Welcome to the Festival of Communities team! Your contributions as a vendor make you one of the most essential team members, therefore, we thank you in advance for your time and commitment to help make this year’s Festival of Communities amazing. This packet will help you better understand your role, share any guidelines, and in general make you an outstanding Festival team member.

This packet is full of useful information. While this packet is long for a reason, we realize some of you may be short on time. Therefore, here are a few highlights:

1. A specific arrival time will be assigned to you - be on time.
2. Park in your assigned parking lot.
3. You are responsible for your own set-up, staffing and clean-up of your booth area.
4. Tables are pre-assigned. Do not move/switch tables.
5. Follow the check-out steps on page 5 for a speedy process.
6. Follow all kitchen rules on page 7.

When you have a moment read this entire packet. If you have a question regarding something not in this packet, please email festivals@unlv.edu

Table of Contents

About & Expectations .......................................................... 2
Terms & Agreements .......................................................... 2
Deposits .................................................................................. 3
Overall Expectations .......................................................... 3
Set Up .................................................................................... 4
Check-In & Loading .......................................................... 4
Check-Out & Unloading ...................................................... 5
Selling Guidelines ............................................................ 5
Food Vendors ........................................................................ 6
Reimbursements ............................................................... 6
Menu ...................................................................................... 6
Supplies .................................................................................. 7
Kitchen ................................................................................... 7
Appendix: Vendor Loading Map ........................................... 9
Appendix II: Receipt Submission Form ..................................... 10
ABOUT & EXPECTATIONS
Festival of Communities celebrates the rich diversity and cultural traditions from the members of UNLV and Las Vegas community.

History
UNLV’s Festival of Communities began in the spring of 2007 organized by various international and multicultural student organizations. The event was created to celebrate the rich cultural traditions and diversity of UNLV, Las Vegas, and the world. Since then, the event has grown from a few dozen booths and 1,000 attendees to a celebration that now features more than 150 booths and attracts more than 8,000 people. Festivities include live entertainment, activities, craft vendors, and cultural food.

Event Sponsors
UNLV’s Student Engagement & Diversity office is the main organizer of this wonderful event. Collaboration with other offices is critical for the event’s success; therefore, UNLV’s Student Union & Event Services and Rebel Recycling offer major support. This year, Festival of Communities has joined with the Admission’s Rebel Preview in a greater effort to have prospective students share in the celebration of diversity and global awareness.

Terms & Agreements
Festival of Communities is committed to planning and implementing a safe event that follows all policies, regulations, and laws. The following is a list of some terms and agreements that are made to ensure the safety of vendors, participants, staff, and volunteers. Your participation indicates your approval with all terms and agreements made in this packet and by Festival of Communities.

Festival Terms & Agreements
● Nevada Board of Regents, University of Nevada, Las Vegas, and the members of the Festival of Communities committee do not accept liability or responsibility for lost, stolen, or damaged property.
● Nevada Board of Regents, University of Nevada, Las Vegas, and the members of the Festival of Communities committee do not accept liability for any physical injuries of any kind or nature.
● Festival committee reserves the right to refuse an application, to review and/or reject all materials displayed, distributed and/or sold.

Vendor Terms & Agreements
● Once registered, your group agrees to participate for the full duration of Festival with an ON TIME arrival. Exact arrival times are pre-assigned.
● Overall Expectations must be followed by all members of group (see section below)
● Booth Activities:
  o must remain in 10’ x 10’ space (per booth)
  o walkways cannot be blocked/obstructed
  o tents must be no larger than 10’ x 10’, cannot have sides, and cannot be staked into the ground.
  o grills, fryers or other flammable cooking items must not be placed under tents
● All requested materials during registration need to be utilized (tables, chaffing dishes, electrical access)
● Zero waste standards must be upheld (utilize plates/utensils provided, minimize trash)
● Vendors are responsible for their own set-up, staffing and clean-up of their booth area.
● Sale of merchandise is confined to the designated booth areas.
● Smoking is not permitted in the booth or on Festival grounds.
● Vendors must abide by all university, state, and federal policies, regulations, and laws.
Photographs and video may be taken at Festival and therefore you (vendor/attendee) agree to grant UNLV permission to use your picture, voice and surroundings without restriction, be it in print, website or other media marketing.

**Deposits**
Part of the Festival of Communities registrations includes a mandatory financial deposit.

**UNLV Registered Student Organizations**
This deposit is refundable for UNLV’s registered student organizations that have not been found in violation of Vendor Terms and Agreements, kitchen rules, and/or any other guidelines set forth by Festival of Communities. The refundable deposits will be given at the time of check-out; please see Vendor Check-Out & Unloading section on page 5 for details.

