

Local Colors *Festival 2021*

Saturday, May 15, 2021

COVID-19 Safety

The festival will be held at **River's Edge Park** subject to restrictions implemented by the Governor's office and guidance issued by the Virginia Department of Health and the CDC. Should restrictions remain in place that prevent large gatherings, we will make adjustments with virtual platforms. However, we anticipate that current restrictions will be relaxed by May so that an in-person event with safety precautions is feasible. In light of these special circumstances, the following changes will be implemented for the 2021 festival;

- To avoid too many people congregating together, most stage performances will be held virtually. There will be opportunities for some musical performances at River's Edge with a maximum 3 people per group and options for roaming performances. All performance participants must complete an application whether it be in-person or virtual. Local Colors Steering Committee and Executive Director will make the final determination if the performance will be held in-person or virtually.
- Vendor booths per applicant at River's Edge will be spaced approximately 25 feet apart. This means we are limiting the number of booths available (26 maximum)
- There will be an opportunity to participate in a cultural scavenger hunt. Participation could include performances and cultural demonstrations at your site. Details are being worked out. Please note the option on the applications for participation.
- Masks will be required for all vendors. We strongly encourage you to consider the number of people needed for each booth and distancing to ensure safety.
- We strongly encourage protective barriers, especially for the food.
- We are changing the hours of the festival to 11:30 am-5:00 pm for this year

Vendor Policies

- Food and merchandise must fit within Local Colors' Mission Statement. The Mission Statement states: Celebrating Roanoke's international diversity and fostering the values of equity, inclusion and multicultural understanding. Food and merchandise must represent a specific ethnic culture that is not unique to American culture.
 - Example: Gyros and merchandise from Greece are allowed at Local Colors Festival. A vendor proposing to sell hot dogs and hamburgers does not fit within Local Colors' Mission Statement.
- Foodstuffs must be cooked and prepared under cover of a tent as per FDA guidelines.
- Space is limited. Preference is given to local, ethnic restaurants, communities and businesses in keeping with the theme and mission of Local Colors. **Because of the special circumstances this year, we have a maximum 26 vendor booth spots available.**

- **If damage is done to River's Edge by a vendor (example: oil or gray water being spilled or improperly disposed of) the restaurant, community or business at fault will be charged with paying the City of Roanoke's cleanup fee.**
- There will be no religious proselytizing or political activism of any kind.
- There will be no displays of materials involving political elections or partisanism of any kind, for example: signs for current candidates for office, whether for a political office in the United States or for a political office of another nation.
- Vendors must have their booths open for the entire time of the festival.
- Vendors serving food **MUST** have a Health Department Certificate on display at their booth.
- Google Application links for vendors, performers and parade participants are being emailed out and will be on the website www.localcolors.org.
- You may submit a completed application electronically. If you need help completing the forms call the office, contact the Local Colors office at (540) 904-2234.
- Applications are accepted or rejected under the sole discretion of the Steering Committee and Executive director in accordance with the vendor policies stated here and per Local Colors mission.
- Once you are notified that your application has been accepted, payments may be made by check or through PayPal. Go to www.localcolors.org and click on 'pay Vendor fee PayPal icon near the bottom of the main page.
- If you apply as a nonprofit please include a copy of your 501 (c) 3 document.
- Cultural music at the vendors' booths is allowable but the volume should not be loud or disturb neighboring vendors.
- **Vendors are expected to treat other vendors with respect, be considerate of others, and comply with request from Local Colors staff and volunteers on the day of the festival. Violation of this policy could result in termination of the vendors booth rental and possible barring from future festivals.**

Hours

The park is open for set-up as early as 7:00. The festival will begin at 11:30. Children's activities begin at 11:00. Food vendors may begin selling food as soon as they are approved by the Dept. of Health. The Festival ends at 5:00 pm.

Presentation of the Nations - Specifications

Note: The format of the presentations will be conducted as normal but will be filmed ahead of time. We encourage participation even though it won't be a part of the same day activities.

- Submit a copy of your brief, 2 sentence cultural description to lisa.spencer@localcolors.org for the MC to read as you cross in front of the stage.

- The Girl Scouts of America have flags for every country that will available. You **DO NOT** need to supply your own flag but you are welcome to bring your own as well. We strongly encourage you to dress in appropriate cultural clothing and or colors of your flag.
-

Entertainment Specifications

We will not have stage performances except for some musical performances and roaming performances. Applications are required for participation whether it be at River's Edge or virtually.

- Please include a brief description of your cultural group and what you would like to perform on your application. (Must demonstrate cultural heritage)
 - If your group requires music it will need to be submitted 2 weeks before the festival. Music file can be emailed to lisa.spencer@localcolors.org
 - Please dress in clothing appropriate to your traditional cultural background.
-

Setup and Takedown

Unload and move your vehicle immediately. Volunteers will be available to help you unload your vehicle from 7am until 9:30 am. Vehicles must be moved immediately after unloading to allow for other vendors to do the same. A \$25 parking violation will be assessed to anyone leaving an unattended vehicle or obstructing access to the park. Please unload, move your vehicle, and then set up your booth (some countries have used wagons and small carts to bring items into the park).

The festival will officially end at 5:00 pm. Vendors are expected to leave a clean space/location. All trash should be properly disposed of only in designated areas. Rented tables should be left clean. Vehicles should be loaded in the same manner they were unloaded. All of the above guidelines also apply to clean up and loading vehicles at the end of the festival.

Instructions

- **You may bring your own tables or rent them from Local Colors for \$10 each. (We rent them from the Civic Center)**
- Local Colors **will not** supply chairs, tents or protective barriers. You must bring the needed chairs and tents with you.
- **Local Colors has obtained a license for selling international beer and wine at the festival. ONLY Local Colors will be selling BEER and WINE at the festival. More details about the location etc. will be given as the arrangements are made.**
- **All vendors **MUST** remain at the park and selling their products until 4:45.**

- All foods sold at the festival should demonstrate the culture or county you represent. Vendors may sell any **NON-ALCOHOLIC** beverages including bottled water, sodas, coffee, tea etc...
- When making payment through PayPal **Please** include a 2% convenience fee as **PayPal charges us a fee for processing your payment.**
- Maximum tent size is 10' x 10'. One tent is allowed per booth.
- Tables available for renting are 6 feet long.
- Electricity will be supplied by generator. The fee is \$50. Please be specific about your electricity needs on the application.
- **Vendors will be required to sign a check-in form at set up that shows the condition of your space at check-in and what is expected at check-out.** Vendors must check out with a Local Colors Event staff member or Parks and Rec official and the condition of the space will be inspected. Damages to the vendor spot are the responsibility of the vendor.
- All grey water (water that has already been used for cooking, cleaning or personal use) **MUST** be disposed of in the Grey Water Disposal reservoirs as noted on the map.
- **Oil or any other cooking byproducts MUST NOT be disposed of in the park.** You must take used oil with you when you leave. It **MUST NOT** be dumped down a public drain.
- Any damage to River's Edge is the responsibility of the Vendor. There is no place to dispose of cooking oil in River's Edge. City fines for dumping or spilling oil or other damage to the park will be charged to the vendor responsible for the damage. Country, business or nonprofits are subject to removal from future festivals if excessive damage occurs.
- **Local Colors is not responsible for damages to vendor equipment at the event.**
- **Businesses and Organizations: Please provide the Local Colors office with a copy of your organization's certificate of insurance coverage.**