Welcome!! Willkommen!! आपका स्वागत है!! 歡迎!! ترحيب!! Accueil!! Bienvenida!! Karşılama!! Welcome!!

The 2015 Celebration of Nations Organizing Committee is currently seeking culturally-diverse vendors to complement their growing Mid-Missouri tribute to the USA and every other country around the globe. This multi-cultural family event will take place from noon - 4 pm on Saturday, September 26, 2015, in Rolla, Missouri.

Culturally diverse artisans, caterers and exhibitors who represent the best of what the US and other countries have to offer are invited to secure their booth for only $50. More than 3,000 attendees have grown to expect delicious fare, beautiful handicrafts, and a myriad of activities designed to inspire, empower and educate. Your application will be reviewed to ensure that it meets with our goals of a multi-cultural family friendly event.

**Event Brochure**: This overview of our event can be shared with family, friends, and local businesses.

**Vendor Registration Form**: The deadline to submit event registration forms and payment is Friday, September 04, 2015. Please type or print when you fill out the Registration Form, and fill it out completely. While we like to use email for contacts, the day of the event we rely on phones. As a backup to either the email or phone contact failing, we like to have your mailing address on record. Please read the General Terms and Conditions on the back of the Registration Form. We recommend that you make a copy of your completed form, with the terms and conditions, for your records.

**Guidelines for Temporary Food Events**: If you plan to serve food or beverages from your booth, please make sure all booth workers review the set of guidelines provided by the county, and keep it handy during the event.

**Phelps County Health Department Permit Application**: If you are serving food or beverages, you MUST have a permit from the Health Department. Please visit or call the Health Department BEFORE turning in the form. They have additional information, etc. for you. You must present your Health permit when you apply for the Solicitor’s / Peddler’s License. The Health Permit must be displayed at your booth in an easy-to-view location. You must submit a copy of your Health Permit to the Celebration of Nations Committee before or by Friday, September 11, 2015. Copies can be faxed, emailed, mailed, or hand-delivered.

**City of Rolla Solicitor’s / Peddler’s License Application**: All for-profit businesses or organizations must obtain this permit for the event. The permit will need to be displayed on the booth in an easy-to-view location. You must submit a copy of your Solicitor’s / Peddler’s License to the Celebration of Nations Committee before or by Friday, September 11, 2015. Copies can be faxed, emailed, mailed, or hand-delivered.

**Celebration of Nations T-Shirt Order Form**: Each year we design a t-shirt for the event. This year’s shirt design was created by alum of Missouri University of Science and Technology. Past vendors have commented they wanted to purchase a shirt, but in the busy-ness of the day did not have time. Use the enclosed order form, if you’d like to order a shirt in advance. We’ll have it waiting for you on the day of the event.

**For more information**: visit nations.mst.edu or contact Richie Myers at myersrj@mst.edu or celebrate@mst.edu
Vendor Registration Form
(Please type or print clearly)

Business/Organization/Vendor Name: ________________________________

Country(ies) Represented: _________________________________________

Event Category(ies): □ Activity □ Animals □ Arts / Crafts
□ Beverages □ Cultural Display □ Food □ Fund Raising

Business/Organization/Vendor Highlights: ____________________________

Vendors need to provide their own tents or shade covers. Please check the boxes below for any items/resources that you need provided and indicate the quantity. Associated charges are listed.

<table>
<thead>
<tr>
<th>Yes</th>
<th>Resource / Item</th>
<th>Quantity</th>
<th>Charge</th>
<th>UM</th>
<th>Sub-Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>10’ x 10’ Booth Space</td>
<td></td>
<td>$ 50.00</td>
<td>each</td>
<td>$</td>
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<td></td>
<td>8’ Table</td>
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<td>$ 15.00</td>
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<td></td>
<td>Folding Chair</td>
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<td>$ 3.00</td>
<td>each</td>
<td>$</td>
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<tr>
<td></td>
<td>Electricity (access to electric is via power cords providing 110 access)</td>
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<td></td>
<td>Water (access to a faucet is limited, please let us know in advance if this is necessary - CoN does not provide bottled water or water services to the public)</td>
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</tbody>
</table>

Final Total $_____

Payment can be made by MasterCard, Visa, Cash or Check (made payable to Missouri S&T). This form and payment are due by Friday, September 11, 2015 to reserve your space and resources.

Copies of food and peddler permits must be submitted by Friday, September 11, 2015.

