

APAS HERITAGE FESTIVAL 2018
Audubon Zoo, New Orleans, Louisiana
Frequently Asked Questions (FAQs)

Asian Heritage Festival Meeting Information: -

Festival Date:	Saturday, April 7, 2018
Vendor/Volunteer Meeting Dates:	TBD
Time:	6 p.m.

Where and When will the festival be held?

Date:	Saturday, April 7, 2018
Time:	10:00 am to 4:00 pm
Location:	Audubon Zoo, 6500 Magazine Street, New Orleans Capital One Stage.
Theme:	<i>Celebrating Tricentennial "Festivals of Asia"</i>

QUESTIONS AND ANSWERS:

1. Is there any entrance Fee to the festival?

There is an entrance fee of \$4.00 (discounted from \$19.50) **with a Special APAS/ANI approved flyer** to the Audubon Zoo and festival grounds. The current pricing (as of March 10) for entrance ticket to the Audubon Zoo is:

Adult \$22.95 (plus sales tax)

Child \$17.95 (plus sales tax)

Senior \$19.95 (plus sales tax)

You **must** have a copy of the special flyer to take advantage of the discounted fee otherwise you will have to pay the full price shown above. 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.

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

The Audubon Nature Institute (ANI) is providing 25% (twenty-five percent) discount to annual membership at various ANI facilities. This benefit is available ONLY to all current "paid members of APAS" (Individual Member [\$20.00] or Family Member [\$30.00]). *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 or they may request for the discount card and mail it in with proof of APAS membership.

3. Why do we need to sponsor the event?

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.

4. Where do we need to send the sponsorships, advertisements and the payments?

Send your advertisement(s) via email to: cvatsana@yahoo.com or send your Ad and payment to the APAS Heritage Festival, P. O. Box 1978, Metairie, LA 70004.

a. The size of brochure is limited, and all camera-ready ads must be transmitted electronically.

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- b. All ads and payments must be received no later than **March 24**. Ads received after this deadline may not be published on the website.

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

Yes. APAS will set up food booths that will sell food and ethnic drinks at increments of \$1.00 per item. All items will be sold with approved tickets in place of cash. No cash sales allowed at the food booth, only through tickets purchased (in increments of \$1 = 1 ticket) purchased at the APAS Ticket Booth at the Festival Ground. Water and soft drinks will be available at the festival sold exclusively by ANI (Zoo).

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

On the day of the fest, April 7: Set up crew must report no later than 8:00 a.m. All vendors must 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! All Vendors MUST bring their own volunteers as APAS cannot provide volunteers to load or unload their wares/vehicles.**

7. What time can the vendors start packing up at the end of the festival?

All vendors may start wrapping up and packing their wares at 4:30 p.m. Vendors cannot load their vehicles until after 5 p.m. when they will be allowed to drive their vehicles onto the festival grounds. However, you may cart your wares out of the festival ground through the service entrance and load your vehicle in the parking lot any time you are done packing.

8. 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.

9. 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 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.

10. 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. The wristbands will be available for pick up at the **May 8** meeting.

11. 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.

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

Yes, only craft 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.

13. 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.

14. What's the price for booths?

The rental is the same as last festival, except for the Cultural Display (must be an APAS community member).

All Booth Pricing:

	<u>Cost</u>	<u>Type of Booth</u>	<u>Booth/Tent Size</u>	<u># of Tables/Size</u>	<u># of Chairs</u>	<u>Can Sell @ booth?</u>
A	\$350.00	Food	10'x20' Booth	One 8'x2'	Two	Yes with Tickets
B	\$200.00	Craft	10'x10' Tent	One 8'x2'	Two	Yes without Tickets
C	\$150.00	Informational (Health, Travel, etc.)	10'x10' Tent	One 8'x2'	Two	No
D	\$50.00	Cultural Displays*	Shared Tent	One 8'x2'	Two	No

* Must be a paid APAS or Associate Member (\$50.00) – No charge for Corporate Members.

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

Due to the limited number of outlets available at the food booth, you must request electrical outlet as soon as possible, if needed. You must bring your own extension cords of **14 gauge or lower**.

16. 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. Please note: No child below the age of 12 will be allowed in the booth at any time!

17. 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.

18. Do we need to decorate the food booths?

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

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19. **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).
20. **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 2018”* and mail it to APAS-HF, P.O. Box 1978, Metairie, LA 70004 no later than **March 17, 2018**. Vendors will be charged late fee of \$50.00 – if the request comes after March 17, 2018.
21. **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.
22. **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 **March 24**. 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).
23. **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.
24. **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 scheduled 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.
25. **Will there be a change room provided for the convenience of the performers?**
Yes, we will provide two sets of 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. APAS is not responsible for any personal belongings left in these tents at any time.
26. **Who do we contact for the various activities?**

Festival Chair:	Raj Pannu	rajpannu@aol.com	504.417.3282
Master of Ceremony:	Sula Kim		
APAS Tent:	Inge Hamidjaja	ihamidjaja@yahoo.com	504.390.8398
	Sun Kim	sunmkim@aol.com	504.231.3109

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Booths:

a. Arts/Craft:	Sokhoeun Chau	Sokhoeun.narom@gmail.com	504.914.8112
b. Cultural:	Ana Chea	anachea@gmail.com	504.615.9617
c. Food:	Thelma Sonza	tlsonza@gmail.com	504.975.5621
d. Information	Indah Kusuma	indikus@yahoo.com	225.284.6833
e. Ticket Booth:	Vatsana Chanthala	cvatsana@yahoo.com	971.570.2467
	Narindar Singh	singhnarindar488@gmail.com	504.874.6154

Fashion Show:

Coordinator:	Aida Grace	dajg@aol.com	504.812.4080
MC:	Ms. APAS 2013		

Food for Volunteers:	Sokhoeun Chau	Sokhoeun.narom@gmail.com	504.914.8112
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Gatekeeper:	Harold Welsh George Jackson
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Kids tent:	Ana Chea	anachea@gmail.com	504.615.9617
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Logistics:	Stanley Hamidjaja	shamidjaja@yahoo.com	504.259.7554
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Performances:	Jessie Dhillon	anakbengali@aol.com	504.237.8239
	Raj Pannu	rajpannu@aol.com	504.417.3282

Program Book:	Vatsana Chanthala	cvatsana@yahoo.com	971.570.2467
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Public Relations:	Harold Welsh	welshhel@aol.com	504.834.1601
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Sponsorship:

Stage Decorator:	Zeno Pimentel	zpimentel@aol.com	504.439.0294
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Stage Manager:	Lisa Nguyen	leshanguyen@yahoo.com	504.231.2513
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Questions and concerns can also be directed to Raj Pannu (Festival Chair and Audubon Zoo Liaison) at (504) 417-3282 or email: rajpannu@aol.com