



OPERATIONS HANDBOOK

INTERNATIONAL INSTITUTE OF WISCONSIN
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INTRODUCTION

The purpose of this Handbook is to provide a source of general information and guidance concerning policies and guidelines to each of the participating groups in the Holiday Folk Fair *International*. A copy of this Handbook is furnished to each General Chair of all participating groups.

The Handbook is updated periodically to reflect current policies. It is the intent of the Holiday Folk Fair *International* Steering Committee to promptly notify all participants of relevant policy changes. Any questions about current policy may be checked with the Holiday Folk Fair *International* office.

INTERNATIONAL INSTITUTE OF WISCONSIN, INC.

MISSION STATEMENT

The International Institute of Wisconsin is an organization dedicated to the promotion of international cooperation, understanding, and a multi-ethnic, multi-cultural perspective through education, exchange, communication, arts, social activities, and immigration and naturalization services.

The Institute initiates, coordinates, and sponsors a variety of activities and programs appropriate to the fulfillment of this primary purpose.

HOLIDAY FOLK FAIR *International*

STATEMENT OF PURPOSE

The purpose of the Holiday Folk Fair *International* is to preserve the unique heritage of many ethnic groups and to showcase their culture through their dance, music, food, costumes, folk art, exhibits and interactive activities. In doing so, it promotes increased understanding and an appreciation among and of people of diverse backgrounds, providing them with an opportunity to work together in harmony while sharing their racial, cultural, ethnic and religious heritage and values with others.

Here in after, Holiday Folk Fair *International* will be stated as HFF, the International Institute of Wisconsin as IIW, and Wisconsin State Fair Park as WSFP.

ORGANIZATIONAL STRUCTURE

I. INTERNATIONAL INSTITUTE OF WISCONSIN

The IIW is a not-for-profit social service agency. It is governed by a Board of Directors, headed by a Chairman of the Board, President as its Chief Executive Officer who, together with staff, manage the day-to-day operations of the organization.

II. HOLIDAY FOLK FAIR *International*

The HFF *International* is a program of the IIW of Wisconsin.

The HFF *International* Honorary Chair is appointed by the Board of Directors of the IIW. Together with the President & CEO of the IIW, provides leadership for this annual event.

III. HOLIDAY FOLK FAIR STEERING COMMITTEE

The Steering Committee of the HFF oversees the Fair and makes recommendations on policy matters to the Director of HFF and or Board of Directors, depending on scope, for final action,

IV. HOLIDAY FOLK FAIR PRODUCTION COMMITTEE

The Production Committee is appointed by the HFF Steering Committee upon the recommendation of the Chair. It is comprised of all Division Chairs and Assistants. They are responsible for seeing that each division carries out its responsibilities and for making recommendations on procedural and operational procedures for action to the Steering Committee.

V. ETHNIC GROUP COMMITTEE

A. GENERAL INFORMATION

1. Groups participating in the HFF must be active and current members of the IIW.
2. Ethnic groups wishing to participate in the HFF must have been active members of the IIW for at least two (2) full years before or an equivalent before they will be considered for annual participation. Exceptions to the above can be considered.

3. Other individuals/groups may be invited to participate at the discretion of the committee.
4. Requests for participation, either from new groups or from already participating groups wishing to take part in a new division, must be made in writing and directed to the HFF office by July 1 preceding that year's event. The HFF Steering Committee will review all requests and a determination for participation will be made based on the merits of the application and the availability of space.
5. All performing groups will be required to go through an audition. Each new group accepted for participation in HFF must serve a two-year probationary period. Any group presently participating in HFF that moves into a new area must serve a two-year probation in that area.
6. A group which participates in a money-making area of the HFF is required to also participate in a matching non-money-making area. Ratio 1 to 1.
7. Individuals may not profit from the HFF. Proceeds are to benefit the IIW affiliated groups.
8. The age category of a performer is determined by the HFF calendar year which is November 15 to November 14 of the following year.

B. FAILURE TO COMPLY

Failure to meet the required deadlines, and/or continuous infractions of HFF rules and regulations, will result in suspension of the group for one year. Reinstatement will depend on space availability and efforts to correct the infractions.

C. TAX FORMS

Even though HFF is a not-for-profit event, each participating group is required under state statute to file the appropriate tax forms with the Wisconsin Department of Revenue.

D. TICKETS

1. Each group, as well as dance groups, are required to sell their pre-determined minimum of advance sale tickets to remain eligible for participation in the following year. The minimum number of tickets is 50 for the umbrella ethnic group.
2. Additional advance sale tickets are distributed based on the Order Form indicating the number of tickets requested.
3. Payment of sold and return of all advance unsold tickets must be made to the HFF office by 8 P.M. on Thursday, prior to the opening day of the Fair. Any tickets above the

minimum number which are not sold and are not returned at that time will be charged at the pre-event price.

