



**WORLD OF
NATIONS**
CELEBRATION

COUNTRY MANUAL

2021

Updated:

09/29/2020 - BL



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Please note: All registration forms and insurance information are separate online forms, separate from this manual document.

World of Nations Celebration

We welcome you as a participant in the annual World of Nations Celebration (WONC). WONC is held each spring in downtown Jacksonville, which celebrates world cultures through an educational exposition featuring a number of international cultures on display.

Over the years, WONC has helped thousands of visitors experience the world in a very unique way through cuisine, mercantile, entertainment and cultural lessons represented by more than 30 countries.

As you consider participating as a non-profit country representative, this manual includes guidelines to help you have the best experience possible. Your acknowledgement of the rules and guidelines is required. For questions, contact Becca Leon with the City of Jacksonville Sports & Entertainment Division at 904-255-5436 or rebeccal@coj.net.

Thank you for joining us in the celebration and we look forward to a fantastic year!

Event Hours & Admission

Friday, February 26, 2021 (Field Trips Only)*	9:00 a.m. – 1:00 p.m.	\$5.00 (subject to change)
Saturday, February 27, 2021 (open to the public)	10:00 a.m. - 7:00 p.m.	\$5.00 (subject to change)
Sunday, February 28, 2021 (open to the public)	10:00 a.m. - 6:00 p.m.	\$5.00 (subject to change)

*** Field Trip Day is pending participation by local school districts due to COVID-19. In the event local districts do not participate, this date will be open to the public.**

Meeting Schedule

The Sports & Entertainment Division will hold several meetings in advance of the event. The chairperson or representative from the organization is required to attend. If the chairperson or representative cannot attend a meeting, it is his/her responsibility to contact the Sports & Entertainment Division to notify us in advance and make arrangements to meet any set deadlines. Absence from a meeting will not be an excuse to miss established deadlines. Should more time be needed to complete a form, the Chairperson or representative must obtain prior approval in writing from the Sports & Entertainment Division.

Tuesday, November 17, 2020	6:00pm - 8:00pm	TBD
Tuesday, January 19, 2021	6:00pm - 8:00pm	TBD
Tuesday, February 16, 2021	6:00pm - 8:00pm	Event Site

Registration Form Deadlines

Tuesday, November 17, 2020	Section 1 Due	Registration forms will be available online.
Friday, December 18, 2020	Section 2 Due	
Tuesday, January 19, 2021	Section 3 Due	

***Please see separate online forms for registration and more details.**

Registration

Registration Opens

Monday, October 26, 2020 at 10:00 a.m. EST

Registration Deadline

Tuesday, November 17, 2020 by 11:59 p.m. EST

Registration Fee

NEW! The fee to participate in WONC is \$800 per registered country. A “country” is defined as a geographical region with a governing body. Representation by each non-profit organization for any country is subject to approval by the City of Jacksonville’s Sports & Entertainment Division. If an organization wishes to represent multiple countries, the Sports & Entertainment Division must give its approval. A registration fee is required for each participating country. The preferred method of payment is credit or debit card (Visa, MasterCard, and Discover). Checks or money orders will also be accepted and should be made payable to the City of Jacksonville. Check memo line should include “Sports & Entertainment Division & *Country Name*”.

The registration fee includes:

- One (1) 40’ x 20’ Tent (or the equivalent covered space)
- Four (4) 8-Foot Tables
- Eight (8) Chairs
- Banner for Country
- Signage as follows:
 - Menu Board
 - Supporter Board (upon request)
- Access to water (Must provide your own potable water hose and containers)
- Disposal receptacles for trash, grease and gray/waste water
- Trash Pick-Up
- Advertising and Promotion
- Roaming Security (24-Hours from Thursday, February 25, 2021 through Sunday, February 28, 2021 at 11:59 p.m.)
- Five (5) commemorative event t-shirts
- Limited access to event for country vendors and participants
- Limited parking based on availability

Proof of Non-Profit Status

Only organizations with an active state of Florida non-profit status may participate in the event. Each organization must provide the Sports & Entertainment Division proof of active non-profit status in the State of Florida at the time of registration.

W-9 Form

Each organization must submit a completed current IRS form W-9. The address provided on the W-9 is the address the Sports & Entertainment Division will send payment to for meal ticket redemption.

- W-9 Form must be the ‘Rev. October 2018’ version or later, and must be completely filled out, including signature.
- The form must reflect the name of the non-profit participating in the event and name on insurance.
- Address must match the current IRS registration for the non-profit.

Competing Representation and Dispute Resolution

Only one non-profit organization will be permitted to register to represent a single country for the event. A non-profit may only apply to represent a country that was not already represented in the event by another organization in the most recent event year. Multiple organizations may elect to work together under a single non-profit to represent a country.