ALL Food Vendors MUST obtain a Temporary Health Permit ($25) from the Rolla Health Department. Permits will be available beginning in May.
All For-Profit Vendors must obtain a Peddler’s Permit ($35) from City Hall. Food Vendors will need to show their Health Permit when applying.

Contact Person: ________________________________

E-mail: ________________________________

Mailing Address: ________________________________

Telephone #(#s): ________________________________

Best Day(s) and / or Time(s) To Reach Contact: ________________________________

I have read the Terms and Conditions on the back of this form and hereby agree to abide by the rules.

Signature: ________________________________

Date: ________________________________

Payment Received On / By: ________________________________

Please drop off or mail this form and payment to the address shown below:

Celebration of Nations Planning Committee • SWBCC 1207 North Elm Street • Rolla, MO 65409
Tel: 573-341-4335 • Email: myersri@mst.edu
GENERAL TERMS AND CONDITIONS

1. **EXHIBIT SPACE**: Booths will be assigned on a first come first serve basis. The Celebration of Nations committee reserves the right to limit the number of exhibitors in any one category. Celebration of Nations reserves the right to deny applications that do not promote the goals of this multi-cultural event. Payment for booth space must be received prior to event.

2. **SET UP, TEAR DOWN & DURATION**: All booths are to be set up by 10:00 am Saturday and must remain open until 4:00 pm. Early departures and late setup are disruptive and present a safety hazard to the public, and a security problem. For security purposes, vehicles cannot enter exhibit areas during the hours of operation.

3. **ARRANGEMENT OF BOOTH & DISPLAYS**: Displays must not protrude beyond assigned area. Food and Vendor permits must be displayed in a prominent position on the booth for city officials to view. (Non-profit vendors do not need a Vendor permit, but if they are serving/selling food and/or beverages, they do need a Food permit.) Celebration of Nations is a cultural event. If groups or individuals engage in activities with a political or divisive agenda, they will be dismissed from the event.

4. **STAFFING**: Exhibitors are required to maintain a staff person at their booth at all time during the show. It is the exhibitor’s responsibility to keep their area clean and orderly throughout the show.

5. **CANCELLATION POLICY & RETURNED CHECKS**: No refunds issued after September 20th. A $35.00 charge will be administered for all returned checks.

6. The City of Rolla, Missouri University of Science and Technology and UM Board Curators, or Celebration of Nations Committee shall not under any circumstances be liable or responsible for any loss, damage, theft or destruction caused to any goods, equipment or any other property belonging to the exhibitor.

7. The City of Rolla, Missouri University of Science and Technology and UM Board Curators, or Celebration of Nations Committee shall not under any circumstances be liable or responsible for any damage, loss or injury suffered by the exhibitor or his/her employees or agents or by any other person associated with or related to the exhibitor by reason of any change in the date, time or place of exhibition or the abandonment thereof.

8. The exhibitor shall be liable for all loss, damage, injury, claim cost and expenses caused to any person or property in any circumstances whatsoever by the exhibitor, his/her employees, or agents or the goods, exhibits, fitting, machinery and other property belonging to the exhibitor for which the exhibitor is responsible and the exhibitor hereby agrees to indemnify the City of Rolla, Missouri University of Science and Technology and UM Board Curators, or Celebration of Nations Committee in respect of any such loss, damage, injury claims, cost and expenses as aforesaid and all or any infringement of copyright or breach of license.

9. If the City of Rolla, Missouri University of Science and Technology and UM Board Curators, or Celebration of Nations Committee should be prevented from holding the show by any cause beyond its control or if it cannot permit the exhibitor to occupy their rented space due to circumstances beyond their control including, but not limited to, civil disobedience, inclement weather, acts of GOD, etc, the City of Rolla, Missouri University of Science and Technology, or Celebration of Nations Committee shall have no obligation or liability to the exhibitor.

10. Any contractual agreement made between an exhibitor and any supplier shall be between those parties and the City of Rolla, Missouri University of Science and Technology and UM Board Curators, or Celebration of Nations Committee shall not be a party thereto nor incur any liability on behalf of any one exhibitor in such contractual arrangement.

