

2019 Global Cultural Festival Group Table Registration Form

Email form to Tolulope.Ogundipe@tamuc.edu or bring to the OIP in Ferguson 221 by March 1st, 2019 at 5pm.

Group Name _____ Contact Person Name _____

CWID _____ Phone _____

Email _____

Faculty Staff Advisor (if applicable) _____

Display Table: Y N Food: Y N

Will you need (check all that apply): ☐ Cups ☐ Bowls

Will you show a video at your table? Y N Will you play music? Y N

Will you have a craft at your table (make items, write names, etc...)? Y N

Please provide DETAILED information about your display and/or food _____

All groups serving food will be **required** to complete an A&M-Commerce approved food handling training course (cost of \$10). If you have not completed a food handling training course the ISSS may assist with arranging this course for groups.

Has your organization completed A&M-Commerce food handling training? Y N

If you will provide food please provide the name of caterer and address (Due to food safety concern students are asked to utilize a caterer). ***The ISSS will reimburse groups up to \$600 for food purchased*** _____

Number of Tables needed for display _____ for food _____

Participants will be required to have a representative attend a mandatory information meeting. We will offer four meeting dates and times and groups are only required to attend one of them. Please contact the ISSSO for the schedule for the information session.

Set-up on the day of the festival: Groups will need to arrive at the RSC by **2 PM** to begin setting up their display table on April 2nd. ***Set-up must be completed by 4:45PM.*** Food will need to be scheduled to arrive at the RSC between **4-4:30 PM**. We will have a competition for the best overall display table and judging will begin at **4:45PM**. Groups that are not completely set-up by 4:45 PM will not be permitted to participate in the competition.

Display Table Locations: All group table locations are determined by the ISSSO and once you have been assigned to a specific area you may not move or adjust your set-up. Student groups may request a preferred location but there is no guarantee we will be able to place your group in your preferred location. Considerations will be on a first come first serve basis once a group has submitted this form completed.

Display Table Rules: Please contact the ISSS if you have any questions or concerns.

- TV's or monitors in the RSC **WILL NOT** be available for the festival.
- If you will play music at your table please notify the ISSS.
- Groups **MAY NOT** attach (tape, glue, or hang) items on the wall, ceilings, or doors.
- Absolutely no balloons or small items such as glitter or small beads.
- If you will have any crafts at your table (painting, calligraphy, etc...) please discuss this with the ISSS **PRIOR** to the festival.
- No items may be sold or auctioned. No outside vendors or businesses.
- No more than 2 volunteers per table. Please avoid crowding around your table by your members or friends.
- Displays must remain within your table area. No re-arranging tables or placing display items around student center.

Supplies for Food: The ISSS will provide plates, utensils (forks, spoons, knives, napkins), and water bottles for Global Cultural festival guest.

- If your group will serve a beverage or soup please notify the ISSS.
- We will provide serving spoons for groups.
- We **WILL NOT** be able to provide ice, water, ice chests, or water coolers for the event.
- All "hot" food will be required to remain in a chaffing dish (provided by the ISSS) throughout the entire event. Please note "hot" food must arrive at the RSC between 4-4:30 PM.
- All "cold" food is **REQUIRED** to remain in an ice chest or on ice (***not provided*** by the ISSS) throughout the event.

Food Reimbursement Policy:

- Original receipt with business name, address, phone number, and an itemized list of all items prepared by the business
- Reimbursement is ONLY for food items. We will not reimburse for supplies, travel, or cooking utensils.
- For recognized student groups the refund check will only be issued in the name of the student organization.

By signing below I confirm that I understand the above stated policies and rules for participation in the display/food table portion of the Global Cultural Festival. Form must be signed by student organization President and faculty/staff advisor. If not a recognized A&M-Commerce student group then responsible student will need to sign.

Student Signature

Date

CWID

Faculty/Staff Advisor

Date