If two different non-profits attempt to register to represent a new country, and that country was not represented in the most recent event year, the Sports & Entertainment Division will convene the two organizations to see if they can work together to represent the country in question. If efforts fail at co-representing, then both organizations will be required to present their event plan before a review panel. This panel will decide which organization will represent that country in the event. In the organization's presentation, they will need to present a convincing case by displaying their educational component and at least two of the following: cuisine, merchandise, or entertainment. Presentations should include examples of cultural and authentic displays for the event. Presentations will be judged on the following criteria: creativity, quality of content, the strength of educational component, and overall respectfulness of the review process. The nonprofit chairperson(s) do not have to be a native of the country but must represent the country in a proper and respectful manner.

Responsibilities of Country/Organization Chairperson

Participating in WONC as a country representative does require a time commitment. Planning and preparing for the event, load-in/setup and load-out are lengthy processes. In addition, there are several mandatory meetings, deadlines and event hours.

Participating in the event will require approximately 60 hours of time at the event between the days of Thursday through Sunday. This does not include pre-planning by your organization. Responsibilities include, but are not limited to:

- The non-profit chairperson is ultimately responsible for his/her organization's display area and for the organization's understanding of and compliance with event policies, procedures, changes, updates and regulations of the City of Jacksonville (refer to "Rules & Regulations" section).
- The chairperson or designee **MUST** remain on site at the event during event hours and during load-in and load-out. Contact information for the chairperson or designee must be provided in advance.
- The chairperson ensures that all forms, questionnaires, and payments are submitted **ON TIME**. If this is not possible, the chairperson must obtain written approval from the Sports & Entertainment Division to make alternative arrangements.
- The chairperson must attend **ALL** meetings or designate a representative to attend the meetings in his/her place.
- The chairperson is responsible for communicating any, and all display and operational changes and/or revisions to the Sports & Entertainment Division and obtaining approval when needed.
- The chairperson is responsible for distributing the wristbands and parking passes on behalf of the organization. It is highly recommended that wristbands and parking passes are distributed to vendors before the first day of load-in.

Educational, Entertainment, Cuisine and Merchandise **Components**

NEW! In light of returning to a larger event location this year, we have adjusted the presentation requirements for educational, entertainment, cuisine, and merchandise as follows:

- All countries are required to present an educational component.
- In addition to the educational component, countries are required to select at least two (2) additional components: either entertainment, cuisine or merchandise. You are not required to present all four, but may do so if you choose.
- You must confirm and finalize what your additional components will be no later than December 18, 2020.

Educational Component

As a part of the event, each country will be required to produce an educational activity that relates to your country's history, culture, language, geography, etc. This component must be suitable for all ages, as it must be presented on all 3 days of the event. To ensure that students, parents, and families benefit from this experience, provide a description of the educational components included in the cultural presentation. We encourage you to be creative in producing your educational component. This should include exciting and interactive elements that enhance the participant's experience.

NEW! In order to design the educational component, countries must include the three (3) criteria listed below.

1. What teaching and learning activities will the organization use?
2. What will attendees learn from these activities?
3. How will the organization check for understanding by the attendee?

The Sports & Entertainment Division will review educational component plans for all organizations. You will be notified if your plans are acceptable and approved.

Entertainment Component

Countries have the option to host entertainment components that are exciting and appropriate for all ages for all event days. We suggest something that can be repeated several times a day, throughout the event.

All rules regarding audio must be followed when presenting entertainment components. Entertainment components may temporarily use space in front of tents. The quantity of space and time used for entertainment must be approved by the Sports & Entertainment Division in advance. Please do not confirm your performers until you have received approval of your entertainment scheduling from the Sports & Entertainment Division.

All entertainers **MUST** have a wristband to enter the event. Each country is issued a limited number of wristbands for the event, so please plan distribution accordingly. Wristbands may not be passed to other people upon entering the event.

Performances and music must end each day no later than ½ an hour before the event scheduled end time.

Cuisine Component

Countries have the option to prepare and sell cuisine and up to two (2) traditional, cultural non-alcoholic beverages that are representative of their country and culture. Cuisine and beverages should be unique to the country your organization is representing. Commercially prepackaged snacks and sweets are allowed to be sold

and must be of verifiable origin. When submitting your Cuisine Component Form, please provide a description for all items being served. All items must include sales tax. This menu is subject to the approval of the Sports & Entertainment Division. Organizations and their vendor(s) agree to sell only approved items.

