

# **20<sup>th</sup> Annual PLANO INTERNATIONAL FESTIVAL 2024**

Cultural, Community and Business vendors

## **Booth Set Up Instructions**



**Festival Location** : Haggard Park 15<sup>th</sup> street and Avenue H, downtown Plano – Downtown DART Station.

**Parking / Unloading & Loading** : If you arrive before 9:00 a.m., you should have plenty of parking nearby. Please check the map (<https://www.planointernationalfestival.org/festival-map-and-parking/>) to find parking locations around the park. Park on reserved parking spots “booth loading zone” to unload and load your materials. **Please move your vehicle after unloading / loading, as quickly as possible, as a courtesy to other vendors. You will have 20 minutes max to unload your materials. So please plan accordingly.**

**Check in** : Please arrive between 8:30 and 9:30 AM to complete your setup. When you arrive, please look for the check-in table by the “booth loading zone” you will receive your organization name sign, then choose your spot/table based on first come, first served basis. Please occupy the number of table/s you have requested in your application and do not occupy tables designated to sponsors or Plano Police.

**Tables, chairs, signs** : All vendors will be provided with one or more tables (6 or 8 ft long) depending on the request you made one your application. Please make sure you only occupy the number of table(s) you requested. Every table comes with two chairs. You are welcome to bring a pop up canopy and please bring **a table-cloth to cover your table (s)**. We have very few electrical outlets in the park. We suggest you to plan your display without the use of electricity.

**Waste management**: Eco-friendliness is part of the DNA of our Festival: we use natural resources with respect and strive to keep the air/water/soil around us clean and healthy. Please become an active partner of our vision. Our friendly Green Volunteers will help you with waste disposal.

To minimize and manage your waste:

- ✓ Use environmental friendly wrapping materials
- ✓ Reduce or eliminate paper hand-outs, use sign-up sheets for electronic follow-up.
- ✓ Limit giveaways: Hand out items that will be appreciated and used for a long time, made from sustainable sources or recyclable materials. Refrain from distributing individually packaged items.
- ✓ Bring your own reusable water bottles or beverage containers.

- ✓ All materials need to be properly sorted into recycle, organics and trash bins. Watch out for the reduced recycling and composting options by the City of Plano.
- ✓ Only plastics #1,2,5, clean and dry can be recycled
- ✓ Landfill trash should be degradable and least toxic.
- ✓ No Styrofoam or Foil !
- ✓ Food vendors will continue to use biodegradable tableware: while it has now to go to the landfill, it is the healthier choice compared to plastics or Styrofoam.

**Children's passport to the World sponsored by Rotary Clubs of Plano** : This is a very important activity for children visiting the festival, so please take a few minutes to learn about it so you are informed and know what to tell if children stop by your booth for answers.

Children will "travel around the world" and learn about the countries participating at the Festival. The countries in the children's passport this year are: Argentina, Brazil, China, Egypt, India, Indigenous Peoples of the Americas, Indonesia, Iran, Jamaica, Japan, Kenya, Mexico, Nigeria, Palestine, Pakistan, Peru, Scotland, Senegal, Sri Lanka, Russia, Turkey, Ukraine, and USA

If your display represents any of the above countries please bring a stamp (self-ink) or stickers for the children's passport. We will provide to the booth representing the countries listed above, a poster indicating the country name and the answers to the questions asked in the passport. Please display the poster at your booth and try your best to make this "travel around the world" a unique learning experience for the children; it should be as pleasant and enjoyable for you and the children.

The children will be able to color the country flags at the booth "Coloring the world flag" sponsored by the ArtCentre of Plano, located at the restored historic Saigling house. There will be posters with flags and tons of crayons for the children to have fun while learning!

On the first page of the passport there are instructions on how to complete it. You may also have some passports and event programs at your table for distribution to attendees.

**Prize-drawing** : We will have prize drawings for the public periodically throughout the whole event. Therefore, we will ask for your generosity in donating gifts, souvenirs, services, restaurant coupons, tickets to shows, concerts, and even lessons as prizes. We will announce your organization/business name on stage before we draw your gift to increase your publicity. If you would like to make a donation, please let us know ASAP [info@planointernationalfestival.org](mailto:info@planointernationalfestival.org)

**Help us to Promote the Festival** : by sharing our website [www.PlanoInternationalFestival.org](http://www.PlanoInternationalFestival.org) and/or like us on facebook <https://www.facebook.com/PlanoInternationalFestival>, Promote the Festival among your employees, co-workers, neighbors, friends, family. Also, you can download flyers and posters from the web. We have e-flyers in English, Chinese, Russian, Korean, Vietnamese, and Spanish, so if you need them let us know or go to our website or Facebook and share them.

**Thank you for your participation!**

**We are looking forward to a fantastic event!**