

International Festival of *Minnesota*



2026 POLICIES & PROCEDURES

Revised August 11, 2025

ABOUT THE INTERNATIONAL FESTIVAL OF MINNESOTA

HISTORY

The International Festival of Minnesota ('IFest-MN', 'the Festival') is a revival of the Festival of Nations, which was established in 1932 by the International Institute of Minnesota. The Festival of Nations was officially suspended in 2022, with the last event happening in 2019.

IFest-MN leadership consists of past directors and area leads dedicated to bringing this great event back to St. Paul.

MISSION

IFest-MN is an educational event designed to bring Americans of all backgrounds together - native and naturalized citizens alike - to share the ties with our past and take pride in the richness of diverse cultures in our community as we build for the future together.

AREAS OF PARTICIPATION

IFest-MN has five areas of participation:

- Food and Beverage (Café)
- Bazaar
- Entertainment
- Exhibit
- Demonstration

WHO MAY PARTICIPATE

Due to space limitations, only one participant from any ethnic group can participate in each of the program areas (for example, we cannot have two Irish cafes, two Brazilian Bazaars or two Somali dance groups).

The IFest-MN board sets the criteria for vendor and artist participation and has oversight of each area of the festival. The Board set forth three goals for choosing and approving participants:

- Diversity of Participants – IFest-MN's goal is to have the festival represent as many diverse ethnic groups as possible from throughout the world. A Board member will lead each committee area to ensure this goal is achieved and report back to the full Board.
- Traditional & Modern Ethnic Participation – IFest-MN invites both traditional and modern ethnic representations in selecting artists and vendors to participate in the festival. IFest-MN's goal is to connect audiences to historical traditions as well as engaging audiences in representations of their ethnic groups today. A Board member leads this effort.
- Overall Qualifications – The Board's goal is to have high quality participants in all parts of the event. Participants are screened to ensure they are educational, high quality and engaging. The Board oversees each area committee and the operations committee to ensure these goals are met.

EXPECTATIONS FOR PARTICIPATION

HARASSMENT FREE ENVIRONMENT

IFest-MN expressly prohibits any form of harassment based on race, color, creed, religion, national origin, ancestry, sex (including pregnancy, childbirth, breastfeeding or related medical conditions), marital status, status with regard to public assistance, familial status, membership or activity in a local commission, disability (physical or mental), sexual orientation, gender, gender identity, gender expression, genetic information, age, military or veteran status, or any other characteristic protected under federal, state or local law.

CULTURAL PROMOTION

IFest-MN is designed to promote cultures and ethnic groups in ways that are chosen by the participants. IFest-MN has designated areas of participation, with specific rules to abide by, but each participant may showcase their specific culture in a manner of their choosing. Participants may come from within the city, State or elsewhere in the country and may have many different backgrounds and organization sizes.

COMPLIANCE WITH REGULATIONS

Failure to follow these regulations is a breach of contract and may result in the removal of your booth without any further obligation by IFest-MN, including a refund.

PROMOTIONAL ALLOWANCES

IFest-MN is committed to showcasing the diversity of ethnic organizations, groups, and businesses that exist in our community. Participants will be allowed to share information about the ethnic organizations, groups, and businesses that they represent within the limitations outlined below.

- Participants can have printed materials (business cards, brochures, etc.) that include basic information such as contact information, general descriptions of activities, mission statements, locations, history, or an event calendar.
- Materials cannot contain political messages, language that could be considered derogatory toward another group, or messages or events that conflict with IFest-MN's mission.
- Promotional items may not be installed on café fronts.
- All promotional items must be reviewed by the area committee prior to posting or handing out.

CLOTHING EXPECTATIONS

IFest-MN encourages wearing traditional ethnic clothing where possible, while understanding there is a great diversity in the types of ethnic clothing participants and volunteers can wear. All participants should wear clothing that is significantly identifiable to the ethnic group they are representing. This could include contemporary items and modern designs inspired by traditional patterns and designs.

BEHAVIOR EXPECTATIONS

All participants, attendees, staff and vendors are expected to treat each other with respect and consideration. All participants are expected to respect the diversity of viewpoints and opinions. All communication should be open and respectful of others, regardless of differences in opinion. Any participants using derogatory language or behaviors may be subject to immediate removal from the event.

NON-PROFIT STATUS

All profit-making participants (café, bazaar) must be or be affiliated with a non-profit entity. This affiliation shall be defined to IFest staff as a 'proof of non-profit affiliation'. This is a document provided each year by the non-profit entity to the participant, on official letterhead, stating their affiliation.



