

Red Book

**CARNIVAL BOOTH, SHOWCASE, AND VARIETY SHOW
GUIDE**

CARNIVAL BOOTH GUIDE

WHAT IS A CARNIVAL BOOTH?

A carnival booth is a great way for all student organizations to be seen on campus at Fiesta. Carnival booths are interactive activities in which attendees can participate and are a great way to promote your organization!

• **What are some activities can you have at your booth?**

- Hands-on activities (Sand Art, Henna Tattoos, Balloon Pop, Fishing

Game, etc.)

- Sell handmade items
- Distribute homemade snacks (if approved for a Food Permit)
- Face paint
- Sell promotional items
- Artistic work or other talents

For more past examples, Contact the *Director of Outreach* ffor@cougarnet.uh.edu

CARNIVAL BOOTH POLICIES & EXPENSES

• **How do I reserve a Carnival Booth?**

- To reserve a Carnival Booth site, your organization **MUST** complete and submit a Carnival Booth Application on Get Involved by **Friday March 15th, 2024**.
- After your form is reviewed and approved by Frontier Fiesta Association, there

will be a **\$50 refundable security deposit** due no later than **Friday March 22nd, 2024**. If you do NOT turn in your deposit, your spot will be given to another Registered Student Organization (RSO).

• **Carnival Booth Package**

- All activities must be reviewed and approved by Frontier Fiesta Association.
- All approved submissions will receive a 10' X 10' space, one table, and two chairs. Activities must remain within the space provided UNLESS additional requests are made and approved by the Director of Outreach no later than **Monday March 4th, 2024**.

• **Maintenance and Aftercare**

- To help keep sites clean, trash should be collected at the end of each day's activities and placed in a trash bag in front of your site by *Midnight*. All trash disposed of in this manner will be picked-up by the Frontier Fiesta Association. All other trash disposal is the responsibility of the organization.
- Glass is NOT allowed on-site at Fiesta.
- Tables and chairs must be returned to their specified location after the last day your organization participates. Groups who fail to return tables and chairs, or do not clean their site may lose a portion of their site security deposit.
- The replacement cost of unreturned or damaged items will be the responsibility of the organization.

• **Carnival Booth Policies**

- **All students MUST follow the UH Student Code of Conduct.**
- Failure to adhere to these policies may result in loss of security deposit or removal from site.
- The safety of all Fiesta participants, visitors, vendors, staff, students, and faculty is of the utmost importance. Any act that compromises such safety will be subject to the consequences under
- Rules and Regulations of UH Safety and Risk Management, UHPD, and HPD. Keep safe by being careful and vigilant.
- If a group is NOT present during their scheduled times to participate, they are not able to receive their \$50 security deposit back.

• **Finances**

- The Activities Funding Board (AFB) at the University of Houston is an agency of the Student Fee Advisory Committee (SFAC). They provide funding for student organizations to utilize. Refer to the website for requests. <https://www.uh.edu/afb/>
- To set up or run your carnival booth using AFB funding, AFB Paperwork must be completed and is due no later than **Wednesday, March 13th, 2024. AFB money may not be used for security deposits.**
- AFB may refund up to \$3000 spent on Fiesta related purchases. This **does not** include the security deposit.
- The deadline to apply for AFB funding through reimbursement by March 8, 2024
- An advance pay may be available through AFB for up to \$500.00, but paperwork **MUST** be submitted 6 weeks in advance (March 1, 2024)
- Receipts must be submitted by **May 4, 2024**
- **ALL DUE DATES ARE SUBJECT TO CHANGE**

• **Fiesta Bucks**

- **The only monetary unit accepted at Fiesta is the Fiesta Buck.** All carnival booths **MUST** accept Fiesta Bucks for payment.
- Organizations can charge Fiesta Bucks for their activity (1 Fiesta Buck = \$1).
- Be sure to only charge for participation in whole number amounts (\$1, \$5, etc.).
- Organizations should keep prices \$5 or lower as Fiesta is a low to no cost event.
- **Organizations keep 75% of Fiesta Bucks earned.**
- All Fiesta Bucks collected from carnival booths **MUST** be turned in to the Fiesta Bank at the conclusion of **each day's** operations. Each organization's collection will be tallied and a direct deposit for 75% of returned Fiesta Bucks will be issued to the organizations following the event.
- If Registered Student Organizations are found using other forms of payment, cash,

Venmo, etc., they will be removed from the site immediately and the security deposit will be forfeited.

• **Vendor ID Setup**

○ To receive reimbursement, your organization must complete the vendor setup process no later than **March 13th, 2024**.

• ***Failure to provide vendor ID's, by March 15th, 2024, will lead to the forfeiture of all monies raised during the Fiesta event***

○ Your organization has a UH Accounts Payable Account Number (UH Vendor ID)

**Please Note: This number will change if your organization decides to or has already switched bank accounts since the last time you received funding. (Ex. From Woodforest to TDECU)*

○ If you do not have a Vendor ID please fill reach out to the Activities Funding Board at afb@uh.edu to complete the steps to receive one.

♣ *Once you have received a Vendor ID, email your Vendor ID to Director of Outreach ffor@cougarnet.uh.edu*

READY? SET? FIESTA!

SIGN US UP!

Registration forms for Carnival Booths, Step Shows, and Variety Shows can be found online at uh.edu/fiesta.

CONTACT

If you have any questions relating to Carnival Booths, Variety Shows, and/or Live Productions, please contact the

- **Director of Outreach:** Oluwadamilola Lambo
 - Email: ffor@cougarnet.uh.edu

If you have any general Fiesta questions, please contact the

- **Chair:** Bailey Payne
 - Email: ffchair@central.uh.edu

Carnival Booth Cheat Sheet

Cheat Sheet is here as a checklist to make sure your organization has turned in everything on time and have dedicated supplies. Use this as a guideline and NOT skip reading the policies in the Redbook.

- ◆ Submit Carnival Booth Application on Get Involved by **March 15th, 2024**
- ◆ AFB Paperwork submitted by **March 16th, 2024**
- ◆ Turn in \$50 security deposit by **March 17th, 2024**
- ◆ Submit last and final requests to Director of Outreach by **March 4th, 2024**
- ◆ Vendor ID set up by **March 16th, 2024**

- ◆ Received 1 table
- ◆ Received 2 chairs

- ◆ If serving food, then have Food Permit
- ◆ Read Carnival Booth Policies
- ◆ Read General Polices
- ◆ Abide by University of Houston Code of Conduct

- ◆ Follow Fiesta on all Socials

Questions? Comments? Concerns?

Contact: Director of Outreach ffor@central.uh.edu