



Multicultural Women's Organization of Newfoundland & Labrador

International Food and Craft Fair (IFCF)

Date: Sunday, March 11, 2012

Time: 10:00 a.m. - 6:00 p.m.

Location: Holiday Inn, 180 Portugal Cove Road, St. John's

Important Guidelines for Exhibitors

1. Set up starts at 8:00 a.m.
2. For each table 2 designated persons get free entry to the Fair.
3. All displays must be set up before the doors open to the public at 10:00 a.m.
5. No beverage sales are allowed at individual booths.
6. Food Exhibitors should provide a list of ingredients for each food item.
7. Dress in costumes from the country you represent.
8. Indicate price clearly and make sure that all customers are charged the same price.
9. Bring enough float/change
10. There will be no Pre-IFCF Business Skills Enhancement Workshop.
11. Exhibitors selling hot/cold food must:
 - Participate in Pre-IFCF Food Safety Information Session. MWONL will assist Food Exhibitors to obtain Temporary Food Establishment Permit from the Department of Govt. Services, Environmental Health Division.
 - Bring food items in stainless steel containers that can be stored in the refrigerator and be used to heat up food in an oven.
 - Ensure each food container stored in fridge in the Holiday Inn kitchen is clearly marked with your table number at the Fair, your name, name of the food in the container (e.g. Mary Andrew/F1/Potato Curry) and the temperature at which the food needs to be heated up in the kitchen oven for serving.
 - Serve your hot food hot in the chafing dishes you are using.
 - Bring your own serving spoon/tongs for each dish.
 - Let the hotel kitchen staff know an hour in advance which of your food needs to be heated up. Once warmed in the hotel oven food should be transferred to the chafing dishes right away in order to keep it hot and fresh.
12. All products on sale (foods and crafts) should have price labels on them.
13. Displays may not be torn down before closing time.
14. IFCF coordinator, MWONL board members and volunteers will be around at the Fair to provide assistance or to answer your questions. Please feel free to contact any one of them.

We wish you successful International Food and Craft Fair!