NEW! In an effort to encourage event attendees the opportunity to taste items from multiple countries, all countries who select to participate in the cuisine component will be required to offer AT LEAST ONE (but may choose to offer more) tasting item on their menu (not including Field Trip day). The designated tasting item(s) shall be a smaller portion, and cost between \$1.00 and \$3.00. These tastings will be identified as a separate Tasting Option(s) on menu signage. *If so desired, the designated tasting item can be the same as one (or more) items on the full menu. For example, a side could be presented as a tasting item and also offered as part of a larger meal.* The tasting item doesn't have to be child-friendly, just has to be a smaller portion.

All rules regarding cuisine and beverages must be followed when presenting cuisine components. The registered non-profit organization is responsible for any and all vendors in their display area, even if they are independent vendors. These vendors are subject to the same rules and regulations of the event and failing to obey these rules and regulations will result in disciplinary action for the chairperson and the organization.

Merchandise Component

Countries have the option to sell goods that are representative of their country and culture. All items for sale should be culturally authentic and unique to your organization's country, or crafted in a style that is traditional to the country your organization is representing.

All rules regarding sold goods must be followed when selling goods. The registered non-profit organization is responsible for any and all vendors in their display area, even if they are independent vendors. These vendors are subject to the same rules and regulations of the event and failing to obey these rules and regulations will result in disciplinary action for the chairperson and the organization.

Student Field Trips

Field Trip Day is pending participation by local school districts due to COVID-19. In the event local districts do not participate, this date will be open to the public and an amendment to this section of the manual will be issued.

Student Field Trip Day will be on Friday, February 26, 2021; from 9:00 a.m. to 1:00 p.m., Participating school counties include Clay, Duval, Putnam and St. John's Counties. Students may be from public, private, and home schools.

Field Trip Tickets

Organized student field trip groups are invited to attend the event on Friday. All arrangements are made in advance through the Sports & Entertainment Division. Only those students, teachers, and chaperones with pre-arranged field trip groups will be allowed entry during the field trip day. Field Trip Tickets will be provided by the Sports & Entertainment Division to each field trip group to be used at any country serving food.

Ticket boxes will be supplied by the Sports & Entertainment Division for collecting meal tickets during the field trip day. Ticket boxes must be returned Friday afternoon, at which time a date will be scheduled for counting and reconciliation of tickets. Any tickets not returned by 4:00 p.m. Friday, February 26, 2021 will not be accepted.

Ticket counting and reconciliation will be done at the Sports & Entertainment Division at your scheduled time. A representative from the Sports & Entertainment Division will count the tickets with you and provide a copy of the Field Trip Ticket Reimbursement Form that will act as your receipt. This form will be signed by the country representative, as well as by the Sports & Entertainment Division' representative. The City of Jacksonville is required to assess the current Duval County sales tax (as of 9/23/2020: 7%) on food ticket sales. This sales tax amount is deducted from your total reimbursement amount and will be reflected on this form.

All countries **MUST** complete ticket reconciliation by Friday, March 26, 2021. Failure to do so will result in the forfeiture of field trip monies.

Meals

All countries have the option to prepare and sell cuisine that is representative of their country and culture (See "Cuisine Component" section for more information). For Field Trip Day, we require a menu which must include a low-price full lunch option for \$4.00 (including sales tax). This full lunch must include one (1) main item and one (1) side item. Your field trip menu may contain options costing more than \$4.00 as well, however, meal tickets will only be reimbursed as the face value minus sales tax. Attendees may opt to pay the difference directly to your organization.

NEW! You may sell approved verifiable traditional non-alcoholic beverages on the field trip menu, however **Drink Tickets will only be valid at official World of Nations Celebration Beverage Booths. Please do not accept drink tickets at your booth for beverages. They will not be reimbursed.**

When submitting your Cuisine Component Field Trip Form, please provide an item description for all items being served. This menu is subject to the approval of the Sports & Entertainment Division. Only approved menu items may be sold.

Three-Strike Penalty

The Three-Strike Penalty system has been created to enforce the rules and guidelines outlined in the Country Manual. Non-compliance to any rule by the non-profit organization, associated vendor, or associated volunteer will result in a strike to that organization.

Should any rule or non-compliance occur or be observed during the event, a written strike will be administered by the Sports & Entertainment Division. The strike will be given and communicated directly with the organization's chairperson(s) as designated in the application materials.

Strikes can be given to any country throughout the duration of the event. Participation in the event signifies understanding of the following:

1. **First Offense - Strike 1:** An organization will be given up to thirty (30) minutes (or longer if deemed necessary by the Sports & Entertainment Division staff) from time of notification by Sports & Entertainment Division staff to take corrective action and/or comply with the rule or regulation that has been broken. Corrective action that can be taken immediately should be taken immediately upon notification.
2. **Second Offense - Strike 2:** A second strike will be issued if the organization has still not corrected a prior offense(s) or commits a new offense. Organization will be given up to thirty (30) minutes (or longer if deemed necessary by the Sports & Entertainment Division staff) from time of notification by Sports & Entertainment Division staff to take corrective action and/or comply with the rule or regulation that has been broken. Corrective action that can be taken immediately should be taken immediately upon notification.

