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## 2015 Booth Guidelines

### **Booth Decorations and Activities**

As plan your booth, please keep in mind the event mission—to support the sharing, celebration, and appreciation of diverse cultural backgrounds, customs, and experiences; to support the internationalization of the University; and to foster inclusivity along with a climate of respect and appreciation of differences through music, dance, food, art, stories, traditional dress, and educational activities and displays.

#### **Y All booths must include:**

##### **Y Decorations**

- Every booth should be decorated with culturally-appropriate, family-friendly materials. Booths may not proselytize, display, or distribute materials with politically-charged or controversial messages political, religious, or otherwise. Emphasis should be on sharing and celebrating culture. Booths may not criticize or attack one another or target other students, cultures, countries, political groups, or religions.
  - Individuals who do not support the CultureFest and/or the University of Denver's values and mission or fail to exhibit respect of cultural diversity will be restricted, prohibited, or removed from the event.
  - If you have any questions, please email [CultureFest@du.edu](mailto:CultureFest@du.edu).
- Booth organizers must bring a tablecloth and/or tapestry to cover the table(s) they requested. The tablecloth should be long enough to cover the supply items/boxes that are placed under the tables.
- Cultural decorations you may want to consider for inclusion in your booth include: flags, maps, photographs, posters, tapestries, cultural items, educational displays, cultural games, activities, music, and videos.
- Booth attendants may want to consider dressing in traditional cultural attire.

##### **Y Education and Interaction**

- Booths should seek to share cultural knowledge and/or experiences as well as include interactive activities for people who visit your booth to engage in.
  - For example, a booth may choose to lead a “how-to” demonstration of specific cultural skills or customs or lead a specific interactive activity. Depending on the time required for each demonstration, you may want to develop a demonstration schedule.

- Interactive activities include: explaining cultural decorations, items, food, and/or dress; teaching basic greetings and phrases in your native language, writing names in native languages/characters; teaching traditional dance steps, leading a folk arts/crafts demonstration (e.g., origami), reading/telling of cultural/traditional story; playing traditional game with visitors.
- You may also want to include an activity specifically for young children to do as well.
  - Examples including: coloring activities, mask making, face painting.
- **Be creative and share a part of your world and experiences with others!**

Y You may also choose to include:

- **Music**
  - Music must be played at a respectful level so as to not disrupt neighboring booths or the CultureFest performances. Lyrics must be family-friendly, non-offensive, and respectful of diversity.
- **Food**
  - Only groups that attend the Mandatory Food Handling Training are eligible to prepare/serve food at their booth. Groups distributing pre-packaged food (e.g., individually wrapped candy) are not required to attend the Food Handling Training.
  - Even with pre-packaged items, ingredients and allergens should be labeled.
  - Cooking is not allowed on site. Food brought in must be completely cooked. If your organization is not affiliated with DU and you plan to sell food/drinks, you must have a temporary restaurant permit that specifies the exact food you will be serving from the [City and County of Denver](#).
  - Groups serving food prepared by local restaurants must submit the restaurant's Certificate of Insurance to CultureFest@du.edu by Wednesday, April 1, 2015.
- All booths approved to serve food/drinks (attendance at the Food Handling Training required) must display a sign that clearly indicates:
  - the name of the food/drink
  - the ingredients of the food/drink (potential food allergens should be in bold print or also labeled at the bottom of the sign), and
  - the cost of the food/drink in tickets (1 ticket=\$1)
- Food should not be distributed to minors without a parent's consent.
- Booths do not have to provide plates, napkins, or eating utensils. The Sustainability Council will provide compostable products for the entire event at the Sustainability Council Booth.
- You must bring utensils (tongs, serving spoons etc.) to serve your food at your booth.

- To encourage attendees to sample cuisine from multiple booths, please try to keep your proportions to bite or sample sizes and keep your prices low.

### **Booth Supplies**

Booth organizers are expected to bring their own decorations and decorating supplies. This includes—scotch tape, masking tape, and/or painter’s tape, pens, markers, scissors, tablecloths, balloons, streamers, cultural items, displays, activities, extension cords (unless requested), and if you will feature videos or music, you must bring your own, laptops, mp3 players, and/or speakers. You may only utilize adhesives on brick walls (not painted walls or wood); the use of tacks and nails is prohibited. If damage is incurred, participants will forfeit their deposit and additional fees will be billed to the organization/group based on an assessment of damages; individual student accounts will be charged for unofficial DU groups.

### **Sales at DU Student Booths**

- ✚ Any merchandise to be sold at booths must be included on the application and approved by both the CultureFest Planning Board and DU’s Risk Management Office.
- ✚ All sales must be conducted through the CultureFest ticketing system. One ticket = \$1 dollar. Attendees will purchase food tickets at the CultureFest booth near the main entrance.
- ✚ Any tickets collected at your booth should be submitted to the CultureFest booth by 4:15 pm. Reimbursements will be issued during the week following the event.

### **Booth Policies**

- Booth organizers must arrive at the Driscoll Student Center, April 10, 2015 as early as 2PM and be completely set up by 3:30PM.
  - Booth organizers must check-in with the CultureFest Booth Committee upon arrival.
- Booths must have at least one representative present at the booth to engage with event attendees for the duration of the event. Failure to honor this policy is considered a violation of the booth policies resulting in a \$100 fine.
- Clean-up of your booth will begin at 7 pm. Booths must be completely cleaned up and checked-out by CultureFest Booth Committee by no later than 8pm.
- All booth/exhibit displays and activities must be conducted inside the space assigned to you.
- Candles and other flammable objects (excluding chafing fuel at booths serving food) may not be utilized.
- Booths may not showcase or use weapons, ammunition, explosives, fireworks, or other objects designed or used to inflict injury or damage while on University premises, even if the individual possesses a valid concealed weapons permit or other lawful permission to carry a weapon.

- No alcohol is permitted at any time. Individuals found drinking or serving alcohol will be removed from the event and fined accordingly.
- The CultureFest Planning Board and the University of Denver are not responsible for lost, misplaced, or stolen property.

Help spread the word about the event by posting the event details on your Facebook page or sharing the event link with others:

<http://www.du.edu/intz/culturefest/>

Facebook: <https://www.facebook.com/DUCultureFest>

Twitter: @DUCultureFest

