**FREQUENTLY ASKED QUESTIONS PACKET**

**Asian Heritage Festival Meeting Information:-**

Festival Date:  **Saturday, May 25, 2013**

Vendor/Volunteer Meeting Dates: **April 16, May 2 and May 9**

Location: **TBD**

Time: **6 p.m.**

**Where and When will the festival be held?**

Date: **Saturday, May 25, 2013**

Time: **10:00 am to 4:30 pm**

Location: **Audubon Zoo, 6500 Magazine Street, New Orleans; CapitalOne Stage**

**located between the Sea Lion exhibit and Audubon Tea Room.**

Theme: ***Flowers of Asia!***

**QUESTIONS AND ANSWERS:**

1. **Is there any entrance Fee to the festival?**

There is an entrance fee of $4.00 (discounted from $17.00) **with an APAS approved flyer** to the Audubon Zoo, and to the festival. You **must** have a copy of the flyer to take advantage of the discounted fee otherwise you will have to pay the full price of $17.00 per person. Once inside the Zoo, you may also visit the animals as well as attend the festival free of cost. Feel free to make as many copies of the flyer (color or black & white copies) as needed. A family of four may print one flyer for the whole family. Individuals may need one flyer per person.

1. **What are the benefits available to attend the festival at the Zoo?**

The Audubon Nature Institute (ANI) is providing 50% (fifty percent) off of annual membership to the various ANI facilities to all current “paid members of APAS” (Individual Member [$20.00] or Family Member [$30.00] only) from January 1, 2013 thru May 23, 2013. *Student Membership ($10.00) may upgrade to Individual Membership ($20.00) to be eligible for the ANI coupon.* Paid APAS members will be given special coupons (upon request) to redeem at the entrance to the Zoo on the day of the festival – Special Event Window. Membership discount will be available to APAS members only. It is always cost effective to buy the special discounted Zoo membership than pay for individual tickets.

1. **Can I bring my own food to the festival?**

No, you will not be allowed to bring your own food to the festival unless you are an approved food vendor (Approval to be obtained through APAS). Anyone who brings their own food to the Zoo will be disbarred from attending the festival as well as entry to the Zoo.

1. **Will there be food and drinks available at the festival?**

APAS will set up food booths that will sell food and ethnic drinks at increments of $1.00 per item. $1 = 1 ticket. Water and soft drinks will be available at the festival, which will be sold exclusively by ANI (Zoo).

1. **What time can the vendors come in to the Zoo to set up?**

All vendors are expected to set up their respective booths between the hours of **7:00 a.m.** till **8:45 a.m.** You may drive to the location through the service gate (next to the Audubon Tea Room) but must remove your vehicle as soon as you finish unloading (prior to setting up) to facilitate other vehicles to come in and unload. A restricted number of vehicles will be permitted to enter through the service entrance gate located next to the Audubon Tea Room. Once the Zoo opens at 9:00 a.m., absolutely **no vehicle will be allowed to enter through the gates!**

1. **What happens if I can’t reach before 9:00 a.m. to set up my booth?**

If you happen to arrive after 9:00 a.m. to set up your booth, you will be directed to hand-truck your equipment/items or you may request the services of the Zoo mobile, if it is available. You will **NOT BE ALLOWED** to drive into the festival booth area after 9:00 a.m.

1. **Do the vendors and volunteers have to pay the $4.00 fee to enter the festival grounds?**

No. All vendors must provide a list of your volunteers who will be working the booths as soon as possible and APAS will provide each one of them with a wristband that must be worn at all times.

1. **Are T-Shirts required to be worn by Vendors and Volunteers?**

All volunteers and vendors are encouraged to wear APAS t-shirt, which is available for advance purchase at $10.00 each from the APAS office. These t-shirts will also be available at the festival at a cost of $15.00 each. Therefore, it is important you purchase your t-shirts as soon as possible.

1. **Do the performers have to pay to enter the festival area?**

No. All performers will be given wristbands as well. A list of the performers must be provided no later than **May 2**. Volunteers accompanying the performers must provide their names on the same list. (Volunteers means those who are required to help dress up the performers or help with the performance)

1. **When and where can I pick up the wristbands from?**

The wristbands will be available for pick up at the **May 2** and **May 9** meetings. You may also call in advance to make arrangements with Raj Pannu, 504-417-3282 one week before the fest.

1. **Is there a maximum number of wristbands available for vendors?**

Yes, the maximum number of wristbands available for vendors is 6 (six) for each food booths OR (4) for each arts & crafts booth.

