



GLOBALfest

Think...Experience...CELEBRATE!

GLOBALfest Charitable Trust

Cultural Handbook

www.globalfest.co.nz



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We must be the change we wish to see

- Mahatma Gandhi

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*“This will be
more than
just an event.
.. it will be
a cultural
extravaganza”*

OVERVIEW – What is GLOBALfest?

GLOBALfest is a highly differentiated multicultural festival concept, initiated by **Rotorua Globalfest Charitable Trust** in association with Rotorua Ethnic Council.

The purpose of the **GLOBALfest** is to create opportunities for New Zealand communities, particularly Rotorua public, to **THINK, LEARN, EXPERIENCE** and **CELEBRATE** the diversity of people and cultures around us.

The second **GLOBALfest** will be held on Saturday, November 15th, 2008 at the Rotorua International Stadium commencing at 11am. On this day, a global village will be created by the diverse world cultures living in Rotorua. You can live and breathe a new atmosphere where a symphony of sights, sounds and aromas will be displayed in this global village. You are welcome to taste and enjoy the ethnic food, join in on games and other activities, and partake in the customs and nuances unique to each culture represented there, just like visiting them in their own country. **GLOBALfest** is a big, fun event where more than 5000 visitors expected.

GLOBALfest Charitable Trust

The Trust has been formed to create opportunities for our community to think, experience and celebrate different aspects of our multicultural environment. The Trustees are Noeline Lewis, Crispian Stewart, Heather McAllister, Guna Magesan and Janet Planet Price.

The Trust in particular will:

- create a multicultural event(s) which celebrates diversity;
- include all cultural groups who wish to participate; and
- provide other support service groups the opportunity to participate.

GLOBALfest is committed to:

- Creating understanding of different cultures from both New Zealand and abroad;
- Respecting the cultural diversity of people and encourage people from all nationalities to participate;
- Adding value to our community;
- Maintaining the highest standards of professionalism and integrity.



Overview (cont)

GLOBALfest:

- is a professionally created and managed event.
- is not just an event, but a cultural extravaganza by providing an eclectic, vibrant entertaining mix of music, dance, food and creativity for the public to enjoy.
- stimulates pride in being a New Zealander and in one's cultural affiliation.
- is educational and informative. It broadens horizons through elimination of cultural stereotypes.
- is family friendly and appeals to a wide cross-section of the population.
- creates an opportunity for the different cultures to create awareness and augment affiliation, and to communicate the diversity message at a local government level.
- improves perception of Rotorua as a friendly and supportive place to live.
- helps fostering international city relationships, and creates an opportunity to connect with the Rotorua community and visitors to the city.
- has a potential to grow into a multi-venue, multi-day event for Rotorua.

Who can participate?

Any cultural group who is interested in showcasing their cultural identity, contributing to New Zealand society and promoting it in a positive way to a wider audience. Other incentives include:

- Opportunity to increase your community numbers.
- Create awareness and understanding.
- Benefit of food and beverage sales.

How to participate?

There are several ways to participate in **GLOBALfest**. Your group can create a vibrant cultural village, perform on the central stage or be part of a business expo. You have the opportunity to really wow the crowd through the village you create and your group will have the chance to show off your culture and customs in song and dance on the **GLOBALfest** stage. Monday, 15th September is the deadline to register to be a part of this unique festival. If you have missed this deadline please contact Clutural Co -ordinator Alexis LewGor on 021 056 4650



GLOBALfest: How does it work

- Each group will decorate and authenticate their village space and to showcase the various aspects of their own culture.
- There will be a main stage for live entertainment throughout the day.
- Cultural groups and other guest performers, dancers and musicians will add to the dynamism of the day and help to create a diverse extravaganza of music and entertainment for all to enjoy.
- In an effort to unite all our cultural villages, a grand finale will take place at the end. This finale will be choreographed and representatives from each cultural village will be invited to participate.
- Entry into **GLOBALfest** for individual, cultural or performing groups will be waived of the entry fee and have separate identification.

Ticket Sales

Tickets will be \$5.00 for adults and children will be gold coin entry fee. Tickets will be available from the 15th of October 2008.

A passport will be available at the gate. and will be an item of memorabilia to take away. There will be pages to receive stamps from various cultural cultural villages. The passport will have a programme for the festival and it will have an entry form for the prize draw.





Villages

What are the minimum requirements of the villages?