4. Participant tickets are good for anyone for all of the three days of the event.
5. Participant tickets are distributed based on the order form indicating the number of tickets requested and are filled based on a pre-determined formula for the maximum number of individuals necessary to efficiently staff a booth or sales area. The HFF ticket office reserves the right to limit the number of tickets distributed.

E. PUBLICITY

Publicity plays a very important part in assuring the success of the HFF. Therefore, all requests, suggestions and scheduling for publicity are to be coordinated by the IIW.

F. PREPARATION

1. Ethnic group setup time at WSFP for the HFF begins at noon on the Wednesday of the HFF week. No one and/or deliveries will be permitted on the interior premises prior to that time.
2. Setups must be completed and all booths must be staffed by 8:30 A.M. on Friday, 9:30 A.M. on Saturday, 9:30 A.M. on Sunday and during hours of operation. If not set up by these times, will be considered an infringement of the rules and therefore subject to penalties.
3. Uniform signs denoting the ethnic group are provided by the HFF for Cultural Exhibits, International Cafe, International Marketplace and are the only signs that may be used.
4. Tools for construction are to be provided by the groups for setting up their respective areas.

G. FIRST AID

Check with the HFF office for the First Aid Station locations.

H. LOST AND FOUND

The Guest Services Centers are the sites for lost and found articles or people. Any articles found are to be turned in immediately to the sites.

I. FIRE REGULATIONS

Fire Division Regulations require that fire retardant materials be used wherever possible.

J. SETUP AND BREAKDOWN

1. Vehicles to be unloaded or loaded are to use the loading/unloading area located on the **east** side of the Wisconsin Expo Center. Once the vehicle is unloaded, it must be moved **IMMEDIATELY** and parked in an assigned area.
2. An identification card given by the HFF office is to be placed in the vehicle's windshield with the name of the group visible.
3. Loading for move-out, vehicles may not be driven onto the hall floors.
4. When breaking down, groups are not to remove the menu board, ethnic signs or any façade which are property of the HFF. They will be removed by HFF personnel only.
5. Merchandise and equipment may be picked up on Monday, 7:00 A.M. to 11:00 A.M.
6. Alternate and/or additional move-out instructions may be distributed by the HFF office on the Sunday of the Fair.

K. CLAIMS

The IIW and HFF are not responsible for loss due to fire, theft and/or damage to, or loss of any articles, clothes, valuables, props, costumes, food spoilage, or injuries to volunteers. This is especially pertinent to instructions given by the Health Division regarding food and food related items.

An ethnic group or individual involved in any of the aforementioned must report this promptly to the HFF office.

INTERNATIONAL CAFÉ & COFFEEHOUSE

I. DESCRIPTION

The International Cafe, with its food, represents the efforts of an ethnic group to share their heritage with the general public.

II. POLICIES

A. GENERAL

1. Food is to be of ethnic origin and as authentic as possible.
2. Sales persons are to have knowledge of the food they sell, including ingredients, and translation of ethnic names and ingredients.
3. Packaged food items may be sold only with prior written approval from the HFF office by October 2. Limit 3 items per booth, and an ingredient label must be attached.
4. A Sunday visitor to the Fair is entitled to expect the same variety and choice as an earlier visitor. Estimate, to the best of your ability, the total amount of food needed for the entire Fair.

III. HEALTH DIVISION

A. REQUIREMENTS

1. It is the responsibility of each food booth to obtain a license from the Wisconsin Division of Health when applicable. Licenses must be posted in the booth during the HFF.
2. Wisconsin Division of Health regulations must be strictly adhered to, both before and during the HFF.
3. The Wisconsin Division of Health application requires the place (or places) and times that groups are preparing food for HFF. Health Division officials will arrange to visit these places for inspection.
4. Hand washing is a must before returning to work in the food booth.
5. All personnel must wear a hair net, chef's cap and/or hat, which are to be provided by the food booth.

6. Individuals preparing food are to wear clean washable clothing. Blue jeans and *T shirts* with or without slogans are not encouraged. Individuals selling food are to be in traditional dress or clothing representative of their culture.

IV. FOOD HANDLING

The following instructions must be carefully adhered to in order to prevent contamination of utensils and food.

A. FOOD

1. Perishable foods must be stored or transported at the appropriate temperature; below 40 degrees for cold foods and above 150 degrees for hot foods. Two thermometers are necessary: one for hot foods and one for the refrigerator and used at periodic intervals during the serving period.
2. Ample refrigeration and stoves for the amount of food to be prepared, served and stored is required.
3. After food has been prepared, divide it into smaller size pans for quicker cool down. Refrigerate as soon as possible. Food is endangered if left at room temperature for one-half hour.
4. Food must be covered both in and out of the refrigerator.
5. Frozen food must be thawed in the refrigerators.
6. Groups who grind their own meat (especially for sausages) must call the Wisconsin Division Health for information as to how this is to be handled.
7. When preparing food, use approved cutting boards made of plastic, acrylic or corning glass. Wooden boards may not be used.
8. Food may not be stored on the floor and must be protected from insects, dust, public sneezing, coughing and unprotected handling at all times.

