



International House

At the University of California, Berkeley

Edith Coliver International House Festival of Cultures 2009

Saturday, April 18, 2009

REGISTRATION FORM

(SUBMIT PAGES 1,2 3,4, keep pages 5, 6, 7)

PLEASE SUBMIT THIS PAGE WITH YOUR REGISTRATION!

Please fill out to the best of your ability and update us with details. Please send us only the first four pages by fax at (510) 643-3993 or mail to: International House 2299 Piedmont Avenue, Berkeley, CA 94720.

SECTION I: ORGANIZATION/GROUP INFORMATION

[PLEASE PRINT FOR LEGIBILITY]

Name of Organization: _____
 Address: _____
 Contact Person(s): _____
 Contact Information: Day Phone (____)_____ Evening Phone (____)_____

Fax Number: _____
 E-mail Address: _____
 Commercial Vendor _____
 Permit Number*: _____

SECTION II: ACTIVITY INFORMATION

(Please answer only questions that apply and write "N/A" for the ones that do not apply)

Name of Activity: _____
 Culture(s) Represented: _____
 Country(s) Represented: _____
 Region(s) Represented: _____
 Type of Activity: (Please check all that apply)

Performance (III)	Demo/Instruction (IV)	Booth (V)
<input type="checkbox"/> Dance	<input type="checkbox"/> Demo/Workshop	<input type="checkbox"/> Food
<input type="checkbox"/> Instrument	<input type="checkbox"/> Film	<input type="checkbox"/> Arts & Crafts
<input type="checkbox"/> Vocal	<input type="checkbox"/> Lecture/Storytelling	<input type="checkbox"/> Info/Display
<input type="checkbox"/> Other _____	<input type="checkbox"/> Other _____	<input type="checkbox"/> Barbecue/Grill
		<input type="checkbox"/> Other _____

FOR OFFICE USE ONLY:

Date Received:		
Date Acknowledged:	Time:	By:
Check #:	Amount: \$	Date:
Cash:	Amount: \$	Staff Name & Initial:

* Required for all vendors. Social Security Number is a substitute for the Permit Number.



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SECTION III (PERFORMANCES ONLY)

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Please note that performances may not exceed 20 minutes.

Preferred Activity Time: _____ **Preferred Access Time:** _____

Number of Performers (Estimate if Necessary): _____

Musicians: _____ Dancers: _____ Other (specify): _____

Technical Needs:

Audio/Visual Needs: _____

Light Needs: _____

Stage Requirements: (Please indicate the type of floor, the minimum dimensions, acoustic requirements, outdoor or indoor, and any other specifications you find necessary)

SECTION IV (DEMO/INSTRUCTIONS ONLY):

Technical Needs:

Audio/Visual Needs: _____

Light Needs: _____

Other Needs: _____

SECTION V (BOOTHS ONLY):

Please note that there is a fee for all **commercial** information and displays. Rates are enclosed in this packet.

Dimensions and Descriptions of Displays: _____

Payment Enclosed*:

Amount: _____ Check Number: _____

SECTION VI (ALL PARTICIPANTS):

Other Needs and Comments: _____

VERY IMPORTANT: [PLEASE FILL IN, OTHERWISE WE CANNOT GUARANTEE YOUR INCLUSION IN OUR PROGRAM]

In the space below, provide the cultural blurb of your activity. For example, if it is a performance or ritual, mention the occasion, the history, meaning of rituals and the country/Ethnicity that it comes from. If storytelling, mention the background of the stories, etc... If the space provided below is not enough, please attach a separate sheet.

* Please make checks payable to International House Berkeley

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Date:

Your Organization Name:

Contact person:

E-mail address:

Telephone:

International House will be happy to provide the following items for your use. After completing the below information please return it to us either by bringing it to the I-House Program Office, fax, or e-mail. We have limited number of equipment available so please **return this form by March 6, 2009** to ensure that we can supply you with what you need.

