



# Food and Culture Fair

Saturday, March 3, 2018, 5-7:30 p.m.

Pittsburg Memorial Auditorium, 503 N. Pine Street

**All Applications Are Due at the International Office (118 WH) by Tues., February 13.**

Due to limited space and the popularity of the Fair, **only those who submit applications by the deadline will be accepted.** Applications will be time/date stamped upon receipt in the Int'l Office. Participants will be assigned a place at the Fair on a first-come, first-serve basis.

1. Group/Individual Name: \_\_\_\_\_

2. Contact Person: \_\_\_\_\_

3. Contact Phone Number: \_\_\_\_\_

4. Email: \_\_\_\_\_

5. Country/Culture Represented: \_\_\_\_\_

How many tables do you need? \_\_\_\_\_ (\$10 Registration Fee/Table; Maximum of 2 Tables)

Names of 2 table representatives admitted free \_\_\_\_\_ See page 3\*

6. What are you going to present?

**Food** (Please indicate types of food): \_\_\_\_\_

o Please note: Groups/individuals are limited to one outlet plug in for crock pots.

**Crafts** \_\_\_\_\_

**Performance** (Please describe): \_\_\_\_\_

- o Maximum performance length per group is 5-7 minutes.
- o Only performers who sign up now will be able to participate. **No last-minute additions.**
- o Names of performers \_\_\_\_\_

o Please check the equipment you will need:

- |   |  |
|---|--|
| <input type="checkbox"/> CD Player, PC Sound System           | <input type="checkbox"/> Piano                         |
| <input type="checkbox"/> Handheld Wireless Microphone # _____ | <input type="checkbox"/> Platforms                     |
| <input type="checkbox"/> Choir Microphones # _____            | <input type="checkbox"/> Choir Risers                  |
| <input type="checkbox"/> Lecturn                              | <input type="checkbox"/> Video Projector/Player/Screen |

**Other** (Please explain): \_\_\_\_\_

**Please keep THIS page for yourself!**



## Important Things to Know Now

- All applicants must attend a **mandatory meeting** on Friday, Feb. 16, 2018 at 4 p.m. in 103 Whitesitt to receive detailed information about the event and money matters.
- All performers must attend a **mandatory rehearsal** on Wednesday, Feb. 21. A time and place will be announced at a later date. All performers must be present to perform.
  - **Memorial Auditorium needs performers' music much in advance of the event day. Therefore, performers must submit their music to ISA by February 16. Please submit on a cd.**
- For other information, please email ISA President, Peter Nyachira, pnyachira@gus.pittstate.edu.

### The Event

- The Food and Culture Fair will be held at **Pittsburg Memorial Auditorium** (503 N. Pine St.), on Sat., March 3, 5-7:30 p.m.
- Entry tickets are \$1 per person
- Each food sample/beverage sample will cost one \$1 ticket.

### Food

- Food service will occur DOWNSTAIRS in the lower level from **5-6:30 p.m.**
- Groups may arrive no later than 4 p.m.
- Clean up will begin immediately after food service has ended.

### Performances

- Performances will begin UPSTAIRS in the theatre-auditorium, **6:30 p.m.**
- All performers must submit music to ISA by Friday, February 16 (on a cd). Those who do not submit by this time will not be able to perform.
- A dress rehearsal will begin on stage at 4 p.m. All performers must be present. Don't be late!

### Transportation

- Should performers and participants need rides to Memorial Hall, shuttles will be available for students from Glass Point on campus to Memorial Hall starting at 3:15 p.m.
- Students simply attending the event may also receive shuttle rides from Glass Point to Memorial Hall starting at 4:30 p.m. Shuttles will go back and forth every 30 minutes until the event concludes.



## Participants

- Participating Pitt State groups should be Registered Student Organizations advised by a faculty/staff member.
- Individuals, or non-registered student groups, may still participate but food-table profits will go to the International Student Association (since only RSOs may earn profits due to tax laws). Community groups are also welcome to participate.
- Two members of each organization will be admitted at no charge.
  - Please specify who those individuals will be.
  - They will be asked to show proof of ID, and have their hands stamped upon arrival.
  - Everyone else in the group, including those helping to set up or bring food, will be responsible to pay the \$1 entry fee. Please make sure that members of your group are aware of this.
- Due to limited space and the growing popularity of the Fair, applications will be time - and date stamped upon receipt in the International Office. Participants will be assigned a place at the Fair on a first-come, first-serve basis.

## Preparing Food for the Event

- 400 people attended last year's Food and Culture Fair (Wow!!) Please plan your food amounts accordingly.
- Food portions should be **SAMPLE-sized** to give people a taste (not a meal- or bowl-sized portion).
- The International Office will provide plates, cups, bowls, forks, spoons, napkins, tablecloths, etc. You do not need to buy these items yourself. (There are a few pots, pans, crock pots in International Office. Contact Vickie in 118 WH.)
- Plan ahead for what you will make, items you need to buy, and how much money you can spend. Also, it helps to know who in your group is buying which items so you don't buy the same items and overspend!

## Reimbursements

- The International Office will provide reimbursements up to the amount you spend for preparing food, and up to the dollar amount your group earns in food-ticket sales.
- Keep itemized receipts of your purchases.
- Only items you buy for the fair should be listed on the receipts (**No personal items!** Any receipts containing items obviously for personal use will be discarded and deemed non-reimbursable.)
- Receipts must also be recent. For example, no receipts from January.
- Turning in Receipts:
  - Please select one person from your group who will turn in receipts to the International Office, 118 WH. This person will complete a W-8BEN tax form.
  - Write your name, ID number, and club name on the back of each receipt.
- Since IPSO will be providing plates, cups, etc., you will not be reimbursed for any such items you choose to bring, unless it is a "special" paper item. Ask Vickie Mense, *before* buying, if your item will be reimbursable.