B. EQUIPMENT

1. When preparing food, children under the age of six (6) and animals must be kept out of the preparation and cooking area.

2. Utensils and cooking equipment are to be washed according to Wisconsin Division of Health regulations and procedures.
3. All food preparation surfaces are to be smooth, clean and sanitized before and after each use.
4. Cooking utensils must be sanitized before and immediately after each use.
5. Between preparation of different food items, work surfaces, utensils, etc., must be sanitized. That is, don't cut raw fish or meat products and then cut raw vegetables on the same surface without sanitizing first.
6. Keep serving utensils in the hot food containers; if left out, utensils are to be sanitized immediately.
7. Towel drying of equipment is not allowed by State Code. Equipment is to be air dried.
8. Medium-weight, commercially-wrapped plastic cutlery and paper products must be of good quality and appropriate for the type of food being served.
9. If direct contact with food is a must, use tongs, tissue, or wax paper.
10. Remove only small quantities of paper plates, plastic cutlery and cups. Items are to be stored in their original containers. Containers must be closed and/or covered overnight and, if stored on the floor, be on raised pallets.
11. Display plates may not be sold, but must be kept covered and disposed of properly.
12. All booths must have an approved fire extinguisher that is located in an accessible place.

C. FOOD BOOTH OPERATIONS

1. Booths must be staffed by 8:30 A.M. on Friday, 9:30 A.M. on Saturday, 9:30 A.M. on Sunday and during hours of operation.
2. Booth locations are assigned by the HFF office.
3. Personnel preparing food are not allowed to handle money, and cashiers are not allowed to handle food.
4. Food Booth personnel must be at least 13 years of age.

5. Each booth is supplied with a draped facade, furnished by HFF. Nothing may be attached, added or altered to the facade, in any way.
6. A food booth is approximately 20 feet square. The sales area is approximately 20 ft. x 10ft and is formed by tables running around a hollow square. The food preparation areas are 20ft x 10ft. Skirting for the tables must be furnished by the group and are to hang in the front approximately 3 inches from the floor. Paper skirting is not permissible. Cloth skirts may not be covered with plastic. Skirts must be of a quality material that is, or can be, fireproofed.
7. Tops of tables are to be covered with oilcloth or heavy-duty plastic so that the surface is washable. When a table divides one booth from the next, it must be covered in the same way and shared by both groups.
8. Hot food is to be dispensed from tables inside the kitchen area or steam tables located in the serving area, not those forming the selling/serving area.
9. Cleanliness must be scrupulously maintained both in the kitchen area and in the selling area of the booth. Both will be under inspection by Wisconsin Division of Health officials throughout the HFF.
10. Groups must provide their own kettles, water containers, paper toweling, detergents, scouring powder, pads, etc.
11. Fresh water may be obtained and waste water must be disposed of from the sink rooms located throughout the halls. Use a strainer to keep grease and garbage from clogging drain. Keep the water area clean at all times by cleaning after each use! Do not abuse the privilege of using this area.
12. Large kettles, preparation bowls, etc. are not to be washed on site for reuse at HFF. They may only be rinsed out before taking home. All such utensils must be taken to the preparation site to be thoroughly cleaned and sanitized before they are reused at HFF.
13. Use of toilets for disposing of water is strictly prohibited. Containers for garbage are provided at the main loading area. Make sure that grease and garbage are put into these containers. Do not put food garbage/waste into cardboard but in plastic bags for disposal.
14. If a group is expecting a delivery of any kind to State Fair Park, they must have someone available there to receive it. HFF nor State Fair Park personnel will not sign for any item for an ethnic group.
15. Groups must provide their own microwave ovens, refrigerators and stoves.

16. It is suggested that stoves and ovens be tested by actually cooking with them, and refrigerators may be tested by freezing or keeping water cold in them on Wednesday or Thursday.

17. Since pastries may be purchased either for immediate eating or carryout, bags or containers must be furnished by the groups. Remember, no advertising is allowed on containers and/or bags.

18. Salt and pepper must be made available to the public in booths selling hot food.

19. Food must be ready to serve when the doors open to the public each day.

20. If a booth has sold out of hot food before Sunday 5:00 P.M. closing, the group may clean up the back kitchen area in preparation for closing. The front of the booth must not be disturbed before 6:00 P.M. Sunday. A costumed attendant must be present in the front of the booth, at all times, until closing to inform patrons that the food is sold out.

D. CHARGES

There will be a charge for booth space, outlets and equipment. The charge sheets will be prepared by the International Cafe Chair and given to the Ethnic Cafe Chair. All charges are to be paid to the HFF Bank on Sunday by 3:00 P.M. You will be charged for all items ordered.

E. THE FOLLOWING WILL NOT BE PERMITTED OR WITH RESTRICTIONS

1. Closing of booths before 6:00 P.M. on Sunday.
2. The "subletting" of food space to any individual, group or commercial establishment.
3. Smoking, eating, drinking or gum chewing.
4. Fingernail polish and the wearing of rings when preparing or serving food.
5. Personal items stored in food booths, except for purses. Garments not being worn must be checked.
6. Individuals with an open sore, skin irritation or active cold, who prepare, serve or sell food.
7. Deep frying that produces excessive smoke or odors.