1. **Is there a maximum number of wristbands available for performers and volunteers?**

No, all performers and volunteers will receive a wristband provided your name is on the approved list of performers and volunteers. 1 chaperone is allowed for every 3 performers who are less than 10 yrs old. All other chaperones can purchase a discounted entrance fee of $4 by bringing a copy of the festival flyer to the zoo’s ticket booth.

1. **Who do we contact for the various activities?**

**APAS Festival Chair:** Raj Pannu rajpannu@aol.com 504-417-3282

 **Reserving Booths:**

 **a.** Food: Sokhoeun Chau Sokhoeun.narom@gmail.com 504.914.8112

 b. Arts/Craft: Lili lilinola@yahoo.com 504.214.1876

 **Stage Manager:** May Wen fawks1980@gmail.com 504.232.3638

**Performance:** Raj Pannu rajpannu@aol.com 504.417.3282

**Program Book:** Vatsana Chanthala cvatsana@yahoo.com 971.570.2467

Jasbir Jhitajasbirjhita1@gmail.com 504.220.7031

**Kids tent:** Barbara Weaverkernparklady@yahoo.com504.247.5129

**Volunteer coordinator:** Mike Dunnmikedunn1@cox.net 504.288.3002

 **Cultural & Info Tent:** Lili  lilinola@yahoo.com 504.214.1876

A**ds/PR:** Minh Nguyen minhnguyen@vayla-no.org504.931.5878

**APAS Tent:** Sun Kim, sunmkim@aol.com 504.231.3109

**Logistics:** Stanley Hamidjaja shamidjaja@yahoo.com 504.259.7554

Questions and concerns can also be directed to Tina Owen, APAS Chair at (504) 782-4657 or Raj Pannu (Festival Chair and Audubon Zoo Liaison) at (504) 417-3282.

1. **How many stage performances can each country submit?**

Each country can submit anywhere from one to four performances. These will be reviewed by the committee and if there is enough time, we will allow all four performances. It is better to submit more than less. There is always an opportunity to include as many performances on stage as possible.

1. **Do we need to decorate the food booths?**

Yes, please!!! Independent judges selected by the co-chairs will judge each food booth during the festival and the winners will announced at the end of the festival. The winners will be judged according to the theme, appearance, decorations and overall presentation.

1. **What do we need to bring besides the crafts and food to the booths?**

Please see attached list of requirements provided by ANI (Audubon Nature Institute). Also, you need to bring your own extension cords (10 gauge or lower) and fire extinguisher.

1. **Will the food vendors be allowed to sell food by collecting cash?**

No, all food items must be sold to customers who will purchase coupons/ticket vouchers from the ticket booths at increments of $1.00. These coupons or vouchers must be turned in by the end of the day by the vendors in exchange for cash. Therefore, it is important for each vendor to keep the used coupons in a safe place till they are turned in for cash. APAS will NOT be responsible for any lost tickets.

1. **Will the craft booths be allowed to sell items by collecting cash?**

Yes, only craft and other booths (except food booths) can sell their wares by collecting cash. All items sold at the craft booth must receive approval by APAS and ANI prior to the day of the festival. APAS and ANI reserve the right to prohibit sale of items.

1. **Will there be any other booths set up besides the crafts and food booths?**

Yes, we will have the APAS Booth, which consists of the Membership, items to sell and other agencies may also set up tables to distribute information on their activities. There will also be a Cultural Booth in which all countries may display highlights of their culture and tradition. Informational Booths and First Aid Booth will also be on location on the day of the festival.

1. **What’s the price for booths?**

The cost is the same as last year, except for the Cultural Display (must be an APAS community member). The following is a summary of booth pricing:

\*\*\*\*\*No private tents allowed – No exceptions\*\*\*\*\*

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| **Order**

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| **Please check desired option**Fees provided are cost of rentals. |  | **Enter Amount:** |
| **Applying for:**  |  |   |
|  A. $250.00  Food booth includes 10x20 booth, 1 table, 2 chairs |  |  |
|  B. $210.00  Crafts booth includes 10x10 tent, 1 table, 2 chairs. Submit separate list of items for sale. Subject to approval |  |  |
|  C. $150.00  Booths **without** items to sell: 10x10 tent, 1 table, 2 chairs |  |  |
|  D. Free  Cultural Displays: 1 table, 2 chairs for Associate Members $20.00  Cultural Displays: 1 table, 2 chairs for Non-Associate Members |  |  |
|  E. $10.00  Additional tables: **# of table (s): X $10 =** |  |  |
|  F. $2.00  Additional chairs: **# of chairs (s): X $2 =** |  |  |
| Need electric outlet for **food** booth? **(Check one):**  No Yes: How many?\_ |  | na |
| **T-shirts size:**  S M  L XL\_\_ XXL\_\_\_  \_\_\_ + \_ \_ + + + = @ $10 each = \_\_\_\_\_ |  |  |
| **Late fee (after May 2, 2013) of $50** |  |  |
| **Total Due to APAS** |  |  |
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1. **Where do we send the payments for all of the above?**