3. **Third Offense - Strike 3:** A third strike will be issued if the organization has still not corrected a prior offense(s) or commits a new offense. The penalty for a third strike shall be a \$200.00 fee due by the end of that event day and the organization will be given up to thirty (30) minutes (or longer if deemed necessary by the Sports & Entertainment Division staff) from time of notification by Sports & Entertainment Division staff to take corrective action and/or comply with the rule or regulation that has been broken. Corrective action that can be taken immediately should be taken immediately upon notification.
4. **New! Additional Offenses:** Any additional offense will be penalized with a \$200.00 fee per offense due by the end of that event day and the organization will be given up to thirty (30) minutes (or longer if deemed necessary by the Sports & Entertainment Division staff) from time of notification by Sports & Entertainment Division staff to take corrective action and/or comply with the rule or regulation that has been broken. Corrective action that can be taken immediately should be taken immediately upon notification.

Excessive noncompliance with event rules and regulations may result in suspension from future WONC events. Penalty fees must be paid by either cash or credit card on site by close of business day.

Rules & Regulations

The following rules and regulations have been enacted to maintain the goal and mission of the event and to ensure the welfare of each of its participants and the general public. The City of Jacksonville fully expects each organization, their participants, vendors, volunteers, and staff to comply with all established event rules and regulations, as set forth in this manual and by any applicable local, state and federal laws. Throughout the event, staff from the Sports & Entertainment Division will monitor compliance of the following rules and regulations.

1. Any person observed or reported to be in non-compliance with Event rules and regulations will cause the non-profit organization to be subject to the event's Three-Strike Penalty system. This applies to staff, volunteers, vendors and other participants contracted or coordinated by the organization.
2. The registered non-profit organization is responsible for any and all volunteers and vendors in their display area, even if they are independent vendors. These volunteers and vendors are subject to the same rules and regulations of the event and failing to obey these rules and regulations will result in a strike for the organization.
3. Organizations are required to meet established deadlines for submitting payments, documents and information for their successful participation in the Event. Failure to submit payments and documents on time may result in the termination of an organization's registration for participation. If your registration is terminated, registration fees will not be refunded and another organization may be allowed to register to represent the original organization's country.
4. In the event that a country decides not to participate in WONC, all funds will be forfeited including the registration fee, electrical fee, and any additional t-shirts, wristbands, parking and/or signage that is purchased.
5. I understand that the details and occurrence of the World of Nations Celebration are subject to change and may be canceled or changed at any time by the City of Jacksonville in its sole discretion for any reason, including but not limited to, efforts to abide by local, state or federal health and safety regulations, declarations, laws or other mandates.
6. No commercial vendors are allowed as sole representatives of a country. All representing organizations must be a State of Florida non-profit and 501(c)(3) organization or endorsed by one.

7. All items for sale must be culturally relevant and manufactured or crafted in a style that is traditional and unique to the country. Countries are not permitted to sell items marked “Made in” a country other than the one you are representing, unless these items are indigenous to your country.
8. All participants are encouraged to wear ethnic or culturally relevant attire during the event. Clothing and costumes should also be appropriate for all ages and never in poor taste, too revealing, or in disrepair.
9. All booths, vendors, etc. must remain open during all event hours.
10. For reasons of public safety, loading in or out during event hours will be restricted to transporting items by hand or hand truck only through designated entrances.
11. No vehicles, including motorized carts, are allowed in the event space during event hours. Any exception must be approved in advance by the Sports & Entertainment Division.
12. Equipment provided by or rented from the City of Jacksonville must only be used for its intended purpose. If the item is damaged, repair and/or replacement charges will be assessed immediately, in addition to a strike being issued.
13. **Prohibited Items:** (these items may not be sold, distributed, consumed or displayed)
 - a. Alcohol.
 - b. Drug-related paraphernalia or any type of imitation or replica drug paraphernalia (this includes cigarettes, e-cigarettes, cigars, pipes, hookahs, chewing tobacco, snuff and all other forms of tobacco prepared in such manner).
 - c. Herbal drug products and simulated drug products that imitate or mimic drug products.
 - d. Weapons (this includes imitations of and photographs of weapons including, but not limited to knives, clubs, nun-chucks, swords, arrows and any items with spikes, points or sharp edges).
 - e. Projectiles (this includes any object that can be thrown, fired, etc).
 - f. Glass, including décor, is prohibited. Any glass item sold, regardless of content, for non-onsite consumption must be wrapped to prevent breakage. Any glass item, such as a beverage, sold for onsite consumption must be poured into a non-glass container.
 - g. Any items containing nudity or sexually explicit subject matter.
 - h. Any items with symbolism or logos of inflammatory nature.
14. No handouts may be distributed at any time without prior written approval from the Sports & Entertainment Division. Countries must list any educational literature intended for distribution in the Educational Component Form and approved by the Sports & Entertainment Division.
15. No signs indicating a sale, discounts, or new low prices are permitted. This includes announcements over a public-address system as well.
16. No unauthorized signs may be displayed at any time. This includes additional menu boards. Any additional signage must be first approved by the Sports & Entertainment Division.
17. Only promotional materials produced by a country’s official tourism department may be displayed.
18. No advertisements or corporate names may be displayed on any items, signage, or materials unless approved on the Supporter Recognition Form. This includes, but is not limited to, items such as bags, banners, business cards, circulars, announcements, posters, cash register receipts, pens, etc.