8. Cooking with Sterno or with open flame. Only electrical equipment may be used.
9. Price reduction or changes in menu or prices on menu cards.
10. The sale of beer, carbonated drinks, coffee, candy, cookbooks, hamburgers, home-canned items, hot dogs, ice cream, milk, potato chips, pretzels, shopping bags.
11. Blue jeans are discouraged and baseball caps, T-shirts and any non-appropriate attire are not permitted.

INTERNATIONAL MARKETPLACE

I. DESCRIPTION

The International Marketplace, with its merchandise of ethnic origin, represents the efforts of an ethnic group to share its heritage with the general public.

II. POLICIES

A. MERCHANDISE

1. Merchandise offered for sale is to be as authentic as possible. If items are "reproductions" of similar ethnic items, they are to be of high quality.
2. Printed materials may be sold only with prior written approval from the HFF office. A request with a sample must be submitted for approval before October 1.
3. Religious articles are not encouraged; however, such an article requires written approval from the HFF. A request with a sample must be submitted before October 1.
4. The IIW and/or HFF reserves the right to ask any booth to remove items that are deemed inappropriate or in violation of stated rules.

B. MARKET BOOTH OPERATIONS

1. Booths must be staffed by 8:30 A.M. on Friday, 9:30 A.M. on Saturday, 9:30 A.M. on Sunday and during hours of operation.
2. Booth locations are assigned by the HFF office.
3. A Marketplace booth is approximately 10' deep. A single booth is approximately 10' wide. A double booth is approximately 16' wide. Some booths will be exposed for selling on two sides, some on three, according to their location. A back drape, side arms, if necessary, and a specified number of tables are provided.
4. New groups accepted into the International Marketplace will receive a single booth space. After one year of participation in the International Marketplace, a group may request a double booth space. These new requests will be reviewed and granted only if space is available.
5. High-quality skirts for tables must be furnished by the group and hang three (3) inches from the floor. They must cover both sides of the table or counter forming the booth.

6. Tops of tables must be covered. Heavy-duty plastic is permitted over a cloth cover.
7. Care is to be taken to present merchandise in an attractive manner.
8. Booth personnel must be in traditional dress or clothing representative of their culture and be at least 13 years of age.
9. Booths must be prepared to sell when the doors are open to the public with enough volunteers to serve the booth at all times.
10. Sales people must be knowledgeable of merchandise, ethnic name, "unusual" use, price, size conversion, etc.
11. Groups are to take the necessary precautions to protect the booth from shoplifters.
12. If a group is expecting a delivery of any kind to State Fair Park, they must have someone available there to receive it. HFF nor State Fair Park personnel will not sign for any item for an ethnic group.
13. All cardboard boxes are to be broken down quickly and disposed of properly.
14. Equipment required must be ordered on the Marketplace Order Form.

C. CHARGES

There will be a charge for booth space, outlets and equipment. The charge sheets will be prepared by the International Marketplace Chair and given to the Ethnic International Marketplace Chair. All charges are to be paid to the Holiday Folk Fair Bank on Sunday by 3:00 P.M. You will be charged for all equipment ordered.

D. THE FOLLOWING WILL NOT BE PERMITTED OR WITH RESTRICTIONS

1. Closing of booths before 6:00 P.M. on Sunday.
2. The "subletting" of sales space to any individual, group, or commercial establishment.
3. Display or distribution of business cards, advertisements, literature, or printed material which is used to promote any establishment, service or individual.
4. Travel posters may be allowed. All posters need the approval of the HFF office and need to be submitted by October 1.

5. Maps may be allowed if used to identify the migration of an ethnic community or the boundaries of a specific place. Maps cannot exceed 3'x4' in size. All maps need the approval of the HFF office and need to be submitted by October 1.
6. National flags are permitted. All flags cannot exceed one (1) per booth and 3'x5' in size. They must be the current flag as recognized by the United Nations. Flags cannot be flown above the established height of any booth. Flags are permitted only in the exhibit and marketplace area.
7. Sale items must be confined within the allotted booth size and cannot be displayed above the established height of the booth.
8. Smoking, eating, drinking or gum chewing.
9. Wrapping material and bags that contain advertising inside or out.
10. Selling of any food items.
11. The sale or distribution of newspapers, periodicals or pamphlets.
12. Slogan materials such as, but not limited to, buttons, hats, banners, bumper stickers, T-shirts.
13. Blue jeans are discouraged and baseball caps, T-shirts and any non-appropriate attire are not permitted.

CULTURAL EXHIBITS

I. DESCRIPTION

Cultural Exhibits play an important role in acquainting visitors to and depicting an aspect of each ethnic group's heritage.

The best exhibits are those which create an atmosphere, tell a story or depict a craft, instead of merely displaying articles.