Fax: (510) 643-3993

E-mail: Springfestival2009@gmail.com

PERFORMANCE PACKAGE:

Microphones on stage (**only four microphones available on each stage**).

Please make a check by number of microphones you will need:

1 2 3 4

How many chairs will you need on stage?

Do you need to use a piano?

Will you be using a tape cassette?

Will you be using a CD?

How long does your performance last in minutes?
(Average performance is 15 min.)

If you are wearing/have ethnic clothing, can we contact you about being in our fashion show?

YES	<input type="checkbox"/>	NO
YES	<input type="checkbox"/>	NO
YES	<input type="checkbox"/>	NO
YES	<input type="checkbox"/>	NO

NOTE: Only stage lighting is provided on the Chevron Auditorium stage.

Note any Special Requests (based on availability):

PLEASE CHECK ONE:

Vendor Booth Package (non-food):
1-6'x2.5' table, 1- tablecloth, 2-chairs, 1- table sign

Food Booths Package:
1-6'x2.5' table, 1- tablecloth, 2-chairs, 1- table sign, disposable plastic gloves, a copy of the food permit

Food Booths Package with Grill:
1-6'x2.5' table, 1- tablecloth, 2-chairs, 1- table sign, disposable plastic gloves, a copy of the food permit, Grill, Charcoal/Lighter.

Disability related needs?

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SCHEDULED FEES

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	PRICE	ENTER YOUR FEE HERE
STUDENT GROUP RATE	Price Includes 1 Table*	
Info/Display	\$25	= \$
Arts/Crafts Sale Only	\$55	= \$
Food Sale Only	\$40	= \$
Arts and Food Sales	\$60	= \$
Other Sales	\$40	= \$
* Only one (1) additional table allowed	\$40	= \$
NON-PROFIT GROUP RATE	Price Includes 1 Table*	
Info/Display	\$60	= \$
Arts/Crafts Sale Only	\$70	= \$
Food Sale Only	\$90	= \$
Arts and Food Sales	\$120	= \$
Other Sales	\$70	= \$
* Only one (1) additional table allowed	\$45	= \$
FOR-PROFIT GROUP RATE	Price Includes 1 Table*	
Info/Display	\$80	= \$
Arts/Crafts Sale Only	\$140	= \$
Food Sale Only	\$165	= \$
Arts and Food Sales	\$225	= \$
Other Sales	\$125	= \$
* Only one (1) additional table allowed	\$60	= \$
I-HOUSE RESIDENTS	Price Includes 1 Table*	
Info/Display	FREE	
Arts/Crafts Sale Only	\$30	= \$
Food Sale Only	\$15	= \$
Arts and Food Sales	\$35	= \$
Other Sales	\$15	= \$
* Only one (1) additional table allowed	\$35	= \$
PROGRAM ADVERTISEMENTS		
Business Card size (3 1/2" x 2")	\$45	= \$
Half Page size (4" x 4")	\$65	= \$
Full Page size (6 3/4" x 4 1/4")	\$125	= \$
TOTAL ENCLOSED		\$

Please send check or money order in accordance with the above fee schedule.
 Payments should be made to: **International House Berkeley**.
 Thank you for your support and looking forward working with you!!!

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TENTATIVE CHECK-IN PROCEDURES

GENERAL MEETING FOR ALL FEST PARTICIPANTS
WEDNESDAY APRIL 15, 2009, 7 :00 PM HOMEROOM
2299 Piedmont Avenue, Berkeley, CA 94720-2320

Performers, please bring your cued performance CDs for the meeting.

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Arrival Time: 8 a.m. - 9:30 a.m.
Finish setting up by 10:30 a.m.
Festival starts at 11:00 a.m. sharp!
You must remain at your booth until 5PM.

Check in location: The Slusser Room driveway entrance.

- Check-in, receive requested items and table assignment.
- Pay participation fee if you have not done so yet.
- Greeters will show booth and cart check-out locations.
- Pick up cart (leave ID or cash deposit).
- Set up.
- Return cart and get your picture ID/ deposit back.
- Upon conclusion of the festival, sign out a cart in the I-house drive way.