You may make a check to “**APAS”** *with a notation at the bottom* **“Heritage Festival (Booth or t-shirt or Chairs or Tables or Cultural Display”** and mail it to the APAS office at 3500 N. Causeway Blvd., Suite 1548, Metairie, LA 70002 no later than **May 2, 2013**. Vendors will be charged extra $50.00 - late request.

1. **How many electrical outlets can we have at each booth?**

Due to the limited number of outlets available at the food booth, you will be given one electrical outlet each, if needed. You must bring your own extension cords of no more than **12 gauge** each.

1. **How many people are allowed at each food booth?**

You are allowed up to 6 (six) adults per booth. “**Adult**” means no one below the age of 16 unless he/she is helping in preparing the food. No child below the age of 12 will be allowed in the booth at any time!

1. **Do we need a fire extinguisher at every booth?**

Yes, you will need an approved fire extinguisher at each food booth. Any booth that does not carry a fire extinguisher will be penalized and may be subject to disqualification.

1. **Who needs to wear the APAS T-Shirts?**

Booth participants (food and arts & craft vendors) are required to purchase T-shirts for all their volunteers. $10 per t-shirt by May 2 OR pay $15.00 each on day of event.

1. **What time do the performers have to be at the stage area to perform?**

All performers must arrive no later than **one hour prior to their performances**. They must check in with the stage manager. Any performer not available at the allotted time will have to wait his/her turn, which could be pushed as far back as an hour or two later. Please make sure you arrive on time.

1. **Will there be a change room provided for the convenience of the performers?**

Yes, we will provide two change rooms, one for the male and two for the female performers. We will have a line provided in each change room to hang your costumes and other items. We will also have a table and several chairs for your convenience. Please bring your own mirrors and make-up accessories. Also, APAS is not responsible for any personal belongings left in these tents at any time.

1. **What time do the vendors need to arrive for set-up?**

On the day of the fest, May 25: Set up crew must report no later than 8:00 a.m.

The food booths and crafts booths must be set up and ready to sell by 10:30 a.m.

The cultural display tent must be set up no later than 9:30 a.m.

All volunteers must wear APAS t-shirts and wristband prior to entry.

1. **Why do we need to place an advertisement in the program book?**

Since APAS has very limited source of funding, it is important we all solicit advertisements and sponsorship from our friends, colleagues and vendors to fund the festival. Without enough funds through advertisements, we will not be able to afford the expense of organizing a great festival. All sponsorships will be credited towards the success of your Ms. APAS candidate at the Fall Gala. The more sponsorship your community brings in, the greater the chances will be for your candidate to win the title of Ms. APAS 2013.

1. **Where do we need to send the advertisements and the payments ?**

Send your advertisement(s) via email to: tina.owen@yahoo.com or send your Ad and payment to the APAS office at 3500 N. Causeway Blvd. Suite 1548, Metairie, LA 70002. Fax 504-831-1219.

* 1. The size of program book is 8” x 5.5” and all camera-ready ads must be transmitted electronically.
	2. All ads and payments must be received no later than **April 25**. Ads received after this deadline will not be published in the program book; however, points from the AHF will be accounted for Ms. APAS candidate.
1. **What is the Ms. APAS contest?**

The Ms. APAS contest is open to all members of APAS. A candidate is chosen by each community to represent them at the Fall Gala. The candidate who collects the most amount of monies through advertisement sales in the Heritage Festival and Fall Gala program books, Gala dinner tickets and raffle tickets sales will then be crowned Ms. APAS 2013. Ms. APAS represents APAS at various functions throughout the year, including but not limited to Children’s Holiday Party, Heritage Festival, etc. The funds raised by these candidates are then used for the various activities that are sponsored by APAS, such as the ones mentioned above.

1. **When will APAS scholarship awardees be announced?**

Scholarship awardees will be announced at the festival.

1. **Who do we contact for other questions?**

You may contact any of the Board Members or APAS Chair; Tina Owen, at (504) 782-4657 tina.owen@yahoo.com or APAS Festival Chair Raj Pannu, 504-417-3282 rajpannu@aol.com.