DAYTON
INTERNATIONAL
FESTIVAL, INC.

Guidelines (By-Laws)
A WORLD A'FAIR

Originally typed ARC/05/2001
Retyped RMC/05/2005
Scanned WEG/02/2010
Incorporated Changes through 3/2/2025
Revised and Approved by delegates 3/1/2026

Table of Contents

Guidelines (By-Laws) 1
I. PURPOSE 2
II. REQUIREMENTS 2
III. AWAF COMMITTEE 3
IV. BOOTHS 3
V. BOOTH EXHIBITS 3
VI. WORKERS 5
VII. TICKETS 5
VIII. DISTRIBUTION OF FUNDS 5
IX. COMPLIANCE PROVISIONS 6
X. ETHICS COMMITTEE 6
XI. PAST PRESIDENT – DUTIES/RESPONSIBILITIES 6
Addendum 1 – Additional Provisions 7
1. **June 28, 1998:** 7
2. **December 6, 1998:** 7
3. **December 5, 1999:** 7
4. **June 13, 1999:** 7
5. **November 5, 2000:** 7
6. **March 4, 2001:** 7
7. **April 1, 2001:** 7
8. **June 2, 2002:** 7
9. **November 5, 2023:** 8
10. **February 2, 2025:** 9
11. **March 1, 2026:** 9

I. PURPOSE

The purpose of the A World A'Fair (AWAF) Guidelines is to outline the responsibilities of each member organization and AWAF chairpersons participating in AWAF. Adherence to the AWAF Guidelines should insure a smoothly presented panorama of the diverse cultures and heritages of the Miami Valley.

II. REQUIREMENTS

A. Participation will be granted to those Dayton International Festival, Inc. (DIFI) members who have submitted written applications and who have paid the required fees.

B. Members must provide chairpersons and workers for necessary AWAF committees.

C. Members must provide information as requested by DIFI to meet deadline dates for publications and schedules.

D. Members must assist in the presage of AWAF admission tickets.

E. Members must prepare internal plans to keep their booths open, clean, and intact until the scheduled close of AWAF.

F. Members must agree to allocate all funds received as specified in the Constitution of DIFI.

G. Members must observe the highest standards of safety, conduct, business practice, and courtesy.

H.
1. No booth or any space can be sub-leased or sub-rented to any person or entity.
2. Each member must provide a list of all products to be sold and a list of suppliers. [added] Any group member that prepares food at an off-site location from the Dayton Convention Center must present a copy to DIFI of the location and a valid Food Service License prior to each festival.
3. No member shall receive compensation or money from any person or organization for booth space.
4. Violation of the above guidelines will result in a three-year expulsion from AWAF and Reinstatement will be subject to availability of space.

I. If any member does not participate in any given year or years, that members shall not:

1. Share in any profit distribution
2. Be subject to share in any loss incurred that year
3. Be entitled to free workers passes
4. Be entitled to any other benefits from the festival.

Abstaining member does have the right, however, to be present at all meetings, or participate on any committee, to participate in entertainment programs and to receive entertainers' passes.

Entitlement to these benefits shall depend as follows:

1. The first year of absence: if the abstaining member serves on assigned committees, provides required workers for the Festival, sells advanced sale tickets and generally does everything expected except erecting a display, they shall retain entitlement to these stated benefits. If they do not perform these duties, then they lose entitlement and booth reservation. Further, such space as the member would have used in the abstaining year is automatically reserved for the first year following.

2. The second year of absence: entitlement to stated benefits ceases and there is no booth reservation.
3. The third year of absence; no entitlement or booth reservation and membership will be subject to automatic review.
4. Entitlement, when it lapses, will be automatically returned following participation as defined above. However, once booth reservation is lost, there is no obligation by AWAF to provide more than two (2) booths however many the member had prior to lapse.