**Craft, Non-Profit & Business Vendors**
Your deposit is in accordance with university policies and aims assist with the cost of staffing, resources, and labor required.

**Overall Expectations**
Whether you are participating in Festival to make money or simply increase recognition of your organization, we ask you to remember that your attitude and behavior reflects on the event as a whole. Therefore, please do your best to assist event attendees and other vendors with questions and information.

**Rebel Preview**
Rebel Preview is a day (9am-2pm) where future UNLV students and their families explore and learn more about campus. Presentations will take place at the Student Union and tours will begin at Pida Plaza. Please assist our future students and families as they visit campus.

**Cultural Appropriation**
Wearing traditional clothing from your cultural background is acceptable; however, cultural appropriation **will not be tolerated**. An example of cultural appropriation is a person dressed up in unauthentic clothing or a stereotypical costume of another culture. Please feel free to read more on cultural appropriation, its harms, and/or watch the 7 myths debunked to learn more.

**Zero Waste**
In a commitment to environmental justice, Festival of Communities strives to minimize unnecessary waste. Therefore, please be mindful of the materials and types of activities you provide. Avoid passing out paper pamphlets and giveaways that attendees will simply throw away once they leave your booth. Also, help direct participants to the green composting bins as all plates, cups and utensils we provide are biodegradable.

**Hydration Stations**
Also known as Water Monsters, these large red barrels hold large quantities of water available for drinking. Please stay hydrated and encourage attendees to do the same.

**First Aid/Emergency**
For any emergencies please call 9-1-1 and notify the Information booth staff. In addition, an Emergency Medical Team (EMT) truck will be available for any first aid or medical assistance.

**Restrooms**
Restrooms are available inside the Student Union (SU), Wright Hall (WRI), and Flora Dungan Humanities (FDH) buildings. The Student Union includes gender neutral/inclusive, disability/wheelchair, family friendly restrooms. Please notify the Student Union Information Desk (1st floor) if the restrooms in any building needs attention.
ATM Machines
There are three ATM machines are located inside the Student Union.

Weather Cancellation Policy
In the case of bad weather, we will notify all vendors by noon the day before if the event is cancelled. We reserve the right to cancel the event due to weather or other issues. If cancelled, all confirmed vendors will be eligible for a full refund.

SET UP
To maximize the attendee experience at Festival of Communities, vendors have been pre-assigned a booth location. Placement of booths is intentional to ensure everyone’s logistical needs are met, health and safety standards are executed, and to keep focus of the event on registered student organizations. We cannot reserve or guarantee booth locations. Please do not switch or move tables.

Every vendor has been provided with a standard 6 foot table and two chairs.

Registered student organizations selling food are also given the following:
* only if requested / see Food Vendor section for more information
  ● $50 reimbursement for groceries*
  ● easy access to food warmer hotbox
  ● sanitation/hand washing stations
  ● plastic/latex food handling gloves
  ● meat/food thermometers
  ● biodegradable plates, cutlery, cups, napkins, etc.
  ● additional 6’ tables with two chairs each *
  ● chaffing dishes with cooking fuel cans *
  ● electrical outlets *
  ● access to a kitchen *

You are responsible for your own set-up, staffing and clean-up of your booth area. Please remember that vendor activities must remain in 10’ x 10’ space (per booth) and walkways cannot be obstructed.

Canopy/Tents
Festival grounds have a mixture of sun and shade. Canopies are useful in protecting you and attendees from the sun; however, canopies will not be provided for you. If you choose to bring a canopy, please follow these guidelines:
  ● Must be just a top canopy and cannot be enclosed or have any have sides/walls
  ● Staking into the ground is forbidden. Please find other ways to anchor your canopy.
  ● Grills, fryers or other flammable cooking items must not be placed under canopies.

Vendor Check-In & Loading
With hundreds of people running around with excitement and questions, set up can be the most chaotic time of any event. By understanding the check in and loading process, you will ensure a smooth set up.

Arrival
Each vendor will be asked to arrive during a specific time. Your arrival time will be given to you at least one week before the event and can be anywhere from 7am to 11am. Please be on time and patient as we do our best to manage this process.

Check-In
If your group does not need assistance with your booth items, please proceed directly to the Information booth. During the check-in process:
  ● only one member of your vendor team needs to check-in with group title
booth location/number will be given
parking lot and Unloading Zone assignment will be given
chaffing dishes, lighters, and other supplies will be given (if applicable)

**Loading**
If your group has many items and needs assistance, **bring one vehicle to the Loading Zone** (Harmon and S. Maryland Pkwy). Volunteers will be waiting with golf carts to help you and **walk you to check-in and drive items to your booth**. Please understand you must be able to lift and carry your own items as volunteers **cannot** be expected to lift heavy items.