Load/ Unload: Because of the Stadium Project, I-house no longer has its parking lot adjacent to I-house. We will make street parking arrangements for loading and unloading only.

Parking: Parking on the Berkeley campus on Cal Day is free and open to the public. However, the street parking slots arrangement we have made are reserved for performers with heavy equipment who have made prior arrangements. Please note that metered parking slots belong to the city of Berkeley and will be enforced as usual on that day.

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Spring Fest 2009 Logistics

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All Booths

- 1 -Table: 6' x 2.5'

Space is limited. However, if you need two tables and two tablecloths, you will be asked to pay an additional fee if we can accommodate you.

- 1 - White Tablecloth

(If your tablecloth is missing at the end of the day, you will be charged \$25.00 per cloth)

- 2 - chairs per table
- 1 - Table sign with group name.

We will provide garbage collection throughout the day. Please just keep the area around your table clean during the day.

Vendor Booth Package (non-food) includes:

1-6'x2.5' table, 1- tablecloth, 2-chairs, 1- table sign

Food Booths Package:

1-6'x2.5' table, 1- tablecloth, 2-chairs, 1- table sign, disposable plastic gloves, a copy of the food permit

Food Booths Package with Grill:

1-6'x2.5' table, 1- tablecloth, 2-chairs, 1- table sign, disposable plastic gloves, a copy of the food permit, Grill, Charcoal/Lighter.

Available in the Pantry: Sink with hot and cold water, ice machine, microwave, some limited refrigerator space.

Note: Do not expect electricity unless requested in advance.

For Food Booths Only

The University Office of Environment, Health, and Safety requires that food booths must handle food and money separate. The person handling food cannot be the same person handling the money. All food must be prepared in all licensed kitchen (i.e. restaurant, dorms...) If you don't have access to a licensed kitchen you may reserve the I-house kitchen if you let us know one month in advanced. Your booth could be subject to closure if these instructions are not followed.

For Arts and Crafts and other sales booths

Each organization will handle its own money. 100% of the proceeds go to the group as they pay a table sales fee.

For Professional Vendors

Please call 510-642-9461 or send an email to Springfestival2009@gmail.com with your vending permit number if you have not already included it in your packet. And be sure you have it available for the board of equalization when they check the day of the festival.

Performances

We plan to have ongoing performances. In the event that several groups request the same time slot, priority will be given to the first submission based on the date the Registration was received. Please make sure that you submit the cultural description of your performance ASAP so that your group's performance is listed in the Program.



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STATEMENT OF PURPOSE

International House (I House) is a non-political, non-sectarian institution, which has a mission of fostering intercultural respect and understanding, lifelong friendships and leadership skills for the promotion of a more tolerant and peaceful world. As a celebration of the spirit of understanding and respect of differences, the original concept of the International Spring Fest, now designated Edith Coliver Festival of Cultures since 2003, is to bring together the essence of the I House spirit of cultural celebration through cultural arts, crafts, foods, performances, rituals, and more. It is in this positive spirit that the festival discourages overt expression of nationalism through the use of flags, maps, and political tracts, which may stand in the way of exploring similarities and differences on a basis of mutual respect and fellowship. The Edith Coliver Festival of Cultures continues to be an opportunity to learn and also to unlearn.

*PROGRAM ADVERTISEMENTS

This is a unique opportunity for your business to get the exposure of a large and diverse audience on Cal Day, the university Open House. Your business ad will be included in our Spring Fest Video. In addition, the Spring Fest Program, distributed to every attendee upon entrance to the International House, will include information about the events of the day and advertisements from local businesses that support this cultural festival. Finally, your business could also be recognized for donating items for the Festival raffle, which supports international education. We hope you will take advantage of these great advertising options for the benefit of your business and for the benefit of this cultural event.

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