III. AWAF COMMITTEE

[changed entire Section III] AWAF committee information is reviewed and updated annually by the Executive Committee (Officers) and submitted to the membership for approval at the September meeting. AWAF committee information is documented in a separate operational document to support the following functions:

1. Admissions (includes Sales, Scheduling and Volunteers)
2. Constitution & Bylaws
3. Culture
4. Entertainment
5. Ethics
6. Executive (Officers)
7. Facilities
8. Food & Beverage
9. Marketing
10. Membership
11. Nomination-Elections
12. Additional committees may be established for special purposes as needed

Each committee will include a minimum of one Officer as a member who will be responsible to ensure the committee covers the activities described in the operational document and reports monthly status to the Executive Committee and membership. The responsible officer may appoint chairpersons as necessary, not otherwise provided.

IV. BOOTHS

A. Booths shall be 10 ft x 10 ft.
B. Members are required to submit their requests for a specific number of booths by the October meeting. The member of booths allocated to each member is based upon this request and availability with a maximum of eight booths to any one member.
C. Booth location will be conducted each year by lot. Those members who have attended the most meetings get first choice. Attendance for this purpose will be from January through November (inclusive) of that year.
D. Total booth space per members shall be contiguous, wherever practical.
E. [added] A fine of $100 will be levied to each member group which accepts donations or tips at selling booths.

V. BOOTH EXHIBITS

A. Each participant who has contracted for 1 through 5 booths must maintain a cultural

exhibit comprising no less than 1 booth. Each participant who has contracted for 6 or more booths must maintain a cultural exhibit comprising no less than two booths.

B. Cultural exhibits, for educational purposes, must show scenes or depict aspects of the group's national or ethnic history, religious tradition, folklore, etc., characteristic of that particular group and be composed of items not for sale.

1. Sales may not be made within the confines of the cultural exhibit.
2. A written description of the exhibit must be submitted at least one month in advance of AWAF to the Cultural Chairperson (Committee).
3. [added] Cultural exhibits are exactly what the name implies, a presentation of our cultures. Any country caught using their cultural area for eating, drinking, or as a lounge or rest area will be fined $100 per violation, per day.
4. [added] Any member group found to be tearing down their booth before the closing time of 6:00PM on Sunday will be fined $100.
5. [added] Any member group that sells liquor will stop selling 30 minutes prior to closing time on each day of the Festival. Group members found in violation of this requirement will be fined $200.

C. Each member may prepare and sell food, beverages, and products depicting the group's native lands. All items sold by each group must be authentic and indigenous to the country represented.

D. Dimensions of the booths must not be altered and no display may extend beyond the dimensions of the booths. Tables, chairs, cooking equipment, refrigerators, etc., may be brought in by the participants without payment to anyone (AWAF, display company, exhibit hall).

E. All materials used for decorating the booths must be fireproofed and approved by the appropriate fire authority.

F. Excessive or overpowering (auditory or visual) displays shall not be allowed. <u>Those members playing recorded or live music must adhere to the following guidelines: play 20 minutes, do not play 20 minutest etc.</u> Any such violation by a member shall be assessed a $25.00 penalty for each violation.

G. Commercial or political advertising shall be prohibited.

H. Political or ideological activities shall be prohibited.

I. All cooking booths must have a fire extinguisher. It must be able to extinguish A, B, and C fires.

J. In order to avoid liability, each participating organization shall have available a mop, a pail, and a broom and maintaining the floor area not only inside the booth but extending to the middle of the aisle in the front, sides and to the rear (when applicable), of the occupied booth space. Each organization should also have a small 2 or 4 wheel cart where needed. The Dayton Convention Center will not provide these items.

K. No smoking or eating in the food preparation or selling areas of the booth. Note: the Dayton Convention center is a smoke free building.

L. All booths must be complete and ready for viewing by opening time on Friday night of the festival and remain intact until closing time on Sunday night of the festival. Non-compliance will be referred to the Ethics Committee.

M. [added] No announcements will be made on Sunday of food and beverages sold at reduced prices. This will be strictly enforced.

