



# Celebration of Nations

## September 29, 2018

**Welcome!! Willkommen!! आपका स्वागत है!! 歡迎!! ٠رحيب Accueil!! 歡迎!! Bienvenida!! Karşılama!! Welcome!!**

The 2018 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 29, 2018, 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 \$50.00. (Additional fees may apply due to total number of amperages used per booth, or could be applied post event due to amperage overuse and/or waste disposal issues). 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 07, 2018.** 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 included in the vendor packet. 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 14, 2018.** Copies can be faxed, emailed, mailed, or hand-delivered.

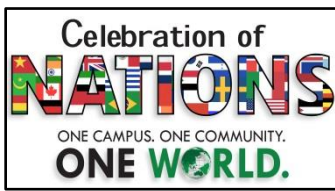
**City of Rolla Solicitor's / Peddler's License Application:** All for-profit businesses or organizations must obtain this permit for the event. The permit will need to be displayed on the booth in an easy-to-view location. **You must submit a copy of your Solicitor's / Peddler's License to the Celebration of Nations Committee before or by Friday, September 14, 2018.** 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 is being created by a staff member of the office of International Affairs at Missouri University of Science and Technology. Past vendors have commented they wanted to purchase a shirt, but in the busyness of the day did not have time. Updated T-Shirt order forms will be sent out separately. Return this form and we will have a T-shirt waiting for you at the Merchandising booth on the day of the event.

**For more information:** visit [nations.mst.edu](http://nations.mst.edu) or contact Richie Myers at [myersrj@mst.edu](mailto:myersrj@mst.edu) or [celebrate@mst.edu](mailto:celebrate@mst.edu)

Event Coordinator  
Richie Myers

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



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## September 29, 2018

### 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 and tie-down ropes.** Please check the boxes below for any items/resources that you need provided and indicate the quantity. Associated charges are listed.

Yes Please	Resource / Item	Quantity	Charge	UM	Sub-Totals
<input type="checkbox"/>	10' x 10' Booth Space	_____	\$ 50.00	each	\$ _____
<input type="checkbox"/>	8' Table	_____	\$ 15.00	each	\$ _____
<input type="checkbox"/>	Folding Chair	_____	\$ 3.00	each	\$ _____
<input type="checkbox"/>	Electricity (access to electric is via power cords providing 110 access, please list all appliances being used on page 2)	_____			
<input type="checkbox"/>	Water (access to a faucet is limited, please let us know in advance if this is necessary - CofN does not provide bottled water or water services to the public)	_____			
<b>Final Total</b>					<b>\$ _____</b>

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 7, 2018** to reserve your space and resources. **NO LATE REGISTRATIONS WILL BE ACCEPTED.** **Copies of food and peddler permits must be submitted by Friday, September 14, 2018.**

*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 General Terms and Conditions provided and hereby agree to abide by the rules.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_ / \_\_\_\_\_ / 2018

Payment Received On By: \_\_\_\_\_ / \_\_\_\_\_ / 2018

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Please list all appliances, including lighting and sound, which will require a power source for the event. These requirements must be provided to service your equipment properly. Please be as specific as you can. Please note that each booth is limited to a total of 40 amps (20 amps are provided for free). A \$20.00 charge will apply for each additional 10 Amps.

Appliance Type	Quantity	Voltage	Amps	Phase

*\*Amp Rating can be found on the back of the appliance near the cord. In general, heat lamps, and electric cookers use 20 amps per device. Deep fryers and refrigeration units use 40 amps per device.*

Please note any special power requirement that you may have:

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**Requirements:**

Electrical outlets may be up to 50 feet from booth. You must provide your own extension cords. Minimum of 12 gauge

**ONLY APPLIANCES LISTED ON THIS FORM WILL BE ALLOWED TO BE USED AT YOUR BOOTH. NO ADDITIONS CAN BE MADE! ALSO, YOU MUST ADHERE TO THE AMPERAGE LIMIT PER VENDOR.**

