Participant Handbook

Wayne State University

45th Annual Global Festival

September 23, 2015
10:30 AM – 2:00 PM
TO: Participants in the 45th Annual Global Festival  
FROM: Yuliya Harris, OISS Staff  
RE: Global Festival Set-Up, Sales, and Take-Down

Booth Renters

Please be advised that all student organizations and individuals registered to participate in the 45th Global Festival should begin setting up their displays at 9:00 a.m. on Wednesday, September 23, 2015.

The Office of International Students and Scholars will make arrangements with Parking Authority and Public Safety for groups to enter Gullen Mall during set-up time and again in the afternoon after 2:30 p.m. Please note that parking on Gullen Mall is prohibited.

You must be prepared to unload your display or food and then move your vehicle to an authorized parking lot.

NO ELECTRICITY WILL BE PROVIDED DURING THE GLOBAL FESTIVAL.
Please be sure to bring the following items for your display:

_____ Food Selling License, to be acquired from the Environmental Health and Safety office (EHS) 313-577-1200
_____ Display banners, posters
_____ Table cloths
_____ Flags
_____ Sign with your group’s name on it
_____ Masking tape
_____ Plastic to cover all food items
_____ Scissors
_____ Magic Markers
_____ Sign for food items and prices
_____ Paper plates, cups, napkins
_____ Serving utensils
_____ Coolers, ice chests
_____ Knives, forks, spoons
_____ Money to make change
_____ Cash or safe box
The Food License issued by the Environmental Health and Safety Office (EHS), is required by law anytime food is sold to the public. **There is a $5.00 processing fee for each license. Please be prepared to pay the fee in cash when acquiring the Food License.**

Important issues that must be addressed concerning your servings of food are:

1. How do you plan to keep your food hot (140° F and above) or cold (41° F or below)?
2. How do you plan to keep yourself and your cooking utensils clean?

The representative from EHS will also talk to you about serving utensils, shield covers, and the washing of dishes.

It is crucial to make arrangements to have representative(s) from your group meet with EHS representative prior to Friday, September 13, 2013. **Failure to acquire a Food License will result in not being allowed to sell food at the event.**

**Criteria for Food**

The following foods, handling, and cooking methods are **prohibited:**

- Soups, raw meat or fish
- Microwaves

However, **we do recommend:**

- Finger foods
- Combination plates are popular.
- Sweets and deserts
- Recommended price for food is $5.00 per serving
- Sterno – Chafing dishes to keep the food warm