REGULATIONS FOR PARTICIPATION

RESTRICTED ITEMS & ACTIVITIES

These items are prohibited from IFest-MN:

- Projectiles (an object which is fired, thrown or otherwise projected), or objects which are self-propelled (such as rockets, or weapons), or decorative knives, whips, guns, clubs, nunchakus, throwing stars or swords, or other weapon-like items.
- Helium tanks, balloons, lit candles, and burning of incense are prohibited by order of the Fire Marshall
- Gambling and other illegal activities
- CBD in any form
- Alcohol in any form
- Carbonated beverages of any kind
- Packaged foods which may be consumed at the event (unless expressly permitted by IFEST's Board or Area Chairperson)
- Any music, noise making devices, or video displays, without prior approval. These must not interfere with the entertainment stages or with the interactions of other vendors and their customers
- Political boundary maps, including reproductions on clothing or objects
- Symbolism/logos of an inflammatory nature
- Drug use, symbols of drugs or drug paraphernalia
- Any item endorsing any political cause or candidate
- Posters, handouts or business promoting items that are not within the promotional allowance guidelines

Any item that poses a safety concern or does not comply with festival regulations will be removed by either the St Paul Police and/or an IFest-MN staff Member, depending on the severity of the item(s).

SAFETY REGULATIONS AND POLICIES

The following are general safety guidelines that must be followed. When constructing your booth or setting up your merchandise, please think about the safety of your customers, the festival volunteers and yourselves!

- Only use LED bulbs in any lighting – other bulbs get too hot and pose a fire hazard. You will be asked to turn off and remove any lighting using other bulbs.
- Any freestanding shelving units must be secured or weighted at the bottom so they cannot tip and pose a safety hazard. Any shelving units deemed unsafe by the IFest-MN staff will be asked to be dismantled immediately.
- Any electrical cords running across the floor need to be entirely taped down or covered to avoid a tripping hazard. Any other cords should be secured out of the way with zip ties.
- Any shelving, tables or racks MUST stay within the confines of your booth. You may display merchandise

outside your booth by either hanging them on the side of your display booth, or by setting larger items just outside your booth, but you may be asked at any time to move items that may block traffic.

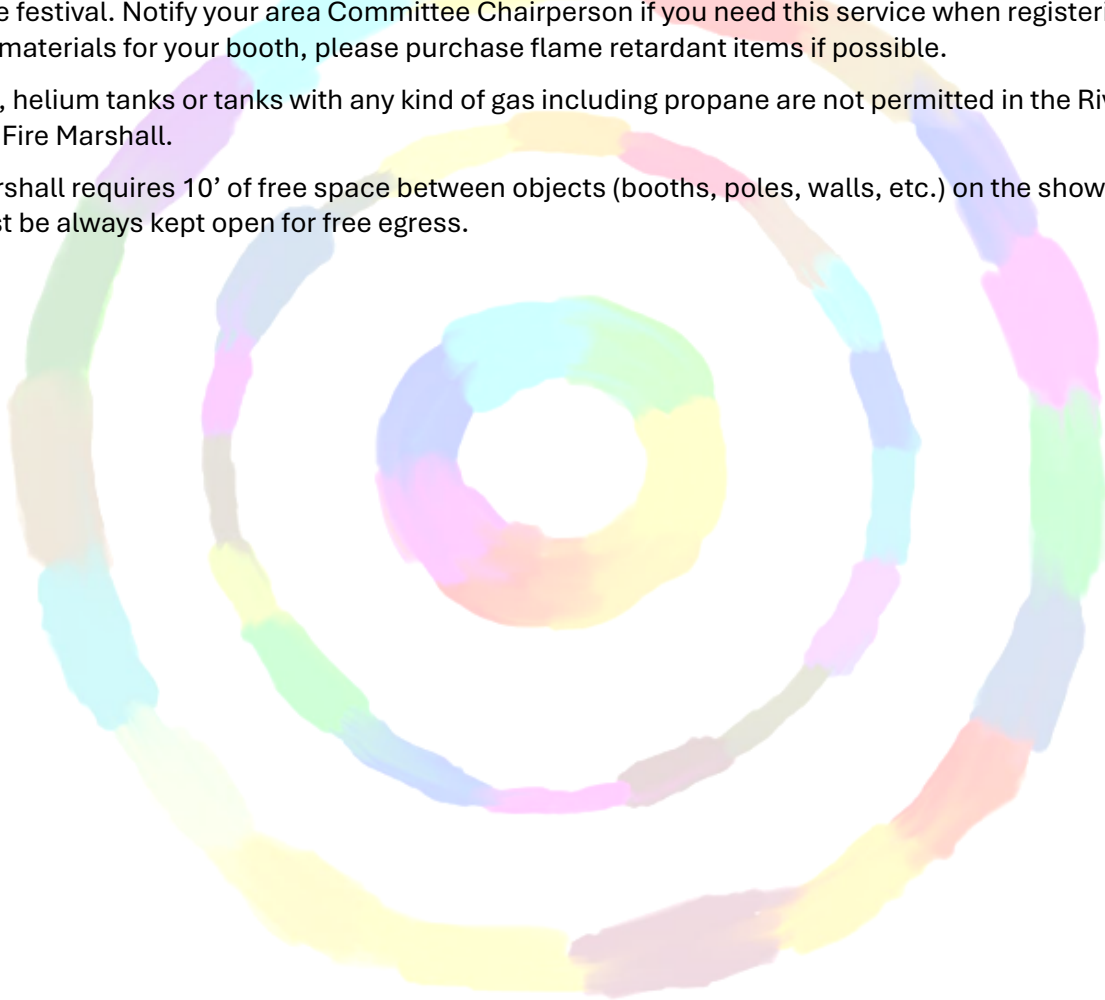
- Do not overload pipe and drape provided by IFest-MN. Pipe and drape are not load bearing and cannot support heavy loads.
- IFest-MN staff may remove hazardous items at their discretion and when necessary to remedy safety hazards.

