



# Participants Handbook



**Wayne State University**

**47<sup>th</sup> Annual Global Festival & Study Abroad Fair  
September 20, 2017**



TO: Participants in the 47<sup>th</sup> Annual Global Festival &  
Study Abroad Fair  
FROM: Ann K. Capela, Programming Coordinator  
RE: **Global Festival & Study Abroad Fair Set-Up Information**

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### **Booth Renters**

Please be advised that all student organizations and individuals registered to participate in the 47<sup>th</sup> Global Festival should begin setting up their displays at **9:00 a.m. on Wednesday, September 20, 2017.**

- 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.
- Directions for entrance to Gullen Mall will be emailed to all registered participants that provide an email address on the OISS registration/participation form on Monday September 18, 2017.



**Please be sure to bring the following items for your display:**

- \_\_\_\_\_ Display sign “cooked in home kitchen”
- \_\_\_\_\_ 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



TO: All participants in the 47<sup>th</sup> Annual Global Festival and Study Abroad Fair  
FROM: Ann K. Capela, Student Advisor & Programming Coordinator  
RE: **Food handling**

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

- You must display the “Cooked in Home Kitchen”.
  - “Cooked in Home Kitchen” sign will be provided to you by OISS
  - You must have completed the on-line food handling safety course at <https://michigan.foodhandlerclasses.com/courses>
  - You must attach the certificate of completion from the food handler course to your Registration of Participation in Global Festival.
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?

**47<sup>th</sup> Annual Global Festival & Study Abroad Fair**  
**September 20, 2017**  
**10:30 a.m. – 2:30 p.m.**  
**Gullen Mall on WSU Campus**



## 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**