## 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 set ups 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. All vendors are responsible for their own trash and waste, any waste or spills must be cleaned up prior to the end of the event. If waste and spills are not properly cleaned, an additional \$50.00 fee will be charged. IF COOKING WITH CHARCOAL, VENDOR MUST BRING A METAL CONTAINER WITH A LID FOR HOT ASH/COAL REMOVAL! This type of container can be purchased on Amazon.com.
3. **ELECTRICITY:** Vendors are expected to use available power; access to power is included in vending fees. Vendors must provide their own extension cords and power strips. Electrical outlet access could be up to 50 feet from your assigned booth location. Vendors must provide their own extensions cords. Extension cords should be a minimum of 12 gauge and designated for outdoor usage. All cords must be in good condition and should not have any defects or damage. The suggested combined draw of appliances is 20 amps per booth, additional amperage draw per booth will incur additional vending fees of \$20.00 per 10 additional amps. Maximum amperage per booth is limited to 40. Only appliances listed on your registration form will be allowed to be used at your booth. NO ADDITIONS ALLOWED! NO EXCEPTIONS!
4. **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. The sale of items from booths should be passive; moving away from your booth to promote your services or actively soliciting pedestrians is strictly prohibited. Layout of the event, including vendor locations, is at the discretion of event management and is subject to many factors including crowd movement, booth needs and attendee experience. Prices of items sold must be prominently displayed. They should be clear and easy to understand.
5. **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 event. Booth staff are required to refrain from the use of alcohol, tobacco and profanity during vending hours. The sale of items from booths should be passive; moving away from your booth to promote your services or actively soliciting pedestrians is strictly prohibited.
6. **CANCELLATION POLICY & RETURNED CHECKS:** No refunds issued after September 21st. A \$35.00 charge will be administered for all returned checks.
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 loss, damage, theft or destruction caused to any goods, equipment or any other property belonging to the exhibitor.
8. 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

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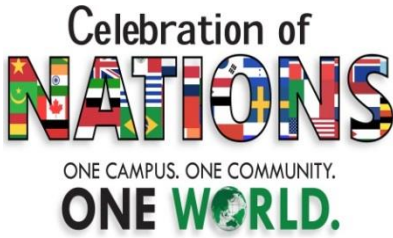
related to the exhibitor by reason of any change in the date, time or place of exhibition or the abandonment thereof.

9. Celebration of Nations prohibits the sale and or use of the following; alcohol and tobacco, firearms, knives or items that look like weapons, glass containers for beverages or food and promotion of services, consultation or products installed or delivered at a later date.
10. 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.
11. 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.
12. 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.

**Food Handling:**

All vendors serving food must follow Missouri Department of Health and Senior Services food handling guidelines.

<http://health.mo.gov/safety/foodsafety/pdf/TempFoodServiceGuide.pdf>



**Office of International Affairs**  
**Missouri University of Science & Technology**  
Southwestern Bell Cultural Center  
1207 North Elm Street  
Missouri S&T  
Rolla, MO, 65409  
(573) 341-7753

### Vendor Registration Credit Card Authorization Form

Please deduct \$\_\_\_\_\_ from my Credit/Debit Card

Credit Card Number: \_\_\_\_\_

Please circle one: Visa / MasterCard / Discover / American Express / Other

Expiration date \_\_\_\_\_

**By signing this I authorize the above card to be charged**

Vendor Name: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone number: \_\_\_\_\_

Email: \_\_\_\_\_

If you have any questions, please contact Traci Ahmad at [traci.ahmad@mst.edu](mailto:traci.ahmad@mst.edu)

Please **fax** this form to the attention of Tina Cook at 573-341-6421. **DO NOT EMAIL THIS FORM AS WE CANNOT ACCEPT IT VIA EMAIL.**

*In compliance with university regulations, you will receive a receipt via email and this form will be shredded to protect you from identity theft.*

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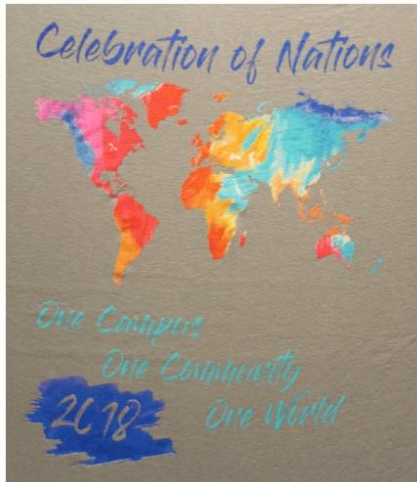


### T Shirt Order Form

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ Apt# \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Email address: \_\_\_\_\_ Phone: \_\_\_\_\_

T Shirt price is \$10.00 each

\* add \$2.00 for 2XL through 3XL



Size	Quantity	Amount
Youth S		
Youth M		
Adult S		
Adult M		
Adult L		
Adult XL		
Adult 2XL		
Adult 3XL		
<b>Total</b>		

Return completed form with payment to Traci Ahmad, email: [traci.ahmad@mst.edu](mailto:traci.ahmad@mst.edu) Phone 573-341-7753

Make Checks payable to Celebration of Nations/S&T

Address: 1207 N. Elm St, 113 Southwestern Bell Cultural Center, Rolla MO 65409

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