FIRE DEPARTMENT REGULATIONS

Saint Paul Fire Department regulations require that all flammable material (such as fabric used anywhere throughout the festival) be flame proofed. IFest-MN will provide a spray applicator with a liquid solution that meets all fire code regulations for flammable natural fibers. This service is available at no cost to the groups prior to the set-up of the festival. Notify your area Committee Chairperson if you need this service when registering. If purchasing materials for your booth, please purchase flame retardant items if possible.

Open flame, helium tanks or tanks with any kind of gas including propane are not permitted in the RiverCentre by order of the Fire Marshall.

The Fire Marshall requires 10' of free space between objects (booths, poles, walls, etc.) on the show floor. These spaces must be always kept open for free egress.



SCHEDULE AND FEES

KEY DEADLINES

October 2025	Initial participant selections will be made, participants will be notified
November 7, 2025	All Booth Fees Due
November 2025	'Kick Off' Meeting – details forthcoming
February 2026	Entertainment Technical Reviews – Date TBD
March 1, 2026	All paperwork must be submitted for all areas in full or participation may be revoked (or earlier as directed by area chair)
TBD	Participant Tickets distributed
April 9	Participant Load-in
April 10-11	IFest 2026 is open
April 11-12	Participant Load-out

FEE SCHEDULE

Café	Fee
Café Booth Fee	\$500.00
Stove Rental – includes energy charges and hookups	TBD
Refrigerator Rental – includes energy charges and hookups	TBD
Freezer Rental – includes energy charges and hookups	TBD
220/208-volt appliance hookup fee, per vendor supplied appliance	\$50.00
220/208-volt appliance energy charge, per vendor supplied appliance	\$50.00
Freezer or refrigerator energy charge, per vendor supplied appliance	\$50.00
110/120-volt appliance energy charge, per vendor supplied appliance	\$30.00
Bazaar	Fee
Bazaar Booth Fee (per space)	\$500.00
Demonstration	Fee
Demonstration Booth Fee	\$0.00 if selling items made in booth

BAZAAR

BAZAAR PARTICIPATION

All participants must comply with general IFest-MN Policy and Procedures. Failure to follow policy and procedures is a breach of contract and may result in the closing of your booth without any further obligation by IFest-MN. Any fees or other services paid or rendered will be forfeited and no refunds will be made. Ethnic groups desiring to have a new bazaar should contact IFest-MN staff for consideration. Due to space limitations, not all who apply may receive space at the event. Overflow participation requests will be placed on a waiting list.

If directed by the RiverCentre, Health Department, Fire Marshall or Bazaar Committee participants may have modified regulations and requirements during the event. The Bazaar Committee will advise each group of impacts to their operations.

