



**DAYTON  
INTERNATIONAL  
FESTIVAL, INC.**

## **GUIDELINES A WORLD A'FAIR**

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### **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 AWAFF to provide more than two (2) booths however many the member had prior to lapse.

### **III. AWAF COMMITTEE CHAIRPERSONS**

AWAF committees shall be appointed each year by the President. These committees may or may not be composed of delegates/alternates to AWAFF. As a minimum, the following committee chairpersons are mandatory.

#### **A. Beer and Wine Chairperson - Authority and Duties**

1. Shall distribute to the membership, beer and wine forms, with a deadline of returning information by the April meeting.
2. At the time the beer and wine forms are received by the Chairperson, he/she shall report any awkward matching of brands and countries to the Facility Chairperson who shall make the final determination as to brand/country suitability.
3. It shall be considered a violation of the guidelines and the spirit of the festival for any member organization to intentionally pass-off domestically made alcoholic beverages as imported from that member country. Further, attempts to mislead by using a foreign word or words in place of the brand name in an attempt to confuse the public shall not be allowed.
4. In keeping with State of Ohio law, the beer/wine guidelines submitted to the membership by Legal Counsel must be followed.
5. The Beer and Wine Committee will inspect all booths for violations and report any such to AWAFF Officers. If at that time, the Officers agree that a violation has occurred, and if Officers are unable to resolve, it will be referred to the Ethics Committee for dispensation.

#### **B. Cultural Committee Chairperson - Authority and Duties**

1. The committee shall be composed of three persons appointed by the President, one of whom shall be designated as Chairperson.
2. The committee shall observe adherence to AWAFF Guidelines for booth exhibits as expressed in Section V.
3. The committee shall work with the President in contacting the booth chairperson who has committed the violation and shall help to correct the infraction.
4. The committee shall administer and set up criteria for judging the cultural themes of the booths.
5. The committee shall present prizes/ribbons/awards to winners.

C. Door Squad Chairperson - Authority and Duties

1. Shall be responsible for control of all doors and exits.
2. Shall prepare and distribute written scheduled assignments to all members.
3. Shall investigate the facility and obtains a floor plan, showing all doors, their types, and their locations.
4. Shall decide which doors should be used and for what purposes, i.e., normal entrances and exits, permanent fire doors, etc.
5. Shall coordinate with local fire requirements.
6. Shall coordinate with members for accountability of door workers before and during AWAFF.
7. Shall assist members in complying with requirements before and during AWAFF.

D. Entertainment Guidelines Chairperson(s) - Authority and Duties

1. The chairperson(s) shall be in charge of the schedule of entertainment.
2. The chairperson(s) shall have authority to make all assessments and report any infractions of the Entertainment Guidelines in writing to the President.
3. The chairperson(s) shall designate date, time and place to receive applications and tapes which are to be submitted by members.
4. The chairperson(s) shall set up staging, lighting, and other technical procedures for entertainment production.
5. The chairperson(s) shall secure sufficient staff to cover all facets of the entertainment program before and during AWAFF.
6. The chairperson(s) shall coordinate with AWAFF in the Opening Ceremony with the appropriate chairperson in any other staged ceremonies of AWAFF.
7. The chairperson(s) shall schedule meetings with the entertainment chairperson of each ethnic organization represented in AWAFF, and/or the director of each performing group or facets of the entertainment its representative.
8. The chairperson(s) shall assess a \$25.00 penalty for failure to meet any established entertainment deadline. Failure to receive application/questionnaire and/or tapes on time will also cause forfeiture of choice of time spots in the say year's AWAFF. Each entertainment chairperson or representative must pick up their tapes immediately after their final performance.
9. If the entertainment units for an ethnic organization does not appear for their performance, or if a performance exceeds the time designated, a \$25.00 penalty shall be assessed against the offending ethnic organization. No penalty or loss of time will be assessed if failure to appear or excessive time is the fault of AWAFF Entertainment Chairperson(s). Each group is required to have a representative report to the time-keeping table to see if they have exceeded the allowed time, or if there has been other problem arising from their performance.
10. Any performance scheduled for the informal area must include an invitation for some audience participation during that performance. Any entertainment unit without an audience participation program shall be refused time on the informal stage. If it is discovered that a group has performed without including audience participation, they shall be assessed a \$25.00 penalty.
11. Any entertainment unit, group or individual appearing on the formal or informal stage must be dressed in authentic native dress or costume of the area they are representing in the performance.
12. The chairperson(s) shall have the option of suggesting other entertainment units as are appropriate to the spirit of AWAFF and invite them to participate in AWAFF. Any such unit suggested shall be subject to the approval of AWAFF.
13. The appropriate ethnic organization may provide tickets for admittance to the parents or guardians of young performers needing escort to AWAFF.