An exhibit should attract and hold the viewer's interest. Persons in the exhibit should try to make it an unforgettable experience for the visitor.

II. POLICIES

A. GENERAL

1. Any subject or object that would be controversial or divide the groups is to be avoided.
2. Individuals in an exhibit booth must be able to explain the activity and purpose of the exhibit and answer questions concerning the exhibit.
3. The use of the HFF theme is strongly encouraged.
4. Religious items may be used in a room-type setting where a religious item would normally be part of that room.

B. EXHIBIT OPERATIONS

1. Booth locations are assigned by the HFF office.
2. Booths must be set up by 9:00 P.M. Thursday and fully operational for the opening of HFF on Friday at 8:30 A.M.
3. Nothing may be stored behind booths, including coats.
4. Exhibits must be manned at all times.
5. Booth personnel must be in traditional dress or clothing representative of their culture and include at least one individual at least 13 years of age to supervise the exhibit.

6. Booth location is assigned by the HFF office based on requirements of the proposed exhibit. It is, therefore, in the interest of the group to describe it as clearly and fully as possible on the Exhibit Information and Order Form.
7. Exhibit space is 10' wide x 10' deep and not to exceed 10' in height. New structures made after 2018 may not include a roof structure.
8. Fire retardant materials are to be used wherever possible.
9. Requisition of equipment may be made at the HFF office.
10. Exhibit personnel must be alert to the possibility of theft. Small portable items should not be displayed at the edges of the exhibit.

C. CHARGES

There will be a charge for outlets and equipment. The charge sheets will be prepared by the Cultural Exhibit Chair and given to the Ethnic Exhibit Chair. All charges are to be paid to the HFF Bank on Sunday by 3:00 P.M. You will be charged for all equipment ordered or utilized.

D. THE FOLLOWING WILL NOT BE PERMITTED

1. Closing of booths before 6:00 P.M. on Sunday.
2. The "subletting" of Exhibit space to any individual, group or commercial establishment.
3. Travel posters may be allowed. All posters need the approval of the HFF office and need to be submitted by October 1.
4. Maps may be allowed if used to identify the migration of an ethnic community or the boundaries of a specific place. Maps cannot exceed 3'x4' in size. All maps need the approval of the HFF office and need to be submitted by October 1.
5. National flags are permitted. All flags cannot exceed one (1) per booth and 3'x5' in size. They must be the current flag as recognized by the United Nations. Flags cannot be flown above the established height of any booth. Flags are permitted only in the exhibit and marketplace area.
6. Smoking, eating, drinking or gum chewing.

7. The selling of any item.
8. Display or distribution of business cards, advertisements, literature or printed material which is used to promote any establishment, service or individual.
9. Slogan materials such as, but not limited to, buttons, hats, banners, bumper stickers or T-shirts.
10. Title of any specific organization within an ethnic community (religious or political).
11. Political figures, slogans, phrases or items.
12. Blue jeans, baseball caps, T-shirts and any other non-ethnic attire.
13. Use of music or noise-making devices of any kind.

ENTERTAINMENT SHOWCASE

(ALL NATIONS THEATER)

I. DESCRIPTION

The Showcase is a venue to present to the public traditional folk dances representative of a group's ethnic cultural heritage. Through music, traditional dress and dance movement, an ethnic group can convey various aspects of their cultural lifestyle.

II. POLICIES

A. GENERAL

1. Music, traditional dress and dances are to be authentic or high quality replicas. A dance must be from within the group's own ethnic tradition.
2. Overall appearance is most important. The performance should be smooth, portray the idea and spirit of the dance, gracefully and professionally.
3. The Showcase script will be based on the chosen theme. Groups are requested to carry out the theme whenever possible.
4. Alcoholic beverages are not allowed in either the backstage or dressing room areas.
5. Only performers, directors and staff are allowed in backstage and dressing room areas.
6. All video taping and/or recording by participants and/or attendees is prohibited.

B. REQUIREMENTS AND GUIDELINES

1. Performances are timed. One dance, including entrance and exit, may not exceed three minutes.
2. If a group wishes to make an entrance or exit visible to the audience, this is to be included in the three minutes and must be included on the Showcase Information Form.
3. The Showcase schedule takes precedence over the schedule of Music Pavilion.
4. Any potential conflict with the Showcase schedule and Music Pavilion schedule should be brought to the attention of the Music Pavilion Chair by the Ethnic Group Dance Chair by October 1.
5. A presentation being used in Music Pavilion is not eligible for the Showcase.