N. [added] The dispensing of beer/wine will stop 30 minutes prior to the close of each day's festival and if any member is in violation, a fine of $200.00 will be levied.

O. We ask that all groups selling beer/wine have a sign made and displayed prominently in their booth about this change in policy. All groups selling beer/wine will be monitored.

VI. WORKERS

A. All participant groups' workers and entertainers shall be volunteers and should wear native dress, whenever possible.
B. Any worker and/or group shall not be compensated (paid or funded) by any member. [changed] Countries may accept tips/donations, either through cash donation or electronic point of sale payment. A tip/donation jar may be displayed in the booth. Tips/Donations shall not be actively solicited and may only be acknowledged with an unobtrusive verbal thank you. Tips/Donations must be made to the organization and not to a specific individual. Tips/Donations must be recorded as income on the appropriate line when filing the organization's tax returns.
C. [added] The penalty for not showing up to work at the ticket office by a scheduled country be $25.00. A second offense by any member groups will be fined $200.00.

VII. TICKETS

A. Each participating group must sell as many advance sale admission tickets as possible in order to assure maximum attendance.
B. Proceeds from all advance sales and unsold tickets must be turned in at the time and place designated by the Ticket chairperson. Failure to do so shall result in forfeiture of all monies due from sale of advance tickets. Consecutive violations will, subject to the will of the membership, result in one year ban from advance ticket sales.
C. Complimentary ticket distribution will be accomplished by the President and/or the Advertising Chairperson and each shall make a report to AWAF.
D. Fines

1. Fines may be levied to any member organization for selling or allowing any agent to sell presale tickets at a lower price than stated or for selling tickets (pre-sale) beyond the pre-sale cut off date.
2. The delegate of a country will be notified when there is a violation of selling advance tickets after the deadline. Penalty will be a $100.00 fine. If a second offense occurs concerning selling advance tickets after the deadline, that member group will be banished from DIFI for one year.
3. Any country selling or giving away worker/entertainment passes to the general public or personal friends shall be fined $100.

E. No advanced sale tickets may be placed with agencies without permission of the Ticket Chairperson. Ticket Chairperson should be apprised of quantity of tickets given out to each agency, and which agency is so designated.
F. [since raised, conflicts with VIII. A ?]Ticket sales will be $3.00 Advance Adult and $5.00 At Door Adult. Children's tickets will be $1.00 advance or at door. Each country will receive $1.00 for each advance adult ticket sold.

VIII. DISTRIBUTION OF FUNDS

A. All tickets sold 24 hours prior to the opening of AWAF shall be considered as advance ticket sales. Each group may keep 50% of their advance ticket sales.
B. The net proceeds from AWAF shall be distributed equally among the participating members of AWAF, less any financial indebtedness charged to that member.
C. In the event of a loss, such loss shall be paid equally by the participating members of

AWAF.

IX. COMPLIANCE PROVISIONS

A. Each member organization and chairperson will comply fully with the Guidelines.
B. All delegates are responsible for advising the AWAF chairpersons and all people working in their booth of the Guidelines, and must sign a statement verifying that this has or will be done.
C. The Guidelines must be posted in each country's booth and workers should be made aware of them.
D. If violations occur and are not corrected in a reasonable time, dispositions of the complaint will be referred to the Ethics Committee.
E. Monies due AWAF, whether from fines or any other indebtedness, must be paid within 60 days of billing. lf the participating organization cannot comply with this requirement in the 60 day period, it shall be the responsibility of the delinquent member to notify the AWAF Treasurer of its intent as to when the indebtedness can be paid. lf a mutually satisfactory agreement cannot be reached, the matter shall be brought to the Ethics Committee, or membership for resolution. The Ethics Committee/membership may impose a penalty of 25% of the indebtedness. lf the indebtedness has not been resolved by January 1, Article IV, section 4, Paragraphs a, b, and c of the DIFI Constitution shall be enforced.
F. [added]

1. All countries must have either their delegate or the alternate on DCC premises for the entire weekend of the festival; workers in the booth must be made aware of who's in charge.
2. Any alternate must be aware of the contents of the latest Guidelines, health and safety rules and should be prepared to accept the responsibility of remedying any infraction or problem.
3. Failure to comply shall result in a $100 fine per day, due and payable within thirty days. No Appeal!