19. Any country can request to proofread all signage to be printed by the Sports & Entertainment Division by Tuesday, January 26, 2021. Any request to revise or reprint signage after this date will be considered on a case by case basis. If approved, changes will incur a fee.
20. All country supporters must follow all guidelines as written in Country Supporter section (pg.15).
21. Fortune telling, palm reading, or any activities of a similar nature is not permitted at the event.
22. No excessive noise. The Sports & Entertainment Division takes care to avoid conflict in scheduling of various countries' entertainment. The Sports & Entertainment Division will provide an entertainment schedule. This schedule will be enforced. If a main stage activity is occurring, countries near main stage may not play music or make announcements during that time.
23. **NEW!** Up to two (2) traditional, cultural non-alcoholic beverages may be served per country. Smoothies, snow cones, ice drinks, iced teas, lemonades, fruit punch, hot coffee, hot tea and commercially prepackaged beverages in cans or plastic bottles may be sold. All products must be authentic and of verifiable origin. The Sports & Entertainment Division must approve all beverages prior to the event and a sample may be required for consideration. **Water, Coca Cola or Pepsi brand products are not permitted to be sold.**
24. All food signage will be professionally printed by the Sports & Entertainment Division. Food vendors may **NOT** use their own signage on or above their tent/area. No restaurant names, addresses, or advertisements will be printed. Signage printed by the Sports & Entertainment Division may not be altered in any way.
25. No food items may be sold that are not listed on the printed menu board. This does not include prepackaged snacks or sweets.
26. If an organization or vendor sells out of a menu item, the country's quad leader will supply a "sold out" sticker to place on the menu board. Any sign that has been defaced or marked on will be removed and a strike will be given immediately.
27. Food items for sale must be prepared or cooked onsite by the representing organization or verified, approved vendor. Commercially prepackaged snacks and sweets are allowed to be sold and must be of verifiable origin. The Sports & Entertainment Division must approve all food items prior to the event and a sample may be required for consideration.
28. All food handlers must follow public health guidelines. A copy of the "Guide to Temporary Food Service Events" can be obtained from the Florida Department of Business and Professional Regulation. This document can be accessed at <http://www.myfloridalicense.com/DBPR/hotels-restaurants/licensing/temporaryevent-guide/>.
29. Health and fire regulations for the City of Jacksonville must be strictly adhered to before, during and immediately following the event. Portable class K fire extinguishers must be provided by vendors per NFPA 96 for cooking that uses vegetable or animal oils and fats or that produces grease laden vapors. There are no exceptions! **Please see page 16-17 for the City fire code for more information.**
30. All food must be appropriately & sufficiently covered. The Florida Health Department states that tongs, waxed paper, or gloves must be used when serving food. Sneeze guards must be in place at food service areas.
31. No one with an open sore, cut, skin irritation or other lesion will be permitted to work in a food area.
32. Grilling is not allowed under tents rented from the City of Jacksonville. However, FLDBPR requires vendors to provide overhead protection if food is prepared or portioned or ware washing is done onsite.
33. All Cooking must end and all equipment used for cooking hot foods must be turned off/extinguished (grills, fryers, hot plates, etc.) no later than ½ hour before the event scheduled end time each day.

34. Grease bins & waste water bins will be available in designated areas for the disposal of all cooking grease and waste water. **DO NOT** dispose of grease or used water in trash containers, on the ground, into the river, into a sewer drain, or in any receptacle other than the bins provided.
35. Water hoses may not obstruct walkways during any hours. Utilization of water hoses connected to water spigots within the event is only permitted before gates open, and after the event has been cleared of patrons. All hoses must be disconnected and properly stored while patrons are inside the event. All potable water must be stored in a potable water container and filled at water stations.
36. Electrical cords inside your tent or event space must be secured so that they do not create a trip hazard.
37. Any damage to tents, tables, chairs, city equipment or property caused by cooking or grilling will be the responsibility of the representing organization. Damages to any equipment will be billed to the non-profit organization.
38. Smoking is prohibited in and around tents, including flammable items.
39. Any COVID-19 or other health regulations put in place for the event by the City of Jacksonville or Sports & Entertainment Division must be adhered to by the organization including its volunteers and vendors.
40. Organization is responsible for paying all applicable sales taxes to the State of Florida in accordance with state and local laws. Consult your tax professional with any questions.