14. In order to provided for emergencies, such as failure of an entertainment unit to appear as scheduled, any other entertainment unit may volunteer or substitute. That unit should report their availability at the beginning of each day of AWAFF to the chairperson(s). A list will be made of the volunteer units and they will be called upon if necessary. Such a volunteer unit would have to be prepared to perform upon a moment's notice.

E. Facility Chairperson - Authority and Duties

1. Shall contact display companies for materials needed by members for booth setup.
2. Shall secure written statement of rental charges for items involved and distribute copies to members.
3. Shall coordinate hours for setup and teardown with Floor Plan chairperson and facility hall management.
4. Shall coordinate facilities in dressing, kitchen and storage areas.
5. Shall submit by January a copy of the overall Floor Plan to the Convention Center Superintendent of Operations for Fire Marshall approval.
6. Shall transmit statements to member countries for booth rental, electrical charges, and other equipment and assessments within 30 days following AWAFF.

F. Program Booklet Chairperson - Authority and Duties

1. Shall coordinate with any employed printing firm the compilation of the Program Booklet for AWAFF.
2. Shall oversee the Program Booklet and secure advertising when applicable when an Ad Coordinator who shall be paid a commission on all ads secured no matter how attained.
3. Shall submit all materials to be printed at least 2 weeks prior to AWAFF.

G. Advertising Chairperson - Authority and Duties

1. Shall coordinate with any employed public relations from all promotional literature and news releases necessary for AWAFF, and shall be responsible for the distribution of such information to the members.
2. Shall be responsible for the distribution of all advance AWAFF tickets to outlets for to: purposes of selling said tickets to the public.
3. Shall be responsible for the distribution of complimentary tickets for publicity purposes.

H. Ticket Chairperson - Authority and Duties

1. Shall receive from the President the printed tickets to be sold and/or distributed.
2. Shall distribute tickets to members and to outside organizations.
3. Shall render to DIFI a written report of:
  - a. All AWAFF tickets sold and unsold
  - b. All monies received from sales
  - c. Distribution of tickets for workers, entertainers, and complimentary purposes.
4. Shall transmit to the DIFI Treasurer all monies received from sales.

I. Youth Committee Advisor - Authority and Duties

1. Shall coordinate and be responsive: for the activities of the Youth Committee during AWAFF in accordance with the recommendations of DIFI and the President.
2. Shall present the planned activities of the Youth Committee for AWAFF subject to

DIFI approval. This presentation shall be made at least 2 months prior to AWAFF.

J. Treasurer - Authority and Duties

1. Shall prepare a written financial report to the membership within 30 days after AWAFF.

**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 AWAFF 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 (AWAFF, 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. Those members playing recorded or live music must adhere to the following guidelines: play 20 minutes, do not play 20 minutes etc. 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 Ethnic 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. [added] Absolutely no tip or donation containers in any booth at any time. A tip container implies compensation for services. A fine of \$100 shall be levied per violation, per day.

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 AWAFF.

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 Bylaws 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. If 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. If 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. If 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] The Ethics Committee shall be composed of five DIFI members.
  - 1. The President shall appoint the Chairperson
  - 2. [changed] The President shall ask four members to serve
  - 3. The President shall select one alternate member who shall serve is a committee member is absent because of a conflict of interest, illness, etc.
- C. The duties of the Ethics Committee shall be to hear Guidelines violations within 14 days after the alleged violation and render a decision within 24 hours. Following a decision by

the Ethics Committee, a fine of \$25.00 may be assessed for each violation.

D. The alleged violator shall be permitted to present evidence or comments to the Ethics Committee prior to the decision.

E. Each party shall comply with the decision, which shall be final.

F. [changed] Additionally the ethics committee will assist in surveying DIFI to insure compliance to health, fire and safety and the sale of beer and wine guidelines.

#### **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 AWAFF paperwork, property, and shall refer all inquiries to said person.

#### **Addendum 1 – Additional Provisions**

[most of these have been incorporated into the text]

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, 1998:

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]

6. November 5, 2000:

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.]

7: November 5, 2000:

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]

8. November 5, 2000:

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]

March 4, 2001:

9. 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]

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]

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]

June 2, 2002(?):

#### ETHICS COMMITTEE VIOLATION PROCEDURE

Amendment to Number 3: [what number 3?]

Change the wording to read: The above named person will complete the form which designates the nature of the violation and will observe the violation as soon as possible. The date and time will be noted.

June 2, 2002(?):

Addition to Ethics Committee Violation Procedure: [what procedure?]

8. The Ethics Committee Chairperson or any committee member may be permitted to give a verbal warning of minor infractions before resorting to the written procedure.