TO: All participants in the 42nd Annual Global Festival
FROM: Ann K. Capela, Student Advisor & Program Coordinator
RE: Global Festival set-up details

Booth Renters
Please be advised that all student organizations and individuals registered to participate in the 42nd Global Festival should begin setting up their displays at 9:00 a.m. on Wednesday, September 19, 2012.

The Office of International Students and Scholars will make arrangements with Parking Authority and Public Safety for groups to enter Gullen Mall during set-up time and again in the afternoon after 2:30 p.m. Please note that parking on Gullen Mall is prohibited. You must be prepared to unload your display or food and then move your vehicle to an authorized parking lot. Directions for entrance to Gullen Mall will be given when you obtain your Food Selling License on Thursday, September 13, 2012, (see attached memo for obtaining food license.) NO ELECTRICITY WILL BE PROVIDED DURING THE GLOBAL FESTIVAL.
Please be sure to bring the following items for your display:

- Food Selling License, to be acquired from the Environmental Health and Safety office (EHS) 313-577-1200
- Display banners, posters
- Table cloths
- Flags
- Sign with your group's name on it
- Masking tape
- Plastic to cover all food items
- Scissors
- Magic Markers
- Sign for food items and prices
- Paper plates, cups, napkins
- Serving utensils
- Coolers, ice chests
- Knives, forks, spoons
- Money to make change
- Cash or safe box
- CDs for the OISS to play during the day

Performers
Performers should arrive at least 30 minutes prior to their scheduled performance. (Additional time may be needed if you bring your own music equipment.) Please bring CDs and other items needed.
TO: All participants in the 42nd Annual Global Festival
FROM: Ann K. Capela, Student Advisor & Program Coordinator
RE: Food license for the Global Festival

Permanent Food Licenses will be available for organizations selling food at the Global Festival on:

    Thursday, September 13, 2012
    2:00 p.m. – 3:30 p.m.
    OISS Conference Room, Welcome Center, 4th Floor
    42 Warren Ave. Detroit, MI 48202

The Food License issued by the Environmental Health and Safety Office (EHS), is required by law anytime food is sold to the public. There is a $4.00 processing fee for each license. Please be prepared to pay the fee in cash when acquiring the Food License.

Important issues that must be addressed concerning your servings of food are:
1. How do you plan to keep your food hot (145 °F and above) or cold (45 °F or below)?
2. How do you plan to keep yourself and your cooking utensils clean?
The representative from EHS will also talk to you about serving utensils, shield covers, and the washing of dishes.

It is crucial to make arrangements to have representative(s) from your group meet with EHS representative prior to Friday, September 14, 2012. **Failure to acquire a Food License will result in not being allowed to sell food at the event.**

42nd Annual Global Festival  
September 19, 2012  
10:30 a.m. – 2:30 p.m.  
Gullen Mall on WSU Campus
Criteria for Food

The following foods, handling, and cooking methods are prohibited:

. Soups, raw meat or fish
. Microwaves

However, we do recommend:

. Finger foods
. Combination plates are popular.
. Sweets and deserts
. Maximum food price of $5.00
. Sterno - Chafing dishes to keep the food warm