6. A presentation in the Showcase may not be repeated until the fourth year.
7. Groups using props must list items on Showcase Information Form.
8. If your performance requires any special technical consideration, this must be specified in your Showcase Information Form.
9. Groups are to make every effort to provide their own live music, since this presents a more professional performance.
10. Quality taped music is permitted and must be submitted to the HFF office by October 1st. Tapes must be recorded on new - unused professional-grade, tape. If not of acceptable quality, it will be returned to the group for re-recording. If the group changes their music, the group will be charged for the re-recording of the master tapes.
11. Performers must be 16 years of age or over. Waivers on age requirements must be submitted by October 1 for consideration.
12. A group must perform the same routine throughout the run of HFF.
13. If a dancer appears in more than one group, special consideration in scheduling will not be given.
14. Consideration and care must be given to the overall appearance during the entire time visible to the audience.
15. Attention must be paid to ALL costuming details, including proper ethnic footwear.
16. The Showcase script will be written based on the chosen theme for the year. Based on the theme of the script, groups may be requested to cooperate in providing props and cast.

C. REHEARSALS - OPENING AND CLOSING CEREMONIES AND FINALE

1. Each group will be notified of rehearsal time. To avoid long waiting periods, the groups will be told the approximate time the scene in which they participate will be called. In return, every group must be ready to go through its complete performance.
2. Dance groups will be timed at the WSFP rehearsal. Those exceeding the three-minute time limit will be notified.

TANZHAUZ / MUSIC PAVILION

I. DESCRIPTION

The Tanzhauz/Music Pavilion is a venue to present to the public traditional folk dances representative of a group's ethnic cultural heritage in a smaller, more informal setting than the Showcase. Through music, costumes and dance movement, an ethnic group can convey various aspects of their cultural lifestyle.

II. POLICIES

A. GENERAL

1. Music, traditional dress and dances are to be authentic or high quality replicas. A dance must be from within the group's own ethnic tradition.
2. Overall appearance is most important. The performance should be smooth, portray the idea and spirit of the dance, gracefully and professionally.
3. Primarily, the Music Pavilion is for the enjoyment of HFF guests. It offers refreshments, dance music and a public dance area. An ethnic group's performance is secondary.
4. Alcoholic beverages are not allowed in either the backstage or dressing room areas at any time.
5. Only performers, directors and staff are allowed in backstage and dressing room areas.
6. All video taping and/or recording by participants and/or attendees is prohibited.

B. REQUIREMENTS AND GUIDELINES

1. Performers are limited to a maximum of 5 minutes. This includes introduction, entrance and exits. Performances are timed.
2. Performers must report and check in with the Music Pavilion Chair, 10 minutes before their scheduled appearance.
3. Groups will be notified of scheduled rehearsal times in the Music Pavilion.

4. A presentation being used for the Showcase is not eligible for the Music Pavilion.
5. A presentation in Music Pavilion may not be repeated until after the fourth year.
6. The Showcase schedule takes precedence over the schedule of the Music Pavilion.
7. Any potential conflict with the Showcase and/or Music Pavilion schedule should be brought to the attention of the Music Pavilion Chair by the Ethnic Group Dance Chair by October 1st.
8. Groups using props must list items on the Music Pavilion Information Form.
9. Groups should make every effort to provide their own live music, since this presents a more professional performance.
10. Quality taped music is permitted, and must be submitted to the Music Pavilion Chair by October 1. A duplicate copy must be held by the group and be available at the performance, if needed.
11. There is no limit to the number of performers or musicians in a group.
12. Adult performers must be at least 16 years of age.
13. Youth performers must be 12 through 15 years of age. Waivers on age requirements must be submitted by October 1 for consideration.
14. If a performer or musician appears in more than one group, no special consideration will be given in scheduling.
15. A group must perform the same routine throughout the run of HFF.
16. The type of performance should be suitable for the Music Pavilion setting.
17. Consideration and care must be given to the overall appearance during the entire time visible to the audience.
18. Attention to all costuming details, including the proper ethnic footwear should be taken.
19. Groups will be scheduled in Music Pavilion intermittently throughout the run of the show. Scheduled time slots will be distributed and announced by November 1. No changes will be authorized without the approval of the Music Pavilion Division Chair.

CHILDREN'S SHOWCASE

5-12 years of age

I. DESCRIPTION

The Young People's Showcase is a program in which young people have an opportunity to display their skills. Their performance presents their cultural heritage, demonstrating such things as dance, music, song and gymnastics.

II. POLICIES

A. GENERAL

1. Music, costumes and dances are to be authentic or replicas. A dance must be from within the group's own ethnic tradition.
2. Overall appearance is most important. The performance should be smooth, portray the idea and spirit of the dance, gracefully and professionally.
3. The Young People's Showcase script will be based on the chosen theme. Groups are requested to carry out the theme whenever possible.
4. Alcoholic beverages are not allowed in either the backstage or dressing room areas at any time.
5. Only performers, directors and staff are allowed in backstage and dressing room areas.
6. All video taping and/or recording by participants and/or attendees is prohibited

B. REQUIREMENTS AND GUIDELINES

1. Performers are limited to a maximum of 3 minutes. Performances are timed.
2. Groups using props must list items on Young People's Showcase Information Form.
3. If your performance requires any special technical consideration, this must be specified in the Young People's Showcase Information Form.
4. Groups are to make every effort to provide their own live music, since this presents a more professional performance.

