

8TH ANNUAL MARSHFIELD CULTURAL FAIR!

SATURDAY, FEBRUARY, 25 2012 10 am – 4 pm

2000 West 5th Street, Marshfield, WI 54449

What is the Cultural Fair?

This unique annual community gathering held at the UW-Marshfield/Wood County Campus offers music, dance, international foods, arts & crafts, cultural/ethnic displays, educational activities and more. The Marshfield Cultural Fair Association seeks a wide range of participation from individuals, school groups, churches, civic and professional organizations, and businesses to exhibit at the Cultural Fair. The intent is to create a "street fair" atmosphere with colorful and stimulating activities and displays consistent with the international character of our 9th annual celebration!

Invitation to Participate-PLEASE READ

Guidelines: We invite you to participate in this wonderful opportunity to promote harmony and respect for diversity in the community. Any proposed activity/display cannot serve as an overt political, religious, or propaganda platform and proselytizing or recruiting is prohibited. Religious groups and individuals can provide information about international, domestic, ethnic, social justice and charitable connections. **Helpful Hints:** Make your display interactive, with clear signage about the country or group you are representing. We encourage you to create a HANDS ON exhibit with games people can play, items they can make or something they can learn, like a greeting or song in another language.

Sales: Items offered for sale should fit the international and ethnic character of the fair. Individuals, businesses and for-profit organizations are required to submit 10% of gross revenues to help support the fair. For more information, see www.marshfieldculturalfair.com

Register early to reserve your spot... Required fee of \$20 includes one table (3'x6') and one chair. Extra tables are available for \$5 each (you must provide extra chairs). Electricity is also available for \$5 (you must provide your own electrical cords and duct tape). Please bring your own tablecloths.

Registration Deadline: Saturday, January 28th, 2012. For more information call 715-389-6527 or e-mail iddi.adam@uwc.edu

We will participate in the 2012 Cultural Fair:

Group Name: _____

Contact Person: _____

Email: _____

Contact Mailing Address _____

Reserve a booth (1 table/1 chair) \$20.00

Electricity (add \$5) Yes No _____

Additional tables (\$5 each) Yes No #__ x \$5= _____

TOTAL FEE ENCLOSED \$ _____

Plan to sell items? Yes No

If yes, please see vending policy on website: www.marshfieldculturalfair.com

Plan for HANDS ON activity _____

Other special needs: _____

Please make checks payable to MACF-Cultural Fair. Print and mail completed form and check to Prof Iddi Adam, c/o UW-Marshfield/Wood County, 2000 W. 5th Street, Marshfield WI 54449. Participants will receive confirmation prior to the event.

Dear Fair Exhibitor,

Thank you for participating in the **Marshfield Cultural Fair** on Saturday, February 25, 2012. Here are the details you need for the event at the UW-Marshfield/Wood County Campus, 2000 W. Fifth Street, Marshfield:

Time: The Fair opens its doors to the public at 10 AM. We hope that all setting up can be done between 7:00-9:30 AM on Saturday morning. If you must do some setting up or transport of materials on Friday evening, February 24, then please contact Michelle Boernke at the UW-Marshfield/Wood County Office of Continuing Education (715-389-6520). No take down before 4 PM on Saturday, please. Furnished rental tables should be ready for fold-up and transport by 4:30 PM.

Directions and Access: Driving directions are included on the enclosed map. You may access the facility from either the Fifth Street (Helen Connor Laird Theater) entrance or (best choice) the south parking lot at the entrance adjacent to the Physical Education Building. There will be a limited number of dollies and carts available for your use. A participant information table will be located near each entrance to check you in and direct you to your area. Staff there will also answer your questions and help with any problems.

Parking: Once you have unloaded your vehicle, please drive to and park in the parking lot of The Church of Jesus Christ of Latter Day Saints at 2207 W. Fifth Street. The church is just a short walk across the street from the campus. Additional parking is available at the tennis courts/soccer field lot off Eighth Street at the south side of the campus. Please save the university parking lots for the general public. Thank you for your consideration.

Display and Presentation Areas: When you check in on Fair day, you will be given a map indicating your assigned area. Those setting up displays, look for your name on the table(s). Posters, flags and other items may be affixed to walls with poster putty and windows with tape. Please note: Nothing may be fastened to any of the pillars in the corridor, lounge or common areas. You should supply covers and skirts to dress up tables (8 foot) and hide items stored underneath. Please wear traditional ethnic clothing if that fits with your display.

Equipment: Tables, chairs, AV equipment and other items you requested will be waiting for you at the site of your presentation or display. Bring your own extension cords, should they be required, as back up.

Passport Activity: We have a passport activity for young people which involves collecting flag stickers representing about thirty or so countries. We may ask you to represent a particular country, give out the appropriate sticker (supplied by us) and offer help in locating the country on the passport maps. We hope you will use this opportunity to engage and inform our young fairgoers.

Vendors: Vendors, other than those representing recognized non-profit organizations, are required to remit 10% of gross receipts to help cover Fair costs. We do this on the honor system. Keep your own books and drop off cash or a check to us (MACF-Cultural Fair) at one of the registration tables before you go home. Thanks for your support that helps make this community event possible.

Feedback: Near the close of the Fair on Saturday, we will be giving you an evaluation form to record your comments about the Fair and suggestions for the future. Please take the time to complete the form and return it to us before you leave. Boxes for evaluation forms will be located near the main exits.

Thank you, neighbors all, for your support and enthusiasm. More information about the Fair may be found at www.marshfieldculturalfair.com. Questions about set-up or facilities should be directed to Julie Tharp at julie.tharp@uwc.edu or 715-389-6514.

See you at the Fair!

Regards,
Julie

Julie Tharp
Marshfield Cultural Fair Association