Cultural groups will participate by setting up 'community villages' showcasing the many aspects of their Culture including:

Language	Music	Traditional dress
Food and Beverage	Arts and crafts	Customs
Children's games	Dance	Religion

As well as this, 'villages' will have an opportunity on the performance stage to further showcase a section of their culture. This is optional but we do encourage you to participate.

There are several options you can choose to register a performance.

1. Visit the website, www.globalfest.co.nz, click on the Participate then Cultural Villages tab and enter all information required in the form OR
2. Download and print the pdf version of the Cultural Village form, fill in all the information required and email it to Alexis at cultural@globalfest.co.nz or mail it to Cultural Coordinator, PO Box 6240, Rotorua

Village Sites

THERE ARE ONLY 16 VILLAGE SITES AVAILABLE

Villages will be allocated a site 10m wide x 10m in length space this can vary according to needs. Sites will be identified by a structural boundary surrounding each area. The boundary structure can be decorated to fit the theme of your village - i.e. a fence made from sticks / reed etc

Each village will be provided with a marquee (6m x 6m frame), 3 x tables (approximately 8ft) and 5 chairs. If further tables or chairs are required please contact the coordinator.

Power will be provided to each village via multibox which can be connected to your village supply with extension leads. You will have to provide your own leads.

A flagpole will be erected in front of each village flying your countries national flag. Please provide your own flag



Entertainment

A stage will be set up in the middle of the Global Village. Each community village will have the opportunity to take to the stage for approximately 10 to 20 minutes. Performances can be split between two separate times throughout the day. Each performance must represent the culture of the group. This will allow you or your community to further showcase an aspect of your culture. Opportunities are available for both group and individual performers

To register please go online at www.globalfest.co.nz

The stage will be managed throughout the event by a stage manager. The stage dimensions are 5m x 8m x 1m height.

Sound systems, microphones and amplifiers will be provided by **GLOBALfest** on stage for performances.

General Information

- Access is available at the following times to set up the global villages and other displays.

• Friday,	14th November	10.00am – 6.00pm for set up
• Saturday,	15th November	8.00am – 11.00am for set up
• Sunday	16th November	9.00am – 12.00pm for pack down
- Security will be on site from Friday 6pm and through-out the event.
- The field at the Stadium needs to be protected therefore care must be taken to ensure no hot oils, water or other damaging goods are spilt. Dealing with waste water from cooking, cleaning and hand washing will be advised.
- Further to this, no long poles or stakes can be placed into the grounds due to a sprinkler system
- When planning your village theme please bear in mind that you may have to protect your work from sun, wind, rain, clumsy individuals and small children: that your display and stock must fit into the space provided; and while strong and sturdy, your displays must be easy to assemble and disassemble when the event is over.
- There will be reserved parking for all village participants and performers.
- Rubbish containers will be provided for all waste food and litter.
- The application for Food and Liquor Licenses for all villages will be the responsibility of the **GLOBALfest** Cultural Committee.



ROTORUA INTERNATIONAL STADIUM User Compliance Guide

Regional Sites and Supplementary Groups

Event Venues Rotorua advises the following conditions under which users are admitted and able to operate within the Venue.

- No rubbish to be left on the field. Take responsibility for your site.
- No alcohol or illegal substances to be taken into the stadium.
- Field protection is of the utmost importance. Use of ply or drop sheets in all areas of food preparation is compulsory. No hot water is to be discarded on the field.
- Power is available. Please ensure you do not alter the electrical set up to your site unless sanctioned by the Venue electrician.
- No Glass objects, offensive weapons or other devices that in the opinion of Stadium Management have the potential to create injury or public nuisance will be permitted into the Venue or on the field.
- Do not put anything into the ground (i.e. Pegs) without the consent of the Event Venues Management.
- The entire field is a smoke free area. The embankment area, outside of the main field, is a designated smoking area.
- Stadium Management or Event Personnel have the right to search Bags or other times at their discretion.

“Your co-operation in adhering to these conditions is appreciated”

Events Venues Management

Visit www.rdc.govt.nz for more indepth information

Please note: GLOBALfest Trust will be invoiced for any field damage and additional clean up costs incurred by the users.



Food Safety

You must ensure that the food you prepare for sale is of high quality. Remember you are showcasing your culture.

- You must take special care to keep food safe, protecting it from sunlight, dust, insects and handling by your members.
- A place to wash up cooking equipment, dishes and utensils will be made available.
- Clean up litter and remove all refuse.