- The ethnic group is responsible to comply with all policies and procedures, including entering into a rental agreement with IFest-MN for the Bazaar booth.
- Due to space limitations, only one participant from any ethnic group can have a Bazaar booth each event. A vendor may request a larger booth for review and approval to the Bazaar Committee.
- **REGISTRATION:** Registration materials and requirements will be available on IFest-MN's website to interested vendors. Vendor may contact the Bazaar Chairperson with questions. All materials must be completed in full to be considered for participation in the event.
- **FEES:** Please refer to the SCHEDULE & FEES page for specific fee information. A deposit and paperwork are due before space is reserved for a participant. If forms are not received and fees not paid in full by the specified dates, there is no guarantee that a group will be able to participate or that all fees will be returned.
- Each vendor is required to submit a detailed list of items to be sold in their respective booths to the Bazaar Committee for approval. Only items that represent your culture or ethnic group may be sold in your booth. Any items not included on this list may not be sold and you will be asked to remove the item from your booth immediately.
 - See RESTRICTED ITEMS & ACTIVITIES below for illegal items and services.
- All fabrics and linens used in bazaar, including vendor brought items, must be flame proofed each year. The Bazaar Committee will provide a spray applicator with a liquid solution that meets all fire code regulations for flammable natural fibers. This service is available at no cost during set-up. Vendors are responsible for the application of the flameproof solution and logging the application on the form provided. For any fabrics or linens not treated during set-up, a certificate meeting flameproof regulations must be provided to the Bazaar Committee.
- Promotional items must follow the promotional guidelines under EXPECTATIONS FOR PARTICIPATION.
- All staff in bazaar booths are always in view of the public and therefore **MUST BE IN APPROPRIATE CLOTHING** for the event (see CLOTHING EXPECTATIONS for more information).

BAZAAR FORMS

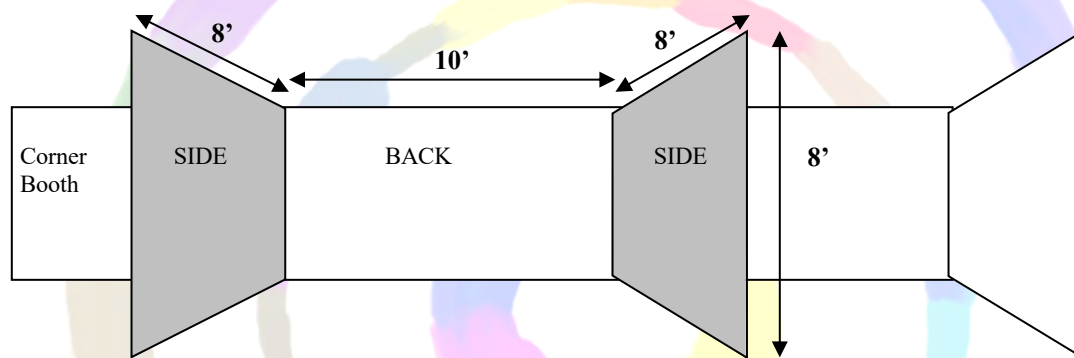
- The Bazaar general registration form must be completed with the ethnic group's general information and contact information.

- Provide an itemized list of all items to be sold in the booth. Item descriptions must be substantial enough for the Bazaar Committee to determine if the item is appropriate for the event. Pictures may also be provided *in addition* to descriptions.
- All Bazaar booths must have a general liability insurance policy naming the IFest-MN as additionally insured and a certificate of proof of insurance must be submitted with the registration paperwork. A certificate of proof of insurance can be obtained from your current carrier. The insurance must be valid for the duration of the event, including set up and take down. If the insurance is not provided or is invalid, the vendor must resubmit no later than two (2) weeks prior to the event or they will not be allowed to participate.
- Proof of affiliation with a non-profit *or* proof of non-profit status of the vendor.
- All vendors and demonstrators who sell at IFest-MN require the Minnesota sales tax form, Operators Certificate of Compliance (ST-19). This form is required no later than two (2) weeks before the event.
- All vendors must submit a Certificate of Compliance Minnesota Workers' Compensation Law (MNlic04) as a requirement for festival participation. A vendor may forgo this requirement if they provide a written statement proving their operation does not have any employees.

