

**ELIGIBILITY:** Participation in the following areas must be **culturally related**:

- Arts and crafts sale
- Children's Corner
- Food sales
- Ethnic Art Demonstrations
- Entertainment
- Exhibits/Displays

**APPLICATION PROCEDURE:**

1. Completely fill out the enclosed application. Be sure to describe fully what you will be selling/displaying.
2. Return completed form to:  
PCCF 2007, P. O. 739, Stevens Point, WI 54481 or in the enclosed self-addressed envelope by December 1, 2006. **DO NOT send payment.** Payment is due February 5 after notification of acceptance.

**SELECTION OF VENDORS**

Applications will be evaluated to reflect a balance of variety and cultural representations in food, arts and crafts, and exhibits/displays. Be sure to describe fully what you will be selling/displaying.

**POLICY**

**APPLICATION**

**Vendors wishing to take part in the event must apply to participate. Applications received after the December 1, 2006 deadline may not be considered. Applications will be evaluated and selected to reflect a balance of variety and cultural representations in food, arts and crafts, and exhibits/displays. Notification of acceptance will be sent by mid January 2007. Payment is due by February 5, 2007. Last day for cancellation with refund is February 15, 2007.**

**The location of booths will be placed on a "best fit" basis, and placement in the various locations, including the North Tent, will be on a rotation basis.**

**Exhibit and food tables will not be placed together.**

**All BOOTHS MUST BE STAFFED AT ALL TIMES until closing (5:00 p.m.) so that vendors can interact with attendees, share their culture, answer questions and provide learning moments for passport stamps. You may want to recruit additional helpers or request volunteers. Booths that close early may not be invited back.**

**P Vendors are expected to clean up their tables and area at the conclusion of the event. Booths left in a mess will be assessed a \$75 clean up fee.**

**P The committee reserves the right to prohibit the sale of dangerous and inappropriate items. Thank you for your understanding**

**PASSPORT STAMPING INFORMATION**

**P To highlight the educational aspect of this event, all children are invited to pick up a passport at the entrance or at the Children's Area and get it stamped (or initialed) by representatives of the participating cultures after experiencing something about each culture. Attendees will bring their filled passports to the Headquarters for validation and receive a souvenir.**

**P Since some of the cultures have multiple participants, one booth from each culture has been designated to stamp passports. If your booth is designated to stamp passports, you'll be notified in early April. We ask that you provide a culturally unique activity to attendees before stamping their passports. (e.g. teach a phrase of**

**greeting in your native tongue). Stamps and inkpads will be provided.**

**FOOD VENDORS:**

**In the interest of food safety, food must be prepared in an approved facility like the kitchens of SPASH, the University, and restaurants.**

**Food Vendors MUST send at least two representatives from their organization to a one-hour seminar on safe food handling conducted by the Portage County Environmental Health Supervisor. Safe handling of food is of paramount importance when serving food to the public as one unfortunate incident can adversely affect the Festival for years to come. Date, time and place of the seminar will be announced.**

***FYI According to Wisconsin Administrative Code HFS 196.03, food vendors are exempt from the \$87.00 licensing fee if they fall under these non-profit categories and sell fewer than 4 times in a 12-month period: churches; religious, fraternal, youth or patriotic organization; service clubs and civic organization which occasionally prepare, serve or sell meals to the general public. If you need assistance in obtaining a license, contact Environmental Health, Portage County Health and Human Services at 345-5350***

***ACCEPTANCE:*** Notification of acceptance will be sent by January 15, 2007. Vendors selected to participate will confirm with payment no later than February 5, 2007. Due to space limitations, not all applications may be accepted. Vendors not selected will be placed on a waiting list and may be invited to participate when space becomes available.

***FEES:*** (Limit of 2 tables/spaces)

*There is no registration fee, participants only need to pay for table(s) and space(s). Due to space limitations and in order to facilitate set up, vendors must use standard size tables provided.*

*Payment is due after notification of acceptance. DO NOT send payment with the application form.*

Non-profit organization with sales	\$20.00 per table
Exhibits/displays only	\$10.00 per table
Commercial	\$40.00 per table

***IMPORTANT DATES***

*December 1, 2006 Application must be received.*

*February 5, 2007*

*Payment due. As organizers are volunteers, we may not be able to follow up with reminder phone calls so we urge you to respond in a timely manner if you plan to participate.*

*February 15, 2007 Last day for cancellation with refund*

***\*Copy and paste this application into a word document and fill it out.***

# 15<sup>th</sup> Portage County Cultural Festival (PCCF)

May 5, 2007

## Vendor Application form

Name of Organization/School \_\_\_\_\_

Name of Culture/Ethnic Group \_\_\_\_\_ Country \_\_\_\_\_

Contact Person(s) \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: (Home) \_\_\_\_\_ (work) \_\_\_\_\_

Email \_\_\_\_\_

### AREA(S) OF PARTICIPATION (must be culturally related)

Commercial       Non-Profit (Name of organization receiving the profits) \_\_\_\_\_

Arts/Crafts Sales     Exhibits/Display only     Exhibits/Display with sales     Food

Other \_\_\_\_\_

### REQUEST FOR FRONT TABLE(S)/SPACE (Limit TWO)

*(Back table(s) for food vendors (along the walls) will be provided to vendors at no cost:*

Location	Tables needed	Non Profit	Commercial	Amount due
Arts/Crafts/Exhibits/Display with sales	<input type="checkbox"/> 1 <input type="checkbox"/> 2	\$20 per	\$40 per	

		table	table	
Food	<input type="checkbox"/> 1 <input type="checkbox"/> 2	\$20 per table	\$40 per table	
Exhibits only (no sales)	<input type="checkbox"/> 1 <input type="checkbox"/> 2	\$10 per table		
Outdoor Cooking Tent(s) (how many _____)	<input type="checkbox"/> 1 <input type="checkbox"/> 2	\$20 per table	\$40 per table	
TOTAL AMOUNT DUE				

Request for Electrical Power Outlet(s) - Due to limitations, please indicate minimum requirements. Thank you.

	Number of outlets	Identify use (e.g. Nesco, blender, deep fryer, heat lamp, etc)
Indoor		
Outdoor Cooking Tent		

FOOD VENDORS:  I will use the kitchen on Friday from 2:30-6:30 p.m.  
 I will use the kitchen on Saturday

**DESCRIPTION OF ITEMS YOU'LL BE EXHIBITING AND/OR SELLING. The information will be used in the selection process.**

ARTS/CRAFTS/EXHIBITS	FOOD

Send completed form, no later than **December 1, 2006** to:

Constance Fang, P.O. Box 739, Stevens Point, WI 54481

or email: cfang@uwsp.edu

Thank you