When using high-risk foods, these are foods that have the potential to grow bacteria in large numbers if not at the correct temperature when not handled safely and have been associated with food poisoning cases occurring.

High Risk Foods include: meat, seafood, poultry, dairy products, small goods, cooked rice, or any food product which contains these foods. For example, pies, quiches, prepared salads or desserts.

- Temperature control – keep hot foods hot, perishables chilled frozen and frozen foods frozen.
- Someone must be responsible for every aspect of food preparation and sales.
- Each person handling or preparing must know how to handle food safely.
- Make sure equipment and utensils are clean and germ free.
- There should always be correct and safe food preparation.
- There should always be correct and safe food storage.
- When handling or preparing food, wear clean clothing/apron. Always wash your hands.

Handling and preparing food

- Cooked or ready to eat food should not be handled with bare hands. Use tongs, spatulas, spoons or wear disposable gloves.
- When wearing disposable gloves change them every hour, when they tear or when you change tasks.

Displaying and Serving

- Wrap or cover all food on display.
- Tag or label food trays.

Cook It Right

One of the most important things you can do to stop food turning nasty is to cook it thoroughly, especially high risk foods.

For further information and advice please contact District Environmental Health Officer at the Rotorua District Council on 07-348-4199 or visit www.rdc.govt.nz



Rules and Selection Criteria

GLOBALfest welcomes local talents and encourages participation. **GLOBALfest** has defined a selection criteria and process to ensure that we have quality and appropriate entertainment.

- i. **GLOBALfest** is an inclusive event and as much as possible will include all those wishing to participate. **GLOBALfest** Cultural groups will be able to represent their culture in a true manner.
- ii. Each cultural group must have sufficient support from their cultural group to undertake a cultural village to showcase their cultural as much as possible.
- iii. Everyone involved in **GLOBALfest** must represent their cultural village and **GLOBALfest** in a manner that promotes the philosophies of **GLOBALfest**.
- iv. All participants will work together in an inclusive manner and respect each other's cultures and celebrate diversity.

Timeline

The entry deadline for individual, community or cultural group/s needs to be received by **GLOBALfest** Cultural Coordinator by October 15th. Please be early so the organisers can start compiling the **GLOBALfest** programme.

Fill in the appropriate form and ensure you include all the necessary information required. **DEADLINE FOR ENTRIES IS 5PM MONDAY 15 SEPTEMBER** could either be posted or faxed to the Cultural Coordinator as indicated on the website by clicking the **CONTACTS** tab.

The **GLOBALfest** Cultural Group or Entertainment Committee may contact you for further information and make selections based on the information provided and the best fit for the festival.



Confirmation of participation

When you have confirmed your participation in **GLOBALfest**, you will receive a formal letter of invitation, which includes an agreement to participate.

Please respond to the invitation in writing, indicating your willingness to participate in **GLOBALfest**, along with the signed agreement. Please keep a copy for your records.

When your signed copy has been received, the Cultural Coordinator will send you a pack containing:

1. Information about the nature and intent of **GLOBALfest**
2. A copy of the Cultural Handbook
3. Information on check-in, security, safety and any audio planned.
4. Performance/participation schedule.
5. A list of other participants in **GLOBALfest**
6. A MAP of the venue.
7. Information on parking.

If you or your group decides to terminate the Agreement to participate in **GLOBALfest**, you will need to communicate this to the Cultural Coordinator by the quickest possible means. Any costs incurred by **GLOBALfest** may be passed on to your group in the case of cancellation.

Disclaimer and Cancellation Policy

GLOBALfest Charitable Trust reserves the right to add, withdraw, re-schedule or substitute participants, either in the Cultural Villages, Performers or Entertainers.

Any decision to cancel **GLOBALfest** will not be made lightly and is solely the responsibility of the **GLOBALfest** organising committee. In the case of cancellation there will be no ticket refunds or exchanges except by law. If a refund is made, **GLOBALfest** Charitable Trust may retain an administration fee.

In the case the event is cancelled the funds provided to the cultural groups for village theming will be assessed to determine if any funds will be returned to the **GLOBALfest** Charitable Trust.