G. [added] Countries that don't turn their complete forms on time/deadline be penalized by a $50.00 fee for each violation.

X. ETHICS COMMITTEE

A. The purpose of the Ethics Committee is to oversee compliance to the Guidelines and to resolve violations of said Guidelines. The Ethics Committee will also survey AWAF in attempt to prevent anything not in keeping with good taste, cooperation and the aims of AWAF.
B. [Changed] Additionally, the ethics committee will assist in surveying DIFI to ensure compliance to health, fire and safety and the sale of alcohol.

XI. PAST PRESIDENT – DUTIES/RESPONSIBILITIES

A. It shall be the duty and responsibility of the outgoing President, upon termination of office, to return to the current President all AWAF paperwork, property, and shall refer all inquiries to said person.

Addendum 1 – Additional Provisions

1. **June 28, 1998:**
Motion made and seconded that the countries that don't send workers to work at the ticket office be penalized by a $25.00 fee. Motion passed. [replaced by #4, below]

2. **December 6, 1998:**
Motion made and seconded to increase advance (pre-sale) adult tickets from $2.00 to $3.00. Member country which sold the tickets will receive $1.00 for each ticket sold, DIFI will receive $2.00. Motion passed. [added VII. G]

3. **December 5, 1999:**
Motion made and seconded to notify the delegate of a country when there is a violation of selling advance tickets after the deadline. Penalty will be a $100.00 fine. Motion passed. In addition, a second motion was made and seconded that if a second offense occurs concerning selling advance tickets after the deadline, that member group will be banished from DIFI for one year. Motion passed. [added VII. H]

4. **June 13, 1999:**
Motion was made and seconded that a penalty for not showing up to work at the ticket office by a scheduled country be $200.00. Motion passed. [Incorporated into VI. C.]

5. **November 5, 2000:**
Motion made and seconded to close at 6:00 PM on Sunday of the festival and that any member group tearing down their booth prior to 6:00 PM will be fined $200.00. Motion passed. [added V. B. 4]

The Board has also made the decision that no announcements will be made on Sunday of food and beverages sold at reduced prices. This will be strictly enforced. [added V. M.]

Motion was made and seconded that the dispensing of beer/wine will stop 30 minutes prior to the close of each day's festival and if any member is in violation, a fine of $200.00 will be levied. [added V. N]

We ask that all groups selling beer/wine have a sign made and displayed prominently in their booth about this change in policy. All groups selling beer/wine will be monitored. [added V. O]

6. **March 4, 2001:**
Any group preparing food at an off-site location from the Dayton Convention Center must present a copy to DIFI of the location and a valid Food Service License with a current expiration date. [added II. H. 2]

7. **April 1, 2001:**
New rules and guidelines concerning the selling of food during the festival were discussed at this meeting by Angela Wright from Montgomery County Health Department. Please inform your people and keep a set of rules at your booth during the festival.[not incorporated]

8. **June 2, 2002:**
Motion made and seconded for the countries that don't turn their complete forms on time/deadline be penalized by a $50.00 fee for each violation. Motion passed. [added IX. G]

Addition to Section V – Booth Exhibits
B3. Cultural exhibits are exactly what the name implies, a presentation of our cultures. Any country caught using their cultural area for eating, drinking, or as a lounge or rest area will be fined $100 per violation, per day. [added V. B. 3]

Addition to Section VI – Workers
B. Absolutely no tip donation containers in any booth at anytime. A tip container implies compensation for services. A fine of $100 shall be levied per violation, per day. [added VI. B.]

