**Festival Date: Saturday, May 19,2012**

**Vendor/ Volunteer Meeting Dates:**

1. Thursday, March 8
2. Wednesday, April 4
3. Wednesday, April 18
4. Thursday, May 10 (Mandatory for Vendors)
5. Friday, May 18 (Zoo)

**Location:** 14th Floor Board Room, 3500 N. Causeway Blvd., Metairie, LA 70002

**Time:** 6pm to 7:30 pm

1. **Where and when will the festival be held?**

The festival will be held on

Date: Saturday, May 19, 2012

Time: 10:00 am to 4 pm

Location: Audubon Zoo, 6500 Magazine Street, New Orleans; CapitalOne Stage

located between the Sea Lion exhibit and Audubon Tea Room.

Theme: ***Children of Asia!***

1. **Is there any entrance Fee to the festival?**

There is an entrance fee of $4.00 (discounted from $15.00) **with an APAS approved flyer** to the Audubon Zoo. You **must** have a copy of the flyer to take advantage of the discounted fee otherwise you will have to pay the full price of $15.00 per person. Once inside the Zoo, you may also visit the animals as well as attend the festival free of cost. Feel free to make as many copies of the flyer as needed.

1. **What are the benefits available to attend the festival at the Zoo?**

The Audubon Nature Institute (ANI) is extending 50% (fifty percent) off of annual membership to the various ANI facilities to current (and future – upon receipt of payment) APAS members only. APAS members will be given special coupons (upon request) to redeem at the entrance to the Zoo on the day of the festival – Special Event Window. Ask for the discounted annual membership. Membership discount will be available to APAS members only. It is always cost effective to buy the special discounted Zoo membership than pay for individual tickets.

1. **Can I bring my own food to the festival?**

No, you will not be allowed to bring your own food to the festival unless you are an approved food vendor (Approval to be obtained through APAS). Anyone who brings their own food to the Zoo will be disbarred from attending the festival as well as entry to the Zoo.

1. **Will there be food and drinks available at the festival?**

APAS will set up food booths that will sell food and ethnic drinks at increments of $1.00 per item. $1 = 1 ticket. Water and soft drinks will be available at the festival, which will be sold exclusively by ANI (Zoo).

1. **What time can the vendors come in to the Zoo to set up?**

All vendors are expected to set up their respective booths between the hours of **7:00 a.m.** till **8:45 a.m.** You may drive to the location through the service gate (next to the Audubon Tea Room) but must remove your vehicle as soon as you finish unloading (prior to setting up) to facilitate other vehicles to come in and unload. A restricted number of vehicles will be permitted to enter through the service entrance gate located next to the Audubon Tea Room. **No vehicle will be allowed to come in after 9:00 a.m.**

1. **What happens if I can’t reach before 9:00 a.m. to set up my booth?**

If you happen to arrive after 9:00 a.m. to set up your booth, you will be directed to hand-truck your equipment/items or you may request the services of the Zoo mobile, if it is available. You will **NOT BE ALLOWED** to drive into the festival booth area after 9:00 a.m.

1. **Do the vendors and volunteers have to pay the $4.00 fee to enter the festival grounds?**

No. All vendors must provide a list of your volunteers who will be working the booths as soon as possible and APAS will provide each one of them with a wristband that must be worn at all times. Furthermore, all volunteers and vendors are encouraged to wear APAS t-shirt, which is available for advance purchase at $10.00 a piece from the APAS office. These t-shirts will also be available at the festival at a cost of $15.00 each. Therefore, it is important you purchase your t-shirts as soon as possible. If you already own APAS t-shirt from last year, you may wear this to the event instead of buying a new one.

1. **Do the performers have to pay to enter the festival area?**

No. All performers will be given wristbands as well. A list of the performers must be provided no later than **April 18**. Volunteers accompanying the performers must provide their names on the same list. (Volunteers means those who are required to help dress up the performers or help with the performance)

1. **When and where can I pick up the wristbands from?**

The wristbands will be available for pick up at the **April 18** or **May 10** meetings. You may also call in advance to make arrangements with Raj Pannu, 504-417-3282 one week before the fest.

1. **Is there a maximum number of wristbands available for vendors?**

Yes, the maximum number of wristbands available for vendors is 6 (six) for each food booths or (4) for each arts & crafts booth.

1. **Is there a maximum number of wristbands available for performers and volunteers?**

No, all performers and volunteers will receive a wristband provided your name is on the approved list of performers and volunteers. Only one (1) chaperone is allowed for every 3 performers who are below 10 yrs of age. All other chaperones must purchase a discounted entrance fee of $4 by bringing a copy of the festival flyer to the zoo’s ticket booth.