Templates for Registration of Interest

There are two categories to participate in **GLOBALfest**:-

CULTURAL VILLAGE

- a) Any Community Group, Cultural Group, Association, Friendly Society who would like to set up a village (Cultural Village Set-Up Form)

ENTERTAINMENT

- a) Cultural Group Form
- b) Entertainer/Performer Form



Frequently Asked Questions

Q. When is GLOBALfest happening?

A. It is happening on Saturday, 15th of November 2008.

Q. Do villages have to showcase their culture for the entire 5 hours?

A. Villages need to have some activity happening in their villages. This needs to be organised well. Villages must remember that they are showcasing their culture in several aspects so it can be a mixture of activities throughout the day.

Q. Will the public know what's happening in a village during the day?

A. If villages need to broadcast a certain activity in their village in which the public can partake, the MC can announce this over the speaker system.

Q. I have a lot of friends that I would like to bring to my village at GLOBALfest?

A. Your cultural village is organised by your community, if you belong to one. Should your friends not be part of your cultural village or performing group then they will have to pay the required fee to enter GLOBALfest.

Q. If I belong to a cultural village or I am a performer and need to leave GLOBALfest several times a day, how can I get back in?

A. Village participants and entertainers will have separate identification. This will allow you to leave and return as you wish. The identification will be a wristband which when removed is not reusable.

Q. Will there be recycling bins available?

A. Yes, recycling bins will be placed at several locations at GLOBALfest.

Q. Will there be a Lost and Found facility?

A. Yes, there will be a Lost and Found booth at GLOBALfest. The location of this facility will be advised on the day.

Q. Do we need to prepare all food for sale at the village?

A. You can prepare food for sale at another venue. Your food handling and preparation facilities need to be organized so food can be prepared and handled safely. You can also prepare foods at your village on the day.

Q. Will GLOBALfest supply any refrigeration facility?

A. No. You will have to supply your own.

Q. Can we access the village sites with vehicles when setting up?

A Yes and you, must be aware that there are a few stadium rules you must abide by which are listed in the Cultural Handbook.

ENTERTAINER/ PERFORMER FORM

USE THIS FORM IF YOU ARE: AN INDIVIDUAL PERFORMER (IRRESECTIVEOF WETHER YOUR ARE PART OF A CULTURAL VILLAGE OR CULTURAL PERFORMING GROUP

Name of Applicant	
Name of Group or Organisation	
Cultural group affiliation (if relevant)	
Contact Address	
Contact Phone/s	
Email address	
Type of Entertainment (Dance, Drama, Songs)	
Brief Description of your performance, including number of performers.	
Duration of performance	
Duration of set up time (if any)	
Technical Requirements	
No. of microphones	
Do you require any specificacoustics?	
Do you require extra time (and how long) to make have an introduction before your performance? Please note: this may be done by our MC.	
How will your music be provided?	
Live musicians	
CD/Tape	
<p>By participating in GLOBALfest you are giving us the right to photograph and video your village, performing group and activities and to use these materials in any GLOBALfest promotion and marketing. I have read and understand the disclaimer.</p> <p>I accept.</p> <p>Sign <input type="checkbox"/></p>	

CULTURAL VILLAGE SET UP FORM

USE THIS FORM IF YOU ARE BOOKING A SPACE FOR A CULTURAL VILLAGE

Name of Principal Applicant (This person will be the liaison person for the village)	
Name of Group or Organisaion	
Contact Address	
Contact Phone/s	
Email address	
Type of Village (Brief description of how you intend to decorate your village)	
How many people are included in your CORE group (A number needs to be specified to arrange your ID entry into GLOBALfest)	
REQUIREMENTS: GLOBALfest will provide 3 tables and 5 chairs, and power to all cultural villages. Any other requirements are the responsibility of the participants	
Give a brief description of how you will create the theme for your village using the following headings	
Language	
Dance	
Music	
Traditional dress	
Food & Beverage	
Customs/ Traditions	
Arts and Crafts	
Religion	
Childrens' games	
What materials will you be using to create your village?	
Other relevant information	
By participating in GLOBALfest you are giving us the right to photograph and video your village, performing group and activities to use these materials in any promotion or marketing. I have read and understand the disclaimer. I accept. Si <input type="checkbox"/>	



GLOBALfest
Think...Experience...CELEBRATE!

To be staged in Rotorua
Saturday November 15 2008.
at
Rotorua International Stadium

Further information is available from:

Alexis LewGor
Cultural Coordinator – GLOBALfest
cultural@globalfest.co.nz

021 056 4650

PO Box 6240
Rotorua