



4th Annual Latino Fest Celebration 2018

May 30, 2018

Dear Community Friend:

Casa Hispana Inc. is a 501 (c) (3) non-profit organization ran only by volunteers providing a gathering place for advocacy, education and celebration while advancing the economic, social and cultural position of Hispanics in the Fox Cities. We are seeking sponsors for our **4th Annual Latino Fest Celebration** to be held on **September 8, 2018 at Pierce Park in Appleton Wisconsin**. The event is a fundraiser for our scholarship program that has just celebrated its 26th anniversary helping traditional and non-traditional students achieve their educational goals. In our 26 years, we have awarded more than 230 scholarships totalling over \$150,000 .

We invite you to participate in the strengthening of our communities by investing in the future of our youth. Becoming a sponsor in this event is a sound investment that will pay dividends with the success and education of youth from our communities. We have included the form with the schedule of sponsorship levels at which you can choose to partner with us to celebrate Hispanic Heritage Month, which is celebrated in September.

This is a family event and everyone is welcome to have fun and participate. Come join us, we will have live music, cultural expressions representing the diversity of our Latino/ Hispanic heritage, zumba, food, information from non-profit organizations, corporations, employers, and booths from different Fox Valley area educational institutions.

Please feel free to contact us if you have any questions at info@casahispanawi.org.

Thank you in advance for your support. We look forward to partnering with you to strengthen our community impact while creating meaningful partnerships with you.

Sincerely,

Casa Hispana Inc.

1800 Appleton Road

Menasha, WI 54952

Tel: (920) 968-6880

www.casahispanawi.org

info@casahispanawi.org



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Sponsorship Information

\$5,000.00 Gold Level Sponsors

- Title brand for the event
- Name brand on Stage
- \$1,000.00 Scholarship award with the company name
- Your logo displayed on all the adverting printing materials
- All ads in social media will include the Sponsors
- Newspaper ad with event promotion
- Free Booth at the Latino Fest