of your country. Include the names of bordering countries. Identify the capitol with a star and other important cities with dots.

6. Your display must include: Population, Size of the country, Climate, Major religions, Major languages spoken, Currency Type, Major exports. Information in the passports is from CIA World Fact Book at <http://www.cia.gov/publications/factbook>



7. Include an interesting fact about etiquette, taboos or tradition from your country.
8. Include a recipe from your country.
9. Include a traditional holiday or celebration in your display.
10. Include a legend from your country.

Feel free to be creative and include whatever additional elements you wish in your display.

*Note - Only one booth per country will receive stamps. You will be notified if your choice has already been taken. You may still create a cultural display for any country you wish whether or not a passport table is already planned for it.

CONTACT INFORMATION: This section applies to participation of any type.

Contact Name: _____ Group, Organization or Business: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone (day) _____ (night) _____

Email: _____ Website: _____

What culture are you representing? _____

Describe what you will feature at your booth. _____

Do you need electricity? no yes, two 110 outlets \$25 yes, four 110 outlets \$50 yes, one 220 outlet \$50
 No power strips are permitted. Limit one appliance per outlet. List the appliance for each outlet you will be using:

_____, _____, _____, _____

Check the types of participation that interest you: Performer International Food International Merchandise
 International Activity or Cultural Display Country Passport Table Special Interest Booth

Will you have recorded music or video at your booth? no yes

Note: sound/activity at your booth must not interfere with other booths or stages. Special areas are available for groups who will have loud or large demonstrations/performances at their booths and stage time is available.

Will you have demonstrations/performances at your booth? no yes IF YES, complete the performance section.

PERFORMANCE: Fill out this section whether your demonstration will be on stage or at a booth.

Describe your performance/music: _____

Performance area requested: Stage Near booth

Sound equipment is only available on the stages. If you will be performing onstage please attach a stage plot.

Our performance lasts at least _____ minutes and not more than _____ minutes.

Our preferred performance length is _____ minutes.

We would like to perform _____ number of times during the day.

Will performers be in costume? no yes If yes briefly describe: _____

Please include a picture, recording and any promotional materials you have for use in selection and promotions.

Would you charge for your performance? no yes - If yes, list **total** cost including travel etc.: \$

*Note: Performers scheduled on the main stage will be notified in July. **Costs not mentioned here will not be considered.***

BOOTHSPACE: Please choose the description below that best applies to you.

Internationally Themed Merchandise: My booth is primarily authentic foreign merchandise such as _____

If yes, and you are a business or professional vendor your fee is \$115 for first 10 x 10 space and \$65 each additional 10x10.

If you are a nonprofit (ID# _____), school, or a local individual who does not sell at more than 3 events per year and does not have a business that sells similar items your fee is \$65 for first 10 x 10 space and \$40 each additional 10x10

Internationally Themed Food: My booth is primarily authentic foreign food such as _____

If yes, and you are a business or professional vendor your fee is \$165 for first 10 x 10 space and \$90 each additional 10x10

If you are a nonprofit (ID# _____), school, or a local individual who does not sell at more than 3 events per year or does not have a business that sells similar items your fee is \$65 for first 10 x 10 space and \$40 each additional 10x10

Internationally Themed Activity or Cultural Display: My booth is for a free educational cultural display focusing on _____. **No money will be collected.**

IF YES, there is no booth fee. Electric fees are not included in free booth space.

Passport Country Table: I am interested in being chosen to create a display for the country _____ to be included in the passport book, pass out flag stamps and abide by the attached minimum requirements.

Note: Flag stamps, table & 2 chairs are provided. Only one booth per country will be provided provided items for display.

Special Interest: My booth features food or merchandise or free information and activities that do not represent foreign culture.

If yes, and you are a business, professional or nonprofit, your fee is \$215 for first 10 x 10 space and \$115 each additional 10x10

SUMMARY: Sign the following agreement to complete your application.

I, _____ do hereby certify that my booth fits all the requirements for the type of booth I selected.

I would like _____ 10x10 ft spaces.

My total fee will be \$_____ (booth fee plus any additional fee such as electricity access.)

The date I am sending this application is ___/___/2009. If **payment** is postmarked by August 15, deduct \$25 from your booth fee.

Initial each of the following statements:

I agree that I will run my booth from 9^{AM}-7^{PM} _____

I understand that if I have signed up for any booth other than Special Interest and my booth does not meet the theme and requirements I will have to pay the fee for a Special Interest booth or leave the festival. _____

I understand that no tables or chairs will be provided for any booth except country passport tables. _____

I agree to properly check in by 9^{AM}. _____

I will not attempt to use any electrical appliance not listed here or more outlets that I've requested. _____

I agree to return any festival property including flag signs and other displays . _____

I agree to follow all the guidelines outlined in this application for the type of booth I plan. _____

Signed by _____

You will be notified by email when your participation has been confirmed.

If your participation involves a fee, your application will not be considered complete and a reservation will not be made for you until payment in full is received.