1. **Who do we contact for the various activities (subject to change)?**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Name** | **Contact Name** | **Contact Number** |  | **Email:** |   |   |   |
| APAS Chair | Stanley Hamidjaja | 504-259-7554 |   | shamidjaja@yahoo.com |   |
| APAS HF Chair | Raj Pannu | 504-417-3282 |   | rajpannu@aol.com |   |   |
| APAS Main Tent | Sun Kim | 504-231-3109 |   | sunmkim@aol.com |   |   |
| **Name** | **Contact Name** | **Contact Number** |  | **Email:** |  |
| KIDs Tent | Barbara Weaver | 504-352-3408 |   | kernparklady@yahoo.com  |   |
| Food Booth | Sokhoeun Chau | 504-914-8112 |   | sokhoeun\_chau@yahoo.com |   |
| Arts & Crafts Booth | Li Li | 504-214-1867 |   | lilinola@yahoo.com |   |
| Program Book | Bob Grace | 504-874-5708 |   | westbanker@aol.com  |   |
| Performances | Jessie Dhillon | 504-237-8239 |   | anakbengali@aol.com |   |
| Volunteer Coord | Mike Dunn | 504-288-3002 |   | mikedunn1@cox.net  |   |
| Cultural Tent | Remy Baker | 504-495-1082 |   |   | remedios.baker@yahoo.com  |   |
| Advts./S’ship Level | Greg Tokuyama | 504-919-6584 |   | gmtoku@bellsouth.com |   |
| Stage Manager | Greg Tokuyama | 504-919-6584 |   | gmtoku@bellsouth.com |   |
| Stage Decoration |   |   |   |   |   |   |   |   |
| Gate Keeper | Bob Grace | 504-874-5708 |   | westbanker@aol.com  |   |
| Ticket Booth | Raj Pannu | 504-417-3282 |   | rajpannu@aol.com |   |   |

Questions and concerns can also be directed to Stanley Hamidjaja, APAS Chair at (504) 259-7554 or Raj Pannu (Audubon Zoo Liaison) at (504) 417-3282.

1. **How many stage performances can each country submit?**

Each country can submit anywhere from one to four performances. These will be reviewed by the committee and if there is enough time, we will allow all four performances. It is better to submit more than less. There is always an opportunity to include as many performances on stage as possible.

1. **Do we need to decorate the food booths?**

Yes, please!!! Independent judges selected by the HF Chair will judge each food booth during the festival and the winners will be announced at the end of the festival. The winners will be judged according to the theme, appearance, decorations and overall presentation. It does not matter whether restaurants or individual organizations set up the food booth.

1. **What do we need to bring besides the crafts and food to the booths?**

Please see attached list of requirements provided by ANI (Audubon Nature Institute). Also, you need to bring your own extension cords (10 gauge or lower) and fire extinguisher.

1. **Will the food vendors be allowed to sell food by collecting cash?**

No, all food items must be sold to customers who will purchase coupons/ticket vouchers from the ticket booths at increments of $1.00. These coupons or vouchers must be turned in at the end of the day by the vendors in exchange for cash. Therefore, it is important for each vendor to keep the used coupons in a safe place till they are turned in for cash. APAS will NOT be responsible for any lost tickets.

1. **Will the craft booths be allowed to sell items by collecting cash?**

Yes, only craft and other booths (except food booths) can sell their wares by collecting cash. All items sold at the craft booth must receive approval by APAS and ANI prior to the day of the festival. APAS and ANI reserve the right to prohibit sale of items.

1. **Will there be any other booths set up besides the crafts and food booths?**

Yes, we will have the APAS Booth, which consists of the Membership, Literary Section, and other agencies may also set up tables to distribute information on their activities. There will also be a Cultural Booth in which all countries may display highlights of their culture and tradition. A First Aid Booth will also be on location on the day of the festival.

1. **What’s the price for booths?**

The cost is the same as last year, except for the Cultural Display (must be an APAS community member). The following is a summary of booth pricing:

\*\*\*\*\*No private tents allowed – No exceptions\*\*\*\*\*

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| **Order**

|  |  |  |
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| **Please check desired option**Fees provided are cost of rentals. |  | **Enter Amount:** |
| **Applying for:**  |  | na |
|  A. $210.00  Food booth includes 10x20 booth, 1 8x2 table, 2 chairs |  |  |
|  B. $210.00  Crafts booth includes 10x10 tent, 1 8x2 table, 2 chairs. Submit separate list of items for sale. Subject to approval |  |  |
|  C. $150.00  Booths **without** items to sell: 10x10 tent, 1 8x2’ table, 2 chairs |  |  |
|  D. $20.00  Cultural Displays: 1 8x2’ table, 2 chairs |  |  |
|  E. $10.00  Additional tables: **# of table (s): X $10 =** |  |  |
|  F. $2.00  Additional chairs: **# of chairs (s): X $2 =** |  |  |
| Need electric outlet for **food** booth? **(Check one):**  No Yes: How many?\_ |  | na |
| **T-shirts size:**  Kids: \_\_\_\_\_\_ S M  L \_\_  \_\_\_\_\_\_\_ x $10 (cost of printing) =  |  |  |
| **Late fee (after Apr 5, 2012) of $50** |  |  |
| **Total Amount to APAS** |  |  |
| *Booth cost is actually $310 but APAS will subsidize $100 to help vendors.   In return all vendors making over $700 must donate 10% of total sales on that day to APAS.*  |  |  |

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1. **Where do we send the payments for all of the above?**

You may make a check to “**APAS”** *with a notation at the bottom* **“Heritage Festival”** and mail it to the APAS office at 3500 N. Causeway Blvd., Suite 1548, Metairie, LA 70002 no later than **April 18, 2012**. Vendors will be charged extra $50.00 - late request.

1. **How many electrical outlets can we have at each booth?**

Due to the limited number of outlets available at the food booth, you will be given one electrical outlet each, if needed. You must bring your own extension cords of no more than **10 gauge** each.

1. **How many people are allowed at each food booth?**

You are allowed up to 6 (six) adults per booth. “**Adult**” means no one below the age of 16 unless he/she is helping in preparing the food. No child below the age of 12 will be allowed in the booth at any time!

1. **Do we need a fire extinguisher at every booth?**

Yes, you will need an approved fire extinguisher at each food booth.

1. **Who needs to wear the APAS T-Shirts?**

Booth participants (food and arts & craft vendors) are required to purchase T-shirts for all their volunteers. $10 per t-shirt by May 10 OR pay $15.00 each at day of event.

1. **What time do the performers have to be at the stage area to perform?**

All performers must arrive no later than **one hour prior to their performances**. They must check in with the stage manager. Any performer not available at the allotted time will have to wait his/her turn, which could be pushed as far back as an hour or two later. Please make sure you arrive on time.

1. **Will there be a change room provided for the convenience of the performers?**

Yes, we will provide two change rooms, one each for the male and female performers. We will have a line provided in each change room to hang your costumes and other items. We will also have a table and several chairs for your convenience. Please bring your own mirrors and make-up accessories. Also, you must be responsible for your own personal belongings left in these tents unattended.

1. **What time do the vendors need to arrive for set-up?**

On the day of the fest, May 19: Set up crew must report no later than 8:00 a.m.

The food booths and crafts booths must be set up and ready to sell by 10:00 a.m.

The cultural display tent must be set up no later than 9:30 a.m.

All volunteers must wear APAS t-shirts and wristband prior to entry.

1. **Why do we need to place an advertisement in the program book?**

Since APAS has very limited source of funding, it is important we all solicit advertisements and sponsorship from our friends, colleagues and vendors to fund the festival. Without enough funds through advertisements, we will not be able to afford the expense of organizing a great festival. All sponsorships will be credited towards the success of your Ms. APAS candidate at the Fall Gala. The more sponsorship your community brings in, the greater the chances will be for your candidate to win the title of Ms. APAS 2012.

1. **Where do we need to send the advertisements and the monies ?**

Send your advertisement(s) via email to Raj Pannu at rajpannu@aol.com or send your Ad and payment to the APAS office at 3500 N. Causeway Blvd. Suite 1548 Metairie, LA 70002. Tel/Fax 504-831-1148.

The size of program book is 8” x 5.5” and all ads must be sent electronically or camera ready. All ads must be received no later than **April 18**. Ads received after this date will not be published in the program book, but points from the AHF will be accounted for Ms. APAS candidate.

1. **What is the Ms. APAS contest?**

The Ms. APAS contest is open to all members of APAS. A candidate is chosen by each country to represent them at the Fall Gala. The candidate who collects the most amount of monies through advertisement sales in the Heritage Festival and Fall Gala program books, Gala dinner tickets and raffle tickets sales will then be crowned Ms. APAS 2012. Ms. APAS represents APAS at various functions throughout the year, including but not limited to Children’s Holiday Party, Heritage Festival, etc. The funds raised by these candidates are then used for the various activities that are sponsored by APAS, such as the ones mentioned above.

1. **When will APAS scholarship awardees be announced?**

Scholarship awardees will be announced at the festival

1. **Who do we contact for other questions?**

You may contact any of the Committee Members or APAS Chair Stanley Hamidjaja, 504-259-7554; shamidjaja@yahoo.com or APAS Festival Chair Raj Pannu, 504-417-3282 rajpannu@aol.com.