Celebration of Nations is a multi-cultural event that promotes a welcoming and respectful environment.
BUSINESS NAME ____________________________________________________________

ADDRESS OF HOME OFFICE ______________________________________ PHONE ______

LOCAL ADDRESS (IF APPLICABLE) ______________________________________ PHONE ______

AGENT’S NAME/ADDRESS ______________________________________ PHONE ______

DRIVER’S LICENSE NUMBER OF AGENT OR REPRESENTATIVE ______________________________

SOCIAL SECURITY NUMBER OF AGENT OR REPRESENTATIVE ______________________________

MERCHANDISE OR PRINCIPAL SERVICE __________________________________________________

DATE(S) TO BE IN CITY OF ROLLA ______________________________________________________

DO YOU HAVE A MISSOURI RETAIL SALES TAX LIC. #? _____ Y _____ N __________________#

IF NOT, ARE YOU EXEMPT FROM COLLECTING SALES TAX? _____ Y _____ N __________________#

WHAT AUTHORITY? ___________________________________________________________________

HAVE YOU SOLD OR SOLICITED IN MISSOURI PREVIOUSLY? _____ Y _____ N __________________#

WHEN __________________ WHERE ______________________________________________________

ARE YOU SELLING OUT OF A VEHICLE? _____ Y _____ N __________________ LICENSE #________

MAKE __________________________________ MODEL __________________________________

I DO HEREBY SWEAR THAT ALL OF THE ABOVE STATEMENTS ARE TRUE AND CORRECT. I
AUTHORIZE ANY REPRESENTATIVE OF THE CITY OF ROLLA TO RECEIVE VERIFICATION OF THESE
STATEMENTS AND REALIZE THAT FAILURE TO SUPPLY STATEMENTS OR FALSIFICATION OF
STATEMENTS MAY RESULT IN THIS APPLICATION BEING DENIED.

DATE ___________________ SIGNATURE _______________________________________________

******************************************************************************************

ALL LICENSES ARE ISSUED FOR ONE MONTH. THE FEE IS $50.00. IF MORE THAN ONE PERSON IS
CANVASSING OR SELLING AT VARIOUS LOCATIONS, PLEASE LIST THE NAME AND SOCIAL
SECURITY NUMBER BELOW. EACH SOLICITOR MUST CARRY A COPY OF THE PEDDLERS PERMIT.
PLEASE BE SURE TO HAVE PROPERTY OWNERS’ APPROVAL FOR SOLICITING PRIOR TO
SOLICITATION DATE.

LIST BELOW THE NAMES OF ADDITIONAL PERSONS WHO WILL BE SOLICITING UNDER YOUR
SUPERVISION.

NAME ______________________________ SOCIAL SECURITY # ________________

1. ________________________________________________________________

2. ________________________________________________________________

3. ________________________________________________________________

4. ________________________________________________________________

PLEASE DO NOT MARK BELOW THIS LINE – FOR OFFICE USE ONLY

NON REFUNDABLE FEE __________________ RECEIPT NUMBER ______________

HEALTH DEPART OPERATING PERMIT EXPIRE. DATE _______________________

MO RETAIL SALES TAX NUMBER OR WAIVER ______________________________

WORKER’S COMPENSATION EXPIRATION DATE _____________________________

FIRE _______________________________ ZONING ___________________________

CUSTOMARY HOME OCCUPATION WAIVER ________________________________
Temporary Food Service Guidelines

A food service establishment that operates for a period of not more than fourteen (14) consecutive days in conjunction with a single event or celebration in the focus of this pamphlet, fairs and festivals or similar celebrations, as well as dinners or other events sponsored by organizations, serving food and open to the public, are all examples of temporary events.

Food service operators should have a basic understanding of how improper handling of Potentially Hazardous Foods (PHFs) and poor hygiene can cause a foodborne illness. PHFs are foods (such as meat or dairy products) that must be kept hot or cold because they are capable of supporting the rapid growth of bacteria that cause foodborne illnesses. By following these guidelines, temporary food service operators can minimize the possibility of a foodborne illness occurrence.

Temporary operations often require that the food service is set up out-of-doors or in locations where keeping foods safe and sanitary is challenging. The following actions and equipment are recommended for all temporary food operations. Be aware that the local health department may make additional requirements beyond these guidelines.

PERMITS. Check with your local health department about the requirement for a permit or an inspection.

BOOTH. The stand or booth should have overhead protection and in most cases, be fully enclosed. There may be openings for a serving window and a door for entry; however, the door is to be kept closed during operation. Screening material may be used for the walls, doors and serving window. The floor of the stand should be hard, smooth, and constructed of easily cleanable materials. All food preparation, food storage and service are to be done within this enclosed area.

Screening may not be necessary if flying insects or other pests are absent due to the location of the food stand, the weather, or other limiting factors. Asphalt, concrete, or plywood may be acceptable floor surfaces in temporary food stands.