BAZAAR SET UP AND LAYOUT

- A single Bazaar booth space is approximately eight (8) feet deep and ten (10) feet wide. A small space behind the booth may (but is not guaranteed) be available for storage. The event provides two 8-foot tables and two chairs for each booth space. Additional tables and chairs may be brought in by the vendor.
- Each vendor is responsible for table coverings and must provide table skirting to the floor on all sides visible to the public. Covering and skirting must be flame retardant (see FIRE DEPARTMENT REGULATIONS for more information).
- Set up is done prior to the first day of the event. **No group will be allowed to set up their Bazaar booth during the event, it must be completed the day prior.** The Bazaar Chair will provide load-in and load-out times for each Bazaar booth in the pre-event information. These times must be followed for safe operation. If you need to change your time(s) you must get approval from the Festival Bazaar Committee. Any Bazaar booth that does not follow load-in or load-out instructions by staff at the loading dock may be held solely responsible for any damage or injury caused and may be asked to not participate in future events.
- Once you have unloaded your materials, you must drive your car out of the loading entrance and park off-site. We suggest you have a second person with you to stay with your materials. It is important that you follow the schedule closely so as not to cause delays for all participants. You may designate a preferred time for drive-in on your registration materials. The Bazaar Committee will attempt to honor drive-in requests as space allows.
- The event may have carts or other methods of moving product available, but this is not guaranteed. Vendors should provide their own method to move product and fixtures to their assigned booth space. The event does NOT have staff to assist vendors in set up or take down.
- Each vendor must arrange their own deliveries of product if necessary. Festival staff or volunteers are not authorized to sign for any deliveries to Bazaar booths under any circumstances. Companies should be given the name of the Bazaar booth, its location in the RiverCentre and the contact person responsible for accepting deliveries. Deliveries must not occur during the open hours of the event.
- Bazaar booths must remain open from the official opening time until the official closing time each day of the event. **No late start times or early takedowns!** All guests of the event deserve the same experience regardless of the time of day.
- Additional booth space is assigned on a first come first serve basis based upon available space. Please contact the Bazaar Chair if you are interested in additional space. Additional fees will apply.

- The Festival provides uniform signage to each bazaar booth that remains the property of the Festival and must be left in place at the conclusion of the event.
- Electrical power will be provided near each bazaar booth. Rivercentre staff will not plug or install any items for vendors, all vendors must install their own devices. Staff may request any unsafe electrical appliances are removed.
- Once the event has closed, all vendors will receive time to return to take down their booth and remove items from the premises **only once their items and booth have been packed and are ready to exit. There may be a line to enter the building, please be patient.** Vendors shall not line up prior to receiving authorization for the Bazaar Committee to retrieve their goods.
- The Bazaar Chair creates a layout of the spaces and assigns vendors booth space. Vendors cannot request specific locations due to space constraints. The Bazaar Chair will consider specific needs of vendors when laying out the space.
 - Bazaar Booth general layout



RESTRICTED ITEMS & ACTIVITIES

- Projectiles (an object which is fired, thrown or otherwise projected), or objects which are self-propelled (such as rockets, or weapons), or decorative knives, whips, guns, clubs, nunchakus, throwing stars or swords, or other weapon-like items
- Any noisemaking products, without prior approval from the Bazaar Chair. In some cases, you may be asked to submit a sample of the item to be reviewed by the Festival Bazaar Committee.
- All food items without prior approval by the Bazaar Chair. If you plan on selling a food item, please contact the Festival Bazaar Committee to make arrangements to submit a detailed description and sample of the item prior to the event for approval. All food items must be specific to the ethnicity of the booth at which they are being sold.
- Helium tanks, balloons, candles, and burning of incense are prohibited by order of the Fire Marshall.
- Gambling and other illegal activities
- CBD in any form
- Alcohol in any form
- Any music, noise making devices, or video displays, without prior approval. These must not interfere with the entertainment stages or with the interactions of other vendors and their customers
- Maps, including reproductions on clothing or objects

- Symbolism/logos of an inflammatory nature
- Drug use, symbols of drugs or drug paraphernalia
- Any item endorsing any political cause or candidate
- Posters, handouts or business promoting items that are not within the promotional allowance guidelines.

Any item that poses a safety concern or does not comply with the IFest-MN Regulations will be removed by either the St Paul Police and/or an IFest-MN staff Member, depending on the severity of the item(s).

SAFETY REGULATIONS AND POLICIES

The following are general safety guidelines that must be followed. When constructing your booth or setting up your merchandise, please think about the safety of your customers, the Festival volunteers and yourselves!

- Only use LED bulbs in any lighting – other bulbs get too hot and pose a fire hazard. You will be asked to turn off and remove any lighting using other bulbs.
- Any freestanding shelving units must be secured or weighted at the bottom so they cannot tip and pose a safety hazard. Any shelving units deemed unsafe by the IFest-MN staff will be asked to be dismantled immediately.
- Any electrical cords running across the floor need to be entirely taped down or covered to avoid a tripping hazard. Any other cords should be secured out of the way with zip ties.
- Any shelving, tables or racks MUST stay within the confines of your booth. You may display merchandise outside your booth by either hanging them on the side of your display booth, or by setting larger items just outside your booth, but you may be asked at any time to move items that blocks traffic in or around the bazaar area.
- Do not overload pipe and drape provided by IFest-MN. Pipe and drape is not load bearing and cannot support heavy loads.
- IFest-MN staff may remove hazardous items at their discretion and when necessary to remedy safety hazards.

IFEST-MN REGULATIONS

Failure to follow any stated regulations is a breach of contract and may result in the removal of your booth without any further obligation by IFest-MN, including a refund.