Addition to Section VII – Tickets
F. Any country selling or giving away Worker/Entertainer passes to the general public or personal friends will be fined $100. [added VII. D. 3]

Amendment to Section IX – C – Compliance Provisions
Change wording to read: The latest Guidelines must be posted in each country's booth and Workers should be made aware of them.

Addition to Section IX – Compliance Provisions
F.1. All countries must have either their delegate or the alternate on DCC premises for the entire weekend of the festival; workers in the booth must be made aware of who's in charge.
F.2. Any alternate must be aware of the contents of the latest Guidelines, health and safety rules should be prepared to accept the responsibility of remedying any infraction or problem.
F.3. Failure to comply shall result in a $100 fine per day, due and payable within thirty days. No Appeal!

9. **November 5, 2023:**
Six Penalties added; Incorporated all Penalty information in separate operational document (sorted by number and topic)

Violati	Violation "Short Title"	Penalty Description
15	Conduct	Unbecoming conduct or fighting with Ethics Committee or an Officer. Written Warning; $300 Penalty; Removal of membership
16	Follow Rules	All member organizations must follow direction/rules from County Health Dept; Fire Dept; Police; Ohio State Liquor regulations; and Building Management. Verbal-1st; Written/penalty of $200 - 2nd
17	Committee Participation	All Organizations must signup for at least one committee and must be active & participate. Unexcused missing more than 1 scheduled meeting constitutes non-participation. Verbal-1st; Written/penalty of $200 - 2nd
18	Follow Rules	You must follow Constitution & ByLaws (eg. No advertising includes using Meijer's bag). Verbal-1st; Written/penalty of $25 to $300 - 2nd
19	Conduct	Unbecoming conduct with volunteers. Verbal; Written Warning; $200 Penalty
20	Alcohol - State of Ohio	Alcohol servers must be wearing a wrist band (over 21) and CANNOT drink Alcohol while serving alcohol (per Ohio Liquor laws). Extra wristbands CANNOT be laying in booth.

10. **February 2, 2025:**

III. AWAF COMMITTEE CHAIRPERSONS:

1. Last bullet (J. Treasurer), was moved to CONSTITUTION (Article VII – Officers; ADDED as Section 8.i).
2. Remaining 2.5 pages replaced with new title and paragraphs below.

III. AWAF COMMITTEE

AWAF committee information is reviewed and updated annually by the Executive Committee (Officers) and submitted to the membership for approval at the September meeting. AWAF committee information is documented in a separate operational document to support the following functions:

1. Admissions (includes Sales, Scheduling and Volunteers)
2. Constitution & Bylaws
3. Culture
4. Entertainment
5. Ethics
6. Executive (Officers)
7. Facilities
8. Food & Beverage
9. Marketing
10. Membership
11. Nomination-Elections
12. Additional committees may be established for special purposes as needed

Each committee will include a minimum of one Officer as a member who will be responsible to ensure the committee covers the activities described in the operational Committee document and reports monthly status to the Executive Committee and membership. The responsible officer may appoint chairpersons as necessary, not otherwise provided.

X. ETHICS COMMITTEE – Eliminate Paragraphs B thru E. This information instead will be in separate operational Committees document. Section X will now read:

A. The purpose of the Ethics Committee is to oversee compliance to the Guidelines and to resolve violations of said Guidelines. The Ethics Committee will also survey AWAF in attempt to prevent anything not in keeping with good taste, cooperation and the aims of AWAF.

B. Additionally, the ethics committee will assist in surveying DIFI to ensure compliance to health, fire and safety and the sale of alcohol.

11. **March 1, 2026:**

VI. WORKERS – Change to B.

B. Any worker and/or group shall not be compensated (paid or funded) by any member. Countries may accept tips/donations, either through cash donation or electronic point of sale payment. A tip/donation jar may be displayed in the booth. Tips/Donations shall not be actively solicited and may only be acknowledged with an unobtrusive verbal thank you. Tips/Donations must be made to the organization and not to a specific individual. Tips/Donations must be recorded as income on the appropriate line when filing the organization's tax returns.