HAND SINK. Adequate hand washing facilities consist of a hand sink equipped with hot and cold running water, soap and paper towels. A temporary sink set-up can be made that consists of a vessel full of water with a spigot type dispenser, soap, paper towels, a wastebasket and a bucket to collect wastewater.

HAND WASHING. Hand washing is the most effective method of preventing the spread of foodborne illnesses. Hand washing may be done in a three-basin sink or temporary set-up using bus tubs. First, items should be washed in hot, soapy water. Second, they should be rinsed in clean, warm water. Third, they should be chemically sanitized in warm water with an approved sanitizer. Finally, the items should be air-dried.

WATER. Sufficient potable water needs to be on hand. If the unit is a mobile temporary stand, the tank is to be constructed of a durable, corrosion resistant material that is easily cleanable. Vents, toilets and outlets should be screened, or positioned so that they are protected from contaminants. Prior to use or after repair, the tank and system should be flushed and sanitized. Consult the local health authority regarding testing of the water.

WASTEWATER. Wastewater needs to be transported to and disposed of through an approved sanitary sewage system. Do not dump wastewater to the ground or in the street. Mobile units equipped with a holding tank, must be sized fifteen (15) percent larger than the water supply tank.

CONDIMENTS. It is best to have condiments or other consumer food toppings in individual packets, squeeze bottles or bulk dispensers with plungers.

STORAGE. All foods and single-use or service articles—paper plates, cups and lids—should be stored at least six (6) inches above the floor or ground and protected from contamination.

SANITIZER AND WIPING CLOTHS. An approved sanitizer should be provided (chlorine or quaternary ammonium compounds, or iodine). Wiping cloths should be stored in the sanitizer when not in use. When using bleach to sanitize, mix one teaspoon of unscented bleach to each gallon of water.

HAIR RESTRAINT. Food vendors should wear hats, scarves, visors or helmets that are designed and worn to effectively keep hair from contacting exposed food.
LIGHTS. Lighting in the stand must be adequate in the food preparation, storage, and serviced areas. Lights need to be plastic coated or shielded to guard against breakage into open food.

TRASH. Trash must be handled in a manner so that it does not create a nuisance or acts as an attractant to pests. The container should be covered when full or not in constant use. Solid waste is to be disposed of properly.

TOXICS. Cleaning solutions, sanitizers or other toxic items must be stored separately from foods, single-use and service items, and food contact surfaces. These same items need to be properly labeled. Over-the-counter insecticides not rated for use in or around a food establishment should not be used.

EATING, DRINKING, AND SMOKING. Eating and tobacco use are not allowed in food stands. A closed drink cup with a lid and a straw is allowed, if spilling or dripping onto exposed food, clean equipment, utensils, and linens, or single-use articles will not occur.

FOOD AND NON-FOOD CONTACT SURFACES. Food preparation and equipment surfaces should be smooth, easily cleanable and durable.

ILLNESS RESTRICTIONS. An individual who has any type of food infection, or who has a communicable illness that could be transmitted through food shall not be allowed to work in the food stand.

AUTHORIZED PERSONNEL. Only those individuals working as booth vendors, food handlers, or those who have duties directly related to the operation are allowed in the food booth.

FOODS STORED IN ICE. Packaged and unpackaged foods and bottled or canned beverages may not be stored in direct contact with undrained ice or water.

TRANSPORTATION. When food needs to be transported from one location to another, keep it well covered and provide adequate temperature controls. Use refrigerated trucks or insulated containers to keep foods hot and/or cold.

REMEMBER TO WASH YOUR HANDS PROPERLY. Use soap and water. Rub your hands vigorously as you wash them. Wash:

- backs of hands
- wrists
- between fingers
- around and under fingernails

Rinse your hands well. Dry hands with a paper towel. Turn off the water using paper towel instead of your bare hands.

GUIDELINES FOR TEMPORARY FOOD EVENTS

START
1. Wet hands

HAND WASHING STEPS

2. Soap (20 seconds)

3. Scrub backs of hands, wrists, between fingers, under fingernails

4. Rinse

5. Towel dry

6. Turn off taps with towel

The preceding guidelines can be found and more thoroughly referenced in the 1999 Missouri Food Code, 10 CSR 20-1.023 Sanitation of Food Establishments. They are also available at http://www.dbsa.mo.gov/FoodSafety/. Click on “Missouri Food Code”.

Distributed by:

Missouri Department of Health
& Senior Services
Bureau of Environmental Regulations
& Licensure
P. O. Box 570, Jefferson City, MO 65102-0570
(573) 751-6111

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