**Parking**
If you require unloading assistance, please **park near your assigned unloading zone** in order to expedite the load out process. See Vendor Check-Out & Unloading section for more information.

Please note parking spots marked as “Reserved” or “Handicapped” are monitored 24 hours a day. Vehicles parked illegally in these spaces will result in a fine and the vehicle may be towed.

**Vendor Check-Out & Unloading**
With exhausted staff, vendors and volunteers, clean-up is the second most chaotic time of any event. However, there is still much to finish before leaving and a little help from you will make a big difference.

**Check-Out**
Please follow these steps in order to properly check out:
1. create one small pile of your items in front of your booth
2. clean the Festival chaffing dishes provided to you
3. disinfect the Festival table(s)
4. breakdown the Festival table(s) and chairs
5. walk to the Information booth - bring chaffing dishes and cooking fuel cans (unused and used)
6. vacate the premises by 3:45pm

When you arrive at the Information booth, the above steps 1-5 will be confirmed for completion then you will be allowed to depart and (if applicable) be given your refundable deposit. **ALL vendors, regardless of food sales, must report to the Info Desk to check out between 3:00pm and 3:30pm. Failure to do so will result in a forfeit of your deposit. In addition, all vendors must clear all items and vacate the Academic Mall by 3:45pm to allow Festival staff to efficiently clear the grounds of garbage and equipment.**

**Unloading**
If you require unloading assistance, during check-out your group will be added to a list and a golf cart with volunteers will meet you at your booth location **when it is your turn**. If the golf cart arrives at your booth with no one there or items not ready for loading, you will be skipped and must go back to the Information booth to have yourself added to (the bottom of) the list.

When it is your turn, volunteers will arrive to help you load the golf cart and walk you to the unloading zone. Please see Vendor Loading Map on page 8.

If your car is not readily available, the volunteers will place your items at the curb and depart to continue assisting other vendors.

**SELLING GUIDELINES**
You are only allowed to sell the goods stated in your registration form. All sales must be confined to your designated booth area. Sales or distribution of the following items is strictly prohibited:
- illicit drugs (including marijuana and prescription medicine) and/or drug paraphernalia

UNLV, Festival of Communities and volunteers **cannot be held responsible** for lost or damaged property.
- animals/pets
- guns or other mechanical weaponry
- alcohol or tobacco

You are responsible for all of your transactions. Bring sufficient small bills and coins so you can provide accurate change to your customers. Also, please keep any cash in a safe location as we are not liable for theft of money or items.

UNLV registered student groups selling food may be contacted to change the pricing of their menu item(s). Groups who must change their pricing should understand this is done in order to enhance the group’s profits.

**FOOD VENDORS**

Only UNLV registered student organizations are allowed to sell food items. As a food vendor, you are allowed to purchase and sell food items from a (licensed) caterer/restaurant or prepackaged items. However, the booth must be staffed with a majority of the registered student organization members and all sales/profits must go the registered student organization.

For best profits and tastier results, you are encouraged to cook food yourselves. This year, it is not required that all food preparation and cooking be done at UNLV. Registered student organizations have the option to prep their food in an off campus kitchen to be ready for quick cooking and serving at their booths. However, for the groups that need on campus kitchen space to prepare their menus, Festival of Communities has arranged for you to utilize kitchen space, ovens and stove-tops in the Student Union and Dining Commons kitchens (see Kitchen below for more information).

**Reimbursements**

All groups selling food will be reimbursed for $50.00 worth of groceries. There are two methods to be reimbursed.

**Method 1: Through EIN Number**

If your group has an Employer Identification Number (EIN), email this number to Festival of Communities (festivals@unlv.edu) immediately along with the name of your organization. A few weeks after Festival of Communities, a check will be ready for your group to pick up from SU 316 in the value of $50.00.

**Method 2: Through Receipt Submission**

To be reimbursed this we, we need the following:

1. an original, itemized receipt for your group’s Festival of Communities groceries
2. contact info for one member of your group, including:
   a. Name
   b. NSHE number
   c. Mailing address
   d. Phone number
   e. Email address

Your group may submit its receipt between 12pm and 2pm at the Information Desk on Festival day. Receipt submissions will not be accepted before or after the event.

To make this process easier, use the form in Appendix II.

