Participants Handbook

Wayne State University

43rd Annual Global Festival & Study Abroad Fair
September 18, 2013
TO: Participants in the 43rd Annual Global Festival & Study Abroad Fair  
FROM: Ann K. Capela, Student Advisor & Program Coordinator  
RE: Global Festival & Study Abroad Fair set-up and

Booth Renters

Please be advised that all student organizations and individuals registered to participate in the 43rd Global Festival should begin setting up their displays at **9:00 a.m. on Wednesday, September 18, 2013**.

The Office of International Students and Scholars will make arrangements with Parking Authority and Public Safety for groups to enter Gullen Mall during set-up time and again in the afternoon after 2:30 p.m. **Please note that parking on Gullen Mall is prohibited.**

You must be prepared to unload your display or food and then move your vehicle to an authorized parking lot. Directions for entrance to Gullen Mall will be given when you obtain your Food Selling License on Wednesday, September 11, 2013, (see attached memo for obtaining food license.) **NO ELECTRICITY WILL BE PROVIDED DURING THE GLOBAL FESTIVAL and Study Abroad Fair.**
Please be sure to bring the following items for your display:

_____ Food Selling License, to be acquired from the Environmental Health and Safety office (EHS) 313-577-1200
_____ Display banners, posters
_____ Table cloths
_____ Flags
_____ Sign with your group’s name on it
_____ Masking tape
_____ Plastic to cover all food items
_____ Scissors
_____ Magic Markers
_____ Sign for food items and prices
_____ Paper plates, cups, napkins
_____ Serving utensils
_____ Coolers, ice chests
_____ Knives, forks, spoons
_____ Money to make change
_____ Cash or safe box
_____ CDs for the OISS to play during the day

Performers

All performances must have prior approval of OISS. Please check with Ann Capela at OISS to schedule a review of your performance, including any music that you wish to play at the Global Festival and Study Abroad Fair. Performers should arrive at least 30 minutes prior to their scheduled performance. Additional time may be needed if you bring your own music equipment. Please bring pre-approved CD’s and other items you may need for the performances with you.
TO: All participants in the 43rd Annual Global Festival and Study Abroad Fair
FROM: Ann K. Capela, OISS Student Advisor & Program Coordinator
RE: Food license for the Global Festival & Study Abroad Fair

Permanent Food Licenses will be available for organizations selling food at the Global Festival on:

<table>
<thead>
<tr>
<th>Wednesday, September 11, 2013</th>
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<tr>
<td>2:00 p.m. – 3:30 p.m.</td>
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<tr>
<td>OISS Conference Room, Welcome Center, Suite #416</td>
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<tr>
<td>42 Warren Ave. Detroit, MI 48202</td>
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The Food License issued by the Environmental Health and Safety Office (EHS), is required by law anytime food is sold to the public. **There is a $4.00 processing fee for each license. Please be prepared to pay the fee in cash when acquiring the Food License.**

Important issues that must be addressed concerning your servings of food are:

1. How do you plan to keep your food hot (140° F and above) or cold (41° F or below)?
2. How do you plan to keep yourself and your cooking utensils clean?

The representative from EHS will also talk to you about serving utensils, shield covers, and the washing of dishes.
It is crucial to make arrangements to have representative(s) from your group meet with EHS representative prior to Friday, September 13, 2013. **Failure to acquire a Food License will result in not being allowed to sell food at the event.**

**43rd Annual Global Festival & Study Abroad Fair**  
**September 18, 2013**  
**10:30 a.m. – 2:30 p.m.**  
**Gullen Mall on WSU Campus**

**Criteria for Food**

The following foods, handling, and cooking methods are prohibited:

- Soups, raw meat or fish
- Microwaves

However, we do recommend:

- Finger foods
- Combination plates are popular.
- Sweets and deserts
- Recommended price for food is $5.00 per serving
- Sterno – Chafing dishes to keep the food warm
PARTICIPATION FORM

Name of Your Organization: __________________________________________________________

Address of Your Organization: ______________________________________________________

Phone: ____________________________  E-mail: _________________________________

Contact Person’s Name: ____________________________________________________________

Contact Person’s Address: _________________________________________________________

Phone: ____________________________  E-mail: _________________________________

• Type(s) of ENTERTAINMENT your group will provide:

  ___ Dance Presentation    ___ Singers or Musicians

  ___ Poetry Recitation    ___ Other (please be specific): __________________________

Length of performance___________

Performance time slots:
First Preference        ________
Second Preference ________
Third Preference ________

• FASHION SHOW: you are representing: ____________________________ (Region/Cultural Group)

  Note: All entertainment must be pre-approved by OISS during the week of September 9, 2013

• Type(s) of FUNDRAISING: $25 per Booth

  ___ Sale of ethnic food representing our country - food license is required – can be purchased at OISS on:
      Wednesday, September 11, 2013 between 2:00 pm  3:30 p.m.

  ___ Sale of crafts, artifacts, jewelry from our country

  ___ Sale of films, books, other non-offensive materials about your country (all materials must be conducive to the
      spirit of the Global Festival.

  ___ We have special needs and plans which need to be discussed further with OISS (please describe fully on a
      separate sheet or send an e-mail to the OISS at GlobalFestival@wayne.edu)

Please submit this participation form to the OISS. Twenty five dollars ($25) rental fee, payable to Wayne State University,
must be paid in order to reserve a booth (cash not accepted). Please feel free to contact us if you have any questions.

*** Note – the $25 booth rental fee will be waived for participants whose group will be performing at this event.

OISS Use Only:
Reservation Fee of $_______  Paid By: ___ Credit Card ___ IRB  Check ___  Date Received: ____________
Received By: ______________

Office of International Students and Scholars  42 W. Warren Welcome Center Suite 416  Detroit  Michigan  48202
Phone: (313) 577-3422  Fax: (313) 577-2962