

Midtown Ethnic Festival Entry Information Form
August 28th 2016

Contact Info:

Name _____ Phone: _____ Email: _____

Ethnic Group and/or Organization:

Please Read the Instruction Pages Carefully Before filling out this form. If you have questions,
Please use the contact info on the instruction pages...

Check all boxes that apply and circle either yes or no to questions asked:

Our Ethnic Group would like to be in the Parade

Circle all that apply:

We Have Music We Have Dancers We Will Have a Float
We Will Be in Ethnic Costume We Have Performers We have Other: _____

Our Ethnic Group will be doing a food booth at the Festival

Kind of Ethnic Food being served _____ We have our own tent YES NO
Have you done food at a Festival Before? YES NO
If No, would you like help to learn how it is done? YES NO
What Size Tent Will you be Using? _____ (see Instructions about tent requirements)
Do you need Electricity YES NO

Our Ethnic Group would like to sell Ethnic Items (Arts & Crafts) in a Booth

Describe kind of goods _____ We have our own tent YES NO
We have our own tables YES NO What Size Tent will you be using? _____
Do you need Electricity YES NO

Our Ethnic Group would like to perform at the Festival

Circle all that apply: Dances Singing Music Other: _____
How Much time do you need for each performance? _____

We will need to set up: Saturday Afternoon Saturday Evening Sunday Morning

We will need to order: Tables: How Many? _____ @ \$10 ea. Chairs: How Many? _____ @ \$2 ea

We will need to order electricity Yes No (No Cost) We will need to order a tent: YES NO
Size Tent: 10x10 \$150 16x16 @\$250 10x20@\$300 20x20@\$300 (includes setup, takedown, walls and barrels)

We need _____ Bus Parking Passes to be picked up at: (Circle One) Parade or Festival
We need a Booth Parking Pass Yes No (one per booth)

Total Cost for all Items Ordered: _____

Please enclose payment for all fees and items ordered with this application payable to **Midtown District**

Midtown Ethnic Festival Instructions

Please read the following instructions carefully; if you have questions, please use the contact information below.

Parade Instructions and Information:

The Ethnic Cultural Parade is: Sunday August 28th 2016

Entry Fee: \$10

Parade Arrival Time: 11-1 Parade Step Off Time: 1 PM

Drop Off Route: Jefferson St /Wyman

- ❖ Your Group will need to be lined up by the time listed above
- ❖ Parade Order is by Random Draw
- ❖ You will be given your number for lineup at the check-In Station
- ❖ The Parade will stop at intervals for groups to perform their routines
- ❖ Animals are not allowed in this parade
- ❖ The Parade Route is from Wyman to E. State; East to 7th St; South to 6th Ave
- ❖ See Parade Route Map with Drop Off and Exit Routes Marked
- ❖ See Instructions for Bus Parking

Each Ethnic Group will need to have a Banner Identifying your Ethnic Group; Large Enough That the Lettering can be clearly seen from the sidelines by spectators.

Send or drop off entries to:

Dori Kearney

Midtown District

218 7th St

Rockford, IL. 61104

secretary@midtowndistrict.com

815-997-5888

Use this same contact info for information

Make a copy of this form for your own use and information...

Festival Headquarters:

The headquarters is located at the Tent directly across from the Stage

This is the location for:

- ❖ Check In
- ❖ Information
- ❖ Tickets (there is another ticket sales booth in the children's area)
- ❖ Problems
- ❖ Arrangements
- ❖ Directions
- ❖ Emergencies

Please use this location source for all the above

Festival Food Booths:

- ❖ The Health Dept Fee for all food booths is \$75.00 (*there will be fees for late entries*)
- ❖ All food tents must be enclosed on three sides and on top
- ❖ You may order tables and chairs through us; however payment is due with application
- ❖ You may bring your own Tables and Chairs (all must fit within your allotted tent space)
- ❖ There will be a water source for food booths
- ❖ Set Up will be Saturday afternoon/Early Evening or Early Sunday
- ❖ Please check in at the Festival Headquarters Before setting up
- ❖ There will be security overnight for those who set up on Saturday
- ❖ Your vehicles must be off the festival grounds by 12 PM on Sunday
- ❖ All Health Dept. rules can be found at the following link:
- ❖ If you have never done a food booth before or need an update there will be a class scheduled by the Health Dept. to guide you. (we will notify you of the date when set)
- ❖ All other required supplies will be your responsibility
- ❖ Tickets will be used in lieu of cash (will be sold at two locations; see map at event)
- ❖ Reimbursement for tickets will take place after Monday when they are counted... tickets will be counted NOT weighed
- ❖ There will be security on-grounds at the time of the festival
- ❖ Take Down Time will be: *Sunday after 6 PM...All booths and Activities must stay up until 6 PM*

General Information:

- ✓ Porta Pots are available at the Festival grounds
- ✓ Tickets will be used in lieu of cash for the booths and alcohol area
- ✓ See map for warm up/ cool down station
- ✓ See map for First Aid Station

Ethnic Merchandise Booths

- ✓ Only Ethnic Cultural Goods are allowed at this festival
- ✓ You may order tables and chairs through us

- ✓ You may bring your own Tables and Chairs but all items must fit within your tent space
- ✓ Non-Food Booths will be able to use cash for their sales
- ✓ Take down time will be Sunday 6 PM (must stay up until 6 PM)

Performances at the Festival

- ✓ Performances will be scheduled by the Festival Committee
- ✓ We schedule early to late performances on a rotating schedule year by year
- ✓ All speakers, microphones and equip. will be provided; you may also bring your own
- ✓ An alternate dancing floor surface (not on the stage) will be provided for those not wanting to use the stage
- ✓ There will be seating to view the performances
- ✓ Be sure to include your set up time, speaking/introducing time and take down time in your "time needed" section of the entry form.
- ✓ Performances can be by children and/or adults.
- ✓ There is no cost to perform

Alcohol Area:

- ✓ The Alcohol area will put bracelets on all individuals who enter who are over 21
- ✓ No ID...NO Entry
- ✓ Identifications will be checked each time you return to the alcohol area
- ✓ No Children under 21 will be allowed in the alcohol area
- ✓ Tickets will be used in lieu of cash
- ✓ Vendors will be reimbursed after Monday
- ✓ There will be security at the Alcohol area

Parking:

- ✓ See Map for recommended Parking areas
- ✓ See Map for bus Parking areas
- ✓ An attendant will direct buses at the check point
- ✓ There will also be prearranged parking for set up vehicles, but you must indicate on Your entry form that you need special parking (one per booth)
- ✓ Parade drop-off bus parking pass can be picked up at Parade Check-In
- ✓ If you are dropping off at the Festival, pick up your parking pass at the Admin Tent
- ✓ All Busses and Set up vehicles must be parked off grounds by 12 PM; the area will be blocked off after that time
- ✓ When Parking, do not block any driveways or park in marked private parking areas
- ✓ Park enough distance away from vehicles in front of you to allow all vehicles a safe exit
- ✓ There will be shuttle vehicles from parking areas farther away
- ✓ Parking is on a first come first serve basis; except for buses and set up vehicles
- ✓ Do NOT park in: City Bus Stop Zones, No Parking to Corner Zones or in front of Fire hydrants. Also do not park in private parking lots. Your vehicle will be subject to towing for any of the above.
- ✓ Please plan ahead for your driving and parking needs and note the blocked off areas on the map.
- ✓ Remember that 6th St is one way going South, 9th St is one way going North, 1st Ave is one way going East and Jefferson is one way going West.
- ✓ Please remember that after Saturday night the only access to festival grounds is on 6th St.

Check Off List for Application (make a copy for your information)

- We have all our contact info completed
- We have filled out the entry Form Completely
- We have provided information and payment for the following items:
 - Tables
 - Chairs
 - Tents Ordered
 - Electricity (for larger needs than provided)
 - Health Dept. Fee For Food Booth \$75
 - Parade Fee \$10
- We have marked all the events and uses we will be participating in
- We have requested Bus and Set-up Parking Passes
- We have noted all the essential start, vehicle removal and take down times for this event
- We have noted all the parking notes and restrictions for the area

PLEASE NOTE:

There is no 7th St. access to the festival grounds after Saturday night. Sunday set-up and check-in access can only be reached by the 6th St entrance and then only until 11:30 AM. All access will be closed after that time. Please do not drive into the alley way (because of electrical cords) and please do not drive over our electrical cords in the set-up area. Please be directed to the flow we have created for driving in and out of the set-up area.

PLEASE REMEMBER THAT 6th St is a one way st. going South Only! You can make a circle of entering And leaving going in on 6th St and leaving by crossing over to 9th St which is one way going North Only! you can use 6th Ave or 8th ave as the cross overs.

All 7th St entrances from side-streets will be closed for the parade beginning at 10 AM Sunday Morning. After the Parade some side entrances will reopen but you still will not be able to enter Festival grounds for set up. You will be able to access the Festival grounds by foot from all streets and directions.

There is extra parking and shuttles from:

- Swedish American Parking lot (enter on Charles St) Shuttle Service on Charles St
- U.S. Bank Parking lot (enter from Charles St or State St). Shuttle Service on Charles St
- Nicholson's Hardware on 2nd Ave (2 Blocks walking distance)
- City Parking area off 1st Ave (between 6th St. and 7thSt.) (3 blocks walking distance)
- Parking lot on corner of 5th Ave and 6th St (enter on 5th Ave)
- All 7th St parking available after 2 PM
- All vehicles with parking passes enter parking lot at 4th Ave and 6th St (west side of 6th) across From Festival Grounds