



Portage County Cultural Festival

Dear Friends:

The Portage County Cultural Festival Committee takes great pleasure in inviting you to participate in the 19th Portage County Cultural Festival. In this brochure, you'll find information on application procedures, policies and our expectations of vendors. We are constantly making improvements that will benefit the participants and ensure their safety and urge you to read carefully all parts of this brochure and to contact us with any questions. Thank you.

DATE AND TIME

Saturday, May 7, 2011, 10:00 a.m. to 5:00 p.m.

LOCATION

Stevens Point Area Senior High (SPASH)
1201 North Point Drive, Stevens Point, Wisconsin

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 2011, P. O. 739, Stevens Point, WI 54481 or email pccf-92@charter.net by November 30, 2010. **DO NOT send payment.** Payment is due February 15, 2011 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.

ACCEPTANCE: Notification of acceptance will be sent by the end of January, 2011. Vendors selected to participate will need to confirm with payment no later than February 15, 2011. Due to space limitations, not all applications may be accepted. Vendors who are not selected will be placed on a waiting list and may be invited to participate when space becomes available.

FEES: There is no registration fee; participants only need to pay for table(s)/space(s) and electrical needs. 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.**

Categories	Non-profit organization with sales	Exhibits only	Commercial
Table(s)/space	\$20.00 per table	\$10.00 per table	\$50.00 per table
Electricity	First outlet, no charge. \$5 for every additional outlet		

IMPORTANT DATES

November 30, 2010
February 15, 2011

Application must be received by this date.
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.*

April 11, 2011

Last day for cancellation with refund.

POLICY

- **APPLICATION:** Vendors wishing to take part in the event must apply by November 30, 2010. See preceding information.
- **BOOTH LOCATION:** The location of booths will be placed on a "best fit" basis, and placement in the various locations will be on a rotation basis as dictated by space and other needs.
- **BEVERAGE:** No beverage may be sold without prior clearance with the Beverage Committee
- 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. Booths that close early may not be invited back.
- **VOLUNTEERS:** Vendors are responsible for finding their own volunteers. Volunteers recruited by the PCCF are for the festival's general benefit.
- If vendors are participating in both food and exhibits/arts/crafts categories, please be informed that tables will **not** be placed together. You will need to recruit additional helpers.
- Vendors are expected to clean their tables and area at the conclusion of the event. Booths left in a mess, including dirty Nescos and other cooking utensils, may be assessed a \$75 clean up fee.
- The committee reserves the right to prohibit the sale of dangerous and inappropriate items. Thank you for your understanding.

Mission: Promoting cultural understanding in a fun and festive environment.

PASSPORT STAMPING INFORMATION



- ☞ To highlight the educational aspect of this event, all children are invited to pick up a passport at the International Headquarters 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 or Children's Area for validation and receive a souvenir.
 - ☞ ALL VENDORS will be participating in the passport stamping activity by providing culturally unique activities to attendees before stamping their passports. (e.g. teach a phrase of greeting in your native tongue). Be sure to recruit volunteers specifically for passport stamping (especially food vendors). Your partnering with us in achieving this educational experience is greatly appreciated. Stamps and inkpad will be provided, but, if you have a unique one, feel free to bring your own.
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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 \$91.00 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

QUESTIONS? Please contact:

Constance Fang (715) 341-1525 (pccf-92@charter.net)
Food: Marilynn Koepfel (715) 344-8069 (mjkoepfel@att.net)
Sherry Kell (715) 824-2767 (kell.sherry@ymail.com)
Arts/Crafts/Exhibits: Ethel Fang (715) 544-0195 (pianokey@hotmail.com)
Marissa Greuel (715) 344-6355 (marissa.greuel@gmail.com)
Sara Williams (715) 544-0036 (sara_williams@sil.org)

Steering Committee Members:

Mary Cayford (715) 824-6008 (tcayford@hotmail.com)
Mike DeMarco (715) 341-1000 (mademarco@charter.net)
Mitch Fisher (715) 345-5687 (mfisher@wisp.k12.wi.us)
Liz Fulton (715) 345-5592/342-5582 (lfulton@wisp.k12.wi.us)
Terri Greuel (715) 341-2672 (dgreuel@tznet.com)
Patty Noel (715) 341-1473 (pattynoel3209@aol.com)

Mailing address: P. O. Box, 739, Stevens Point, WI 54481

Website: <http://www.portagecountyculturalfestival.org>

Portage County Cultural Festival 2011

Saturday, May 7, 2011
10:00 a.m. – 5:00 p.m.

Celebrating 19th Annual

Application due: November 30, 2010
Payment deadline: February 15, 2011
Venue: SPASH, 1201 North Point Drive,
Stevens Point, Wisconsin
Phone: (715) 341-1525
Email: pccf-92@charter.net

Apply Now!



19th Portage County Cultural Festival (PCCF)
May 7, 2011
Vendor Application form

*Application due
 November 30, 2010!*

Name of Organization/School		Date:	
Name of Culture/Ethnic Group:		Country:	
Contact Person(s):			
Address:			
Phone: (Home)		(Work):	Email:
AREA(S) OF PARTICIPATION (must be culturally related)			
<input type="checkbox"/> Commercial	<input type="checkbox"/> Non-Profit (<i>Name of organization receiving the profits</i>)		
<input type="checkbox"/> Arts/Crafts Sales	<input type="checkbox"/> Exhibits/Display only	<input type="checkbox"/> Exhibits/Display with sales	<input type="checkbox"/> Food

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

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

Area	Tables needed	Non Profit	Commercial	Amount due
Arts/Crafts/Exhibits with sales	<input type="checkbox"/> 1 <input type="checkbox"/> 2	\$20 per table	\$50 per table	
Food	<input type="checkbox"/> 1 <input type="checkbox"/> 2	\$20 per table	\$50 per table	
Exhibits only (no sales)	<input type="checkbox"/> 1 <input type="checkbox"/> 2	\$10 per table		
**Electrical Outlet(s) amount due	<i>(Indicate total amount from below in "amount due column") →</i>			
TOTAL AMOUNT DUE	DO NOT SEND PAYMENT UNTIL NOTIFIED OF ACCEPTANCE			

➔ FOOD VENDORS

REQUEST FOR ELECTRICAL POWER OUTLET(S) First outlet, no charge. \$5 for every additional outlet (Limit 5 outlets)

Number of plug-ins	Identify use (e.g. Nesco, blender, deep fryer, heat lamp, etc) (NO sterno or open flames allowed.)	Amount due
Indoor (food only)		
Outdoor Cooking Tent		

COOKING TENT AND KITCHEN RESERVATION (*Must answer if you wish to reserve.*)

I/we need outdoor cooking space(s). How many? <input type="checkbox"/> 1 <input type="checkbox"/> 2 (<i>One table will be provided at no charge per space</i>)	
<input type="checkbox"/> I will use the kitchen on Friday from 2:30-6:30 p.m.	I will use the kitchen on Saturday Yes <input type="checkbox"/> No <input type="checkbox"/>

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 November 30, 2010 to:
 PCCF 2011, P.O. Box 739, Stevens Point, WI 54481

or pccf-92@charter.net *Thank you.*