



4th Annual Latino Fest Celebration

Vendor's Agreement

I and my organization fully understand and accept the guidelines as set forth by Casa Hispana, Inc. for our booth.

- The Latino Fest committee reserves the right to decline any requests for booth space.
- This agreement is between the vendor and Casa Hispana, Inc. **On Saturday, September 08, 2018 the festival will take place between the hours of 11:00 am – 7:00 pm. All booths must be set up by 10:00 am.** Take down for non-profit will be at 3:00 pm, and **for food vendors must take place after the event is over.** The food vendor will occupy the premises, **Saturday, September 08, 2018** from noon until closing.
- Booth sizes vary based upon the amount of space and number of vendors attending. The Latino Fest committee will not manage any vendor tables. **Generators are not permitted.**
- Vendors are responsible for bringing their own set up equipment.
- Vendors/Exhibitors are welcome to decorate their area; as long as it is within good taste. The décor of the exhibit must reflect the integrity and moral values of the festival. Each vendor is responsible for cleaning their area, once the event has concluded. If you have any questions, you must contact Casa Hispana in advance.
- **The sales or distribution of any alcoholic or non-alcoholic beverages (including water) is not permitted**
- Food Vendors must purchase a temporary food permit to operate on the premises for that day.
- Food Inspectors may be onsite to inspect the various food stations. Contact the Appleton City of Health Department at (920) 832-6429 to schedule an appointment. All permits must be visibly displayed at the festival.
- Vendors agree to only sell and distribute goods and services that are listed and approved.
- **RIGHT OF REFUSAL:** Casa Hispana, Inc. reserves the right to disallow any inappropriately presented item and to remove concession at the vendor's expense. Failure to adhere to the festival's rules and regulations for participation will result in closure of the vending space. Products that promote or depict sex, violence, crime, or profanity are not permitted.
- **HOLD HARMLESS:** vendor assumes the entire responsibility and liability for theft, losses, and damages. Suits, and claims deriving out of injury or damage to Concessionaire displays, equipment and other property brought upon the premises of the City of Appleton and shall indemnify and hold harmless the City of Appleton and Casa Hispana, Inc. from any such losses, and damages and claims. The vendor acknowledges that Casa Hispana, Inc. does not maintain insurance covering such losses, damages, or claims by the vendor. The vendor agrees to pay any reasonable costs to repair any damage, which may occur to the City property as result of the vendor's activities.
- Please complete the registration form and send with your payment (check or money orders made payable to Casa Hispana, Inc.) Attn: Vendor Committee /Latino Fest, 1800 Appleton Road Menasha WI 54952. (If submitted registration online, send payment only, within 3 business days of online registration)
- We look forward to your participation this year. For more information, contact info@casahispanawi.org



4th Annual Latino Fest Celebration

PLEASE MAIL YOUR PAYMENT TO:
CASA HISPANA, INC.
1800 APPLETON ROAD
MENASHA WI 54952

Make checks payable to Casa Hispana and write Latino Fest 2018 on the memo.

Applications must be postmarked no later than August 10th, 2018. Applications postmarked after the deadline will have to add the Late Bird fee of \$50.00.

We also like for your business to email your business logos and permission to use for advertising purposes, Social Media, Newspaper Articles, and Donations, etc. We strive to serve the community and we make every effort possible to recognize the contributors to the different events and programs we put together for the community.