Equipment & Space

The City of Jacksonville provides opportunity for each organization to rent equipment to aid in presenting successfully at the Event. Each organization is responsible for taking care of rented equipment to prevent it from theft and damage. Equipment rented from the City of Jacksonville must only be used for its original intended purpose. For example, tables may not be used in a folded position as floor pallets for storing items on the ground. Any country found utilizing a piece of equipment in a way that is not for its intended purpose will immediately be issued a strike on the three-strike penalty system. If the item is damaged, repair and/or replacement charges will be assessed to the country, in addition to a strike being issued. No exceptions.

Countries must order commonly requested items through the Sports & Entertainment Division. Availability is not guaranteed. Prices for these items are listed below.

Item	Rental Cost
8' Table	\$10.00
Folding Chair	\$2.00
Tent (10x10)	\$150.00
Tent (15x15)	\$245.00
Tent (20x20)	\$300.00
Stage (4'x8' section) No higher than 2'	\$80.00
Stage Stairs	\$28.00
Extra Space (per sq. foot)**	\$0.75

** Any country that chooses to participate in the Cuisine Component will be given a 15'x15' space behind the tent for cooking purposes only at no additional charge.

If you are renting additional tents or bringing your own tents, you **MUST** purchase the additional space those tents will occupy. As an example, for a 10' x 10' tent, 100 sq. feet of space is needed at a cost of \$75.00 (or 75 cents per square foot of space). If an organization plans to utilize a tent larger than 10' x 10', that tent must be rented from the Sports & Entertainment Division. If you will be bringing your own tent, it must be properly anchored with weights. No staking is allowed. Additional space can be requested on the Equipment Request Form. Additional space will be granted ***based on availability***. *Additional tent and stage rentals will only be accommodated if space allows and may require the purchase of additional space.*

The City of Jacksonville provides specific infrastructure equipment to aid in presenting successfully at the event. Included with each country registration are the following pieces of equipment; One (1) 40' x 20' tent, one (1) banner, four (4) 8-foot tables, and eight (8) folding chairs. Trash cans, grease bins and gray/waste water bins are also included. This equipment will be placed at each country tent prior to load-in.

On the first day of load-in, each country representative is required to “check-out” all equipment with their quad leader. On the last day of the event, during load out, each country representative is required to “check-in” with their quad leader to confirm that all equipment initially distributed is returned and in good condition prior to exiting the premises.

Electrical

Each organization may request electrical service for their display area. One quad box, which is two-110 volt/20 amp circuits will cost \$75 each for all 3 event days. Stoves/ranges, which are one-240 volt/50 amp circuit, will cost \$150 each for all 3 event days. In the event a City electrician deems that insufficient power has been ordered by the organization due to the power needs of the present equipment, the City of Jacksonville will require the organization to purchase additional power. Fees for power are not pro-rated. Payment must be made before the electrical service is provided. Requirements should be listed on the Electric Request Form. Any needs submitted after the deadline will be provided if available and only after payment is received.

Plugging multiple power strips/surge protectors into another power strip/surge protector, known as “daisy chaining” is prohibited. All power strips/surge protectors, extension cords, and other electrical cabling must be in a good safe working condition (no tears, frays, etc.) The City Fire Marshall and/or City Electrician may deem cabling unsafe for use at any time but it is the responsibility of the organization to provide safe working cables for their use.

Decorations

Each organization should provide its own décor for their country display area. Tables should be skirted or otherwise decorated and draped. Event and cultural décor is encouraged. Remember to plan a source of light for the display area. Typically, two or three floodlights provide sufficient lighting. Stapling into tables, equipment or infrastructure not owned by the organization is prohibited.

Wristbands and Parking Passes

NEW! The Sports & Entertainment Division will issue wristbands to each organization who can then distribute them to country staff, workers, vendors, volunteers and entertainers at the event. All of these personnel are required to wear the appropriate event issued wristband at all times while operating within the event. Up to forty (40) wristbands per day are included with each country registration. Wristbands are non-transferable and are coded for each day of the event. Used wristbands may not be passed to other people upon entering the event. Additional wristbands can be purchased for \$5.00 per band and these are non-refundable. The Sports & Entertainment Division may limit the number of wristbands purchased and issued at its sole discretion.