**Menu**

All food items groups plan to serve must be listed in the registration form. You cannot add menu items once the form has been submitted as it will be in violation with city health code permits and regulations. You can reduce the number of items from your registered list for your final menu.
In order to avoid multiple groups selling the same food items, Festival of Communities will send you an approved menu based on your submissions in the registration form. The group which submitted their registration first will not have to change their menu. Groups who are asked to change their menu items or given alternate suggestions should understand this is done in order to enhance the groups’ profits.

## Supplies
Festival of Communities has organized to provide you with a variety of items, please see Set Up for additional details.

### Cooking Supplies
Please **bring your own supplies if your group is cooking on campus.** While there will be supplies (bowls, pans, mixing spoons, meat thermometers, etc.) available in the kitchen, they are extremely limited and not allowed to leave the kitchen area. In addition, bring food storage containers if you need to leave something overnight on Friday.

### Grills & Cooking Devices
For on-site grilling, please **bring your own propane grill** and propane tank (no charcoal/wood grills). Grills also require a drip pan (provided) to prevent any grease from falling onto the grass and a fire extinguisher (provided) on hand. Grills must be placed in your booth area on the day of the event and are not allowed to be placed under canopies/tents. Also remember to **bring grilling tools** such as a spatula, tongs and fork.

Also **bring your own toaster ovens, deep fryers and other cooking devices** for on-site cooking. Please make sure you understand how to properly work these machines. Note that they must not be placed under canopies/tents. Remember to also **bring appropriate tools** such as tongs, pans, wire baskets or oven mitts.

### Electrical Outlets
On the Festival grounds only groups who requested electrical will have access. Electrical access is given solely for the purpose of preparing, cooking, and/or maintaining food. Festival power is supplied from only one generator so please be cautious of how many watts you are plugging into your circuits. Festival has arranged to give you as many outlets as needed based on your registration form, therefore, avoid using splitters.

### Serving Utensils
Please **bring your own serving utensils.** While we will do our best to provide groups with some biodegradable serving utensils (large spoons, tongs, etc.) they will be limited.

### Plates & Utensils
Festival of Communities will **provide all plates and utensils** in a variety of sizes. To reach our goal of zero waste, these items will be biodegradable. Please do not bring your own items.

## Kitchen
Though cooking on campus is not required this year, Festival of Communities has arranged to provide all groups who are serving food with a mandatory kitchen training and access to the kitchens in the Student Union. Trainings and kitchen times will be pre-assigned and shared with each group at least one week before the event.

**If your group will be cooking off campus,** all people cooking for your group must **attend a mandatory kitchen training** during the week of Festival.

**If your group will be cooking on campus:**
**Before entering the kitchen,** review these health and safety rules:
3. you will only be allowed in the kitchen if you have attended the entire kitchen training - no exceptions
4. you must wear closed toed, flat shoes with rubber soles (gym shoes)
5. you must wear long pants (no shorts or capris)
6. you must put on a hairnet on your head and beard (hairnets provided)
7. you must put on disposable, plastic/latex gloves before handling food (provided)
Once in the kitchen a trained and skilled Kitchen Intern will monitor all activities. Please keep the following in mind:

- you must adhere to all the rules shared during the mandatory kitchen training
- cleaning your station and borrowed supplies is required before departing the kitchen
- Kitchen Intern has authority to remove and/or ban anyone from the kitchen if they see fit

While there will be a skilled Kitchen Intern available, you are responsible for knowing recipes, ensuring your foods are properly cooked, foods are maintained at the correct temperatures, and that your food handler(s) are hygienic.

**Kitchen Training vs. Health & Safety Training**

It is crucial that your registered student organization attends one of these mandatory trainings as both will cover specific food guidelines, serving protocols, and hygiene standards.

Kitchen Trainings will be held throughout the week of the event. Every person who needs to be in the kitchen to prepare or cook food—on or off campus—must attend this training before entering the kitchen. If someone in your group misses the group’s scheduled time, they must wait until the next Kitchen Training is offered. Trainings will occur three times daily Tuesday through Friday.

Health & Safety Training will take place the week of Festival and is for groups who selling catered food. Please send at least 2 of your group members to this training. This training will only happen ONCE, so please make sure your group is on-time to this training.
APPENDIX I: Vendor Loading Map

For a full campus map visit: https://www.unlv.edu/maps
APPENDIX II: Receipt Submission Form

RSO Name (no abbreviations): ______________________
Student Name: ______________________
NSHE #: ______________________
Email: ______________________
Phone number: ______________________
Mailing address: 
_________________________________
_________________________________
_________________________________
Event: __Festival of Communities__
Date of Purchase: ________________
Item Description: ______________________
_________________________________
TOTAL: ________________

Tape itemized receipt here
• Tape ALL SIDES of the receipt
• Highlight total on receipt and ensure it matches the “total” on the left.