5. Only quality taped music is permitted, and must be submitted to the Young People's Showcase Chair by October 1st.
6. A maximum of forty (40) young people may be in a performance.
7. Dancers must be no younger than 5 through 12 years of age. The age of the individual must be submitted upon on the program form. A waiver may be requested up to 14 years of age for consideration.
8. Award pins will be distributed by each ethnic group leader. Names, addresses and ages of performers, musicians and assistants must be submitted to the Young People's Showcase Chair by October 15th.
9. Consideration and care must be given to the overall appearance during the entire time visible to the audience.
10. Groups will be lined up in accordance with their order of appearance. Groups must line up as quickly and quietly as possible. They must follow and obey stage managers instructions promptly.
11. Groups must maintain quiet and order in backstage and dressing room areas.
12. A Young People's Showcase script will be written based on the chosen theme for the year. Based on the theme of the script, groups may be requested to cooperate in providing props and cast.

C. REHEARSALS AND FINALE

1. Each group will be notified of the Young People's Showcase rehearsal at WSFP. Groups are expected to be in full attendance at their designated rehearsal time.
2. Young People's Showcase Finale will require the participation of selected group representatives from each performing group. Group representatives are expected to be in attendance at the finale rehearsal as well as the program. Groups will be notified as to the number of representatives required and the specified time of rehearsal and program finale.



West Allis Fire Department
Bureau of Fire Prevention and Urban Affairs
2040 South 67th Place
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Fire Prevention Guidelines for Assembly Occupancies
Wisconsin Exposition Center and Wisconsin State Fair Park

This section shall provide for the rules and regulations to improve public safety by promoting the control of fire hazards and life safety throughout Wisconsin State Fair Park. This is accomplished through Wisconsin Administrative Code Comm 14 – Fire Prevention. This code adopts NFPA 1-Fire Prevention Code. Information below is summarized from NFPA 101 – Life Safety Code as referred by NFPA 1.

Approval of Layouts: Floor plans drawn to scale showing the arrangement of furnishings or equipment shall be submitted to the West Allis Fire Department's Bureau of Fire Prevention and Urban Affairs at least thirty days before an event to substantiate conformance with fire and life safety codes. Such plans shall constitute the only acceptable arrangement until revised or additional plans are submitted and approved. The plan shall show all details of the proposed exposition. No exposition shall occupy any exposition facility without approved plans.

General Fire Prevention

1. All fires must be immediately reported to the West Allis Fire Department: (9-1-1).
2. Fire lanes shall be maintained free of all obstructions at all times.
3. All fire hydrants are to be kept clear at all times. All fire department connections are to be kept clear at all times.
4. All exits and fire extinguishers must be visible and accessible at all times.
5. Access and egress routes shall be maintained so that any individual is able to move without undue hindrance, on personal initiative and any time, from an occupied position to the exits. Chairs, tables and other displays shall not be allowed to protrude into these spaces. Exits shall be arranged so that the total length from any point to reach an exit shall not exceed 200 feet.
6. Seating accommodating more than 200 persons shall be securely fastened at the backrest and footrest, grouped in no less than three and not exceeding fourteen chairs per row and shall maintain aisles of at least 48 inches on both sides. The minimum space between rows is 22 inches. Seating over 200 shall comply with NFPA 101:13.2.5.4.
7. Smoking is not allowed in any building, tents or barns, except in designated areas. Where smoking is permitted, suitable ashtrays or receptacles shall be provided in convenient locations.
8. Displays that incorporate processes or practice that may be deemed as hazardous shall provide protection for the public. Example: Woodworking demonstration should provide proper distance and protection from the public. This would include plexiglass, or similar protection, from flying particles.

Exhibits

1. The travel distance within the exhibit booth or exhibit enclosure to an exit access aisle shall not exceed fifty feet.
2. The upper deck of multilevel exhibits greater than 300 square feet shall not have less than two remote means of egress.
3. Exhibit booths shall be constructed of noncombustible or limited-combustible materials.
4. Combustible materials within exhibit booths shall be limited to a one-day supply. Storage of combustible materials behind the booth shall be prohibited. Combustibles and general waste shall be removed to the outside or waste receptacles as soon as possible.
5. **The following shall be protected by automatic extinguishing systems:**
 - a. Single-level exhibit booths exceeding 300 square feet and covered with a ceiling. A single exhibit or group of exhibits with ceilings that do not require sprinklers shall be separated by a distance not less than 10 feet where the aggregate ceiling exceeds 300 square feet.
 - i. *Exception: Ceilings that are constructed of open grate design or listed dropout ceilings in accordance with NFPA 13 shall not be considered ceilings.*
 - ii. *Exception: Vehicles, boats and similar exhibited products having over 100 square feet of roofed area shall be provided with smoke detectors acceptable to the WAFD Bureau of Fire Prevention and Urban Affairs.*
 - b. Each level of multilevel exhibit booths, protected throughout, including the uppermost level where the uppermost level is covered with a ceiling.
 - i. *Exception: This requirement shall not apply where fire protection of multilevel exhibit booths is consistent with the criteria developed through a life safety evaluation of the exhibition hall, subject to the approval of the WAFD Bureau of the WAFD Bureau of Fire Prevention and Urban Affairs.*

Motor Vehicles, Boats and Miscellaneous Industrial Equipment Exhibition

A permit shall be required for the display of motor vehicles, boats and fuel-powered equipment. The permit shall be completed by the exhibitor and forwarded to the West Allis Fire Department Bureau of Fire Prevention and Urban Affairs at least seven days before the show: Permit fees, where applicable, shall accompany the permit.

Motor vehicles, boats and fuel-powered equipment on display shall comply with the following:

Liquid fueled vehicles, motorcycles and boats shall not be operated in the exhibit area during show hours and if on display shall have:

- All fuel tank openings shall be locked and sealed in a manner to prevent the escape of vapors. **Fuel tanks shall not contain in excess of one-quarter their capacity or contain in excess of 5 gal of fuel, whichever is less.**
- At least one battery cable shall be removed from the batteries used to start the engine. The disconnected battery cable shall then be taped.
- Fueling or defueling of vehicles, boats or equipment shall be prohibited.
- Vehicles, boats and equipment shall not be moved during exhibit hours
- The accelerator pedal/throttle shall be disconnected or have a wood block installed so that it does not function (not applicable to fuel injection systems).
- Charging of batteries shall be done outside the buildings.

Cooking and Food-Warming Devices

A permit shall be required for the any cooking display. The permit shall be completed by the exhibitor and forwarded to the West Allis Fire Department Bureau of Fire Prevention and Urban Affairs at least seven days before the show. Permit fees, where applicable, shall accompany the permit.

Cooking and food-warming devices in exhibit booths shall comply with the following:

1. Gas-fired devices shall comply with the following:
 - a. Natural gas-fired devices using gas and gas related piping shall be in accordance with NFPA 54, *National Fuel Gas Code* or NFPA 58, *Liquefied Petroleum Gas Code*.
 - b. **The use of LP-Gas cylinders shall be prohibited.** The WAFD Bureau of Fire Prevention and Urban Affairs shall permit an exception for non-refillable LP-Gas upon approval.
2. The devices shall be isolated from the public by not less than four feet or by a barrier between the devices and the public.
3. Cooking Equipment shall meet the following criteria:
 - a. Single-well cooking equipment using combustible oils or solids shall have lids for immediate use.
 - b. They shall be limited to 288 square inches of cooking surface without automatic fire suppression.
 - c. They shall be placed on noncombustible surface materials.
 - d. They shall be kept at a horizontal distance of not less than two feet from any combustible material.
4. A fire extinguisher with a minimum rating of **2A10BC** shall be provided within the exhibit booth, or an approved automatic extinguishing system shall be provided.

Questions regarding Fire Prevention or Life Safety practices shall be forwarded to the West Allis Fire Department Bureau of Fire Prevention and Urban Affairs in writing at least thirty days in advance of the event to provide for time to properly respond. Requests for formal interpretations or variances from Fire and Life Safety Codes must be submitted with the proper fees.

The Assistant Chief in charge of the West Allis Fire Department Bureau of Fire Prevention and Urban Affairs, or his designee, reserves the right to make any final decisions regarding all listed guidelines.



Vendor Space Indoor Electrical Guidelines

Approval of your vendor space will be dependent on the wiring within your space. Compliance with the following guidelines should grant electrical approval. Failure to observe these guidelines will lead to a failed inspection and possible closure of your space.

- All items must be labeled and approved by a certified listing agency.
- Do NOT plug an extension cord into another extension cord.
- NO daisy chaining of plug strips.
- All extension cords shall be listed for “hard” usage and listed for wet locations.
- If subjected to physical damage, cords must be listed “extra hard” usage.
- Two-wire extension cords are UNACCEPTABLE.
- NO open electrical splices (BOXES NEED TO BE PROPERLY COVERED).
- All 15 & 20-ampere 125 volt receptacles shall be GFCI protected & grounded when located outdoors or in temporary structures.
- ALL light bulbs shall be caged or inside an impact resistant cover.
- No quartz construction lighting and no clamp on lighting
- Lights with high bulb temperature and that lack caging are unacceptable.
- LED type construction lights are approved for use at the Fair Park.
- Do not place cords in walkways or where cords are subject to damage.
- Provide protective cover if placed in audience traffic paths.
- All fountains, hot tubs and other water features must be GFCI protected.
- This protection must be provided by the vendor.
- Per the authority having jurisdiction, the heavy duty green cord placed in your booth by the facility will be considered the outlet.

NOTE: The sources for these codes are the National Fire Prevention Association 1, National Electrical Codes and the State of Wisconsin SPS 316. This information is not intended to be your only electrical information resource. Additional information and knowledge are necessary for an electrical installation that complies with the National Electrical Code and is free from fire and electrical shock hazards.