Official event parking passes must be utilized at all parking lots surrounding the event. Up to twenty (20) parking passes per day are included with each country registration. *Parking is limited and will be issued based on availability.* Parking in an unapproved location or without a valid parking pass will result in vehicles being towed at the owner’s expense. If you require handicap parking and/or parking for trailers or other oversized vehicles, please indicate the number needed on the Parking Pass Request Form. Additional parking can be purchased through the Sports & Entertainment Division as available.

World of Nations Official T-Shirts

Up to five (5) official event t-shirts are included with each country registration. Countries may purchase additional t-shirts at the cost of \$8 each.

Load in and Load Out

Load-in begins on Thursday, February 25, 2021. Specific load in times will be assigned to each country dependent on location inside the event. During load-in, each country will be limited to a maximum of two (2) vehicles inside the event.

There will be 24-hour security, starting at 8:00 a.m. on Thursday, February 25, 2021. Security will remain on-site until 11:59 p.m., Sunday, February 28, 2021.

Daily set-up must be completed at least 30 minutes prior to gates opening. For daily setup, security guards will stop vehicle entry into the event 60 minutes prior to gates opening. All vehicles must be cleared 30 minutes prior to gates opening. Gates will open promptly at scheduled event time each day. Vendors/organizers needing vehicle access to the event on Friday and Saturday evenings after the event ends will be granted access only after security and event staff have cleared the event of guests and it is safe for vehicular traffic.

Load-out begins immediately following the close of the event on Sunday, February 28, 2021. Vehicles will be granted access to the event site as soon as security and event staff have cleared the event of guests and it is safe for vehicular traffic. The event site will remain open and available for load-out until 11:59 p.m. that evening. There will be no overnight security on Sunday night beyond midnight. The City of Jacksonville will not be liable for any lost, stolen or damaged items left at the event. Items are the sole responsibility of the owner at all times. If any items are left, and must be removed, the cost will be billed to the non-profit organization or deducted from the country's field trip money. The cleaning of pavement stains caused by cooking oil/grease will be billed to the non-profit organization.

The City of Jacksonville and event volunteers are not authorized to sign for any deliveries and are therefore not responsible for any items lost, stolen, misplaced, or misdirected. Delivery companies should be given the name of the organizing group, contact person and its location at the event. We strongly encourage you to have deliveries made during your assigned load in time when you can be present, or have them delivered to your business or organization prior to the event. No delivery vehicles will be allowed to make deliveries inside the event during event hours.

Country Supporter

A supporter (formally known as a sponsor) is an external organization or business that provides materials or monetary support to your organization in direct execution of your country representation. A Supporter Recognition Form is included in the form packet to submit the names of businesses you may wish to recognize that played a key role in your participation at the event. The Sports & Entertainment Division will review supporter plans for approval. Supporter recognition approval will be given within five (5) business days after the Supporter Recognition Form is due. You will be notified if your plans are acceptable. While participating organizations are encouraged to solicit support from businesses in the community, it is important that the organizations abide by the guidelines for pursuing supporters. Any questions regarding supporters should be directed to the Sports & Entertainment Division at (904) 255-5422.

Use the following guidelines for your supporter recognition at the event:

1. The Sports & Entertainment Division actively solicits corporate sponsorships for the event. As a general rule, supporters listed on the Supporter Recognition Form will be approved for recognition unless they conflict with the event sponsors. This includes competing businesses.
2. Under no circumstances will solicitation of media sponsors (TV, print, online and radio) be permitted.
3. Ensure your supporter understands that their contributions are solely for your country's display at the event, and are not part of the City of Jacksonville's sponsorship promotion of WONC. Supporters may not represent themselves as sponsors or supporters of the WONC event in any way, including advertisements on TV, Radio, Newspaper, Magazine, or Social Media.
 - Approved Language Example: "Company A is a proud supporter of Greece at the World of Nations Celebration"
 - Unacceptable Language Example: "Company A is a proud supporter/sponsor of the World of Nations Celebration."
4. Your supporter may not distribute any promotional materials during the event, including, but not limited to: samples, business cards, or flyers without prior written approval by the Sports & Entertainment Division. Your approved supporters may only solicit business within your registered country space.
5. Approved supporter(s) will be recognized with a listing on a single 22'' x 28'' signage board provided by the Sports & Entertainment Division. This is contingent upon the organization's timely submission of the Supporter Recognition Form.

Health Inspection

WONC is considered a temporary food service event. Throughout the weekend your food is prepared, served, or sold to the general public by you and/or your vendors. All food services in the event must be inspected as per Chapters 61C-1 and 61C-4, Florida Administrative Code, and Chapter 509, Florida Statutes by the Florida Department of Business and Professional Regulation, Division of Hotels and Restaurants (DBPR-H&R). Non-profit organizations may **NOT** invoke their non-profit status to waive this inspection and fee.

The City of Jacksonville is requiring all food service areas to be inspected and given a license.

Any statutory or other exclusion notwithstanding, as a condition on the organization's right to prepare and serve food at the event, the organization shall agree to allow any inspection of their food preparation and service area requested or initiated by the Florida Department of Health (FDOH). The organization shall further agree that the City of Jacksonville may deny their right to prepare and/or serve food at the event if they invoke an exception to FDOH jurisdiction or otherwise cause any FDOH inspection not to proceed. As to the findings and recommendations of FDOH arising out of any such inspection, the organization agrees that the City of Jacksonville is within its rights to follow all such findings and recommendations, including but not limited to required correction of violations and shutdown in the event of non-compliance.

The City of Jacksonville will not be held liable if the organization neglects to meet the requirements of the Department of Business and Professional Regulation, Division of Restaurants and Hotels and are not allowed to serve food.

Inspection Requirements

Temporary public food service establishments and vendors are required to pay the following license fees at the time of licensing: 1-3 day event \$91. The DBPR (Division of Restaurants & Hotels) only accepts cashier's checks and money orders.

Specific requirements can be found at <http://www.myfloridalicense.com/DBPR/hotels-restaurants/licensing/temporaryevent-guide/>

The following items will be checked during inspection;

- **Fire Protection** – Make sure you have adequate fire-related equipment, (i.e. fire extinguishers). Fire extinguishers must have a state approved service tag and be a minimum classification of 2A-10BC. (Class K if producing grease – laden vapors)
 - **City Fire Code:**
 - 50.7.1.3.1 Portable fire extinguishers shall be provided per NFPA 96 for cooking operations.
 - 50.7.1.3.2 A minimum of one 2A:10BC portable fire extinguisher shall be provided when a generator or other fuel fired appliance is used.
 - 50.7.1.3.3 When wood or charcoal is being used, a minimum of one 2A portable fire extinguisher or an approved hose line shall be provided.
 - 50.7.1.4 Mobile or temporary cooking operations shall be separated from buildings or structures, combustible materials, vehicle and other cooking operations by a minimum of 3 ft (1m).
- **Water** – Make sure you have a clean water supply and proper waste water disposal. Waste water must be disposed in gray water bins, which will be provided by the City of Jacksonville.

- **Hand Washing** – Vendors must have a hand washing area that includes soap and clean single-use towels. Food handlers must use gloves when touching food items, and should not contact food with bare hands.
- **Sanitizer** – There should be a sanitizer set-up in each food service area. For example, a bleach/water mixture in a tight spray bottle or container would be considered acceptable sanitizer.
- **Food Temperatures** – All food must meet the proper temperatures. Hot foods must be maintained at 140° F or above and cold foods must be maintained at 41° F or below.
- **Food Protection** – Food should be obtained from an approved source (i.e. no homegrown foods). All foods must have overhead protection during storage or portioning. The only exception to this rule is when food is being prepared on a grill, which must be at least five feet away from your covered area.

Awards

Each organization has an opportunity to win awards for participation in the event. The Sports & Entertainment Division will review and inspect each country throughout the event to determine the highest performing and most commendable countries/organizations in the categories listed below.

Awards will be presented at the WONC Gala Reception, which is scheduled during the weeks following the event.

The awards are as follows:

Best Overall Presentation of a Country and Culture

Determined by a committee. Selection is based on overall presentation of educational material, entertainment, cuisine, crafts and presentation of the culture. Eligible countries must also not have received any strikes during the event. This winner will receive 50% off registration for the 2022 WONC.

People's Choice Award

This is a real measure of the country's "WOW" factor. Event attendees choose the winner. Attendees will have an opportunity to choose their favorite country and vote at the event.

Gold Star and Silver Star Award

Given to the country that has performed exceptionally all aspects of the event. This includes timely submission of all documents, forms and information; attendance at required meetings and overall country presentation. The winner of this award shows the ability to follow event rules and guidelines, meet deadlines and has great organizational skills.

Best Innovation Award

Given to the country that has new and exciting ideas that were unique and original. This could include country design, food, cultural dress, educational component, entertainment, and presentation or decor.

Best Cultural Clothing

Given to the country that presents the best cultural clothing. Winning presentations should be an authentic representation of the country clothing and attire.

Best Education Award

Given to the country that presents the best educational component at the event. This country's educational presentation is creative, informative, engaging and well thought out.

Best Entertainment Award

Given to the country that presents the best entertainment component at the event. Winning presentations should be unique, creative, visually appealing, well-rehearsed and authentically representative of the country's culture.

Best Cuisine Award

Given to the country that presents the best cuisine component at the event. Winning presentations should be authentic and flavorful. All food items should be original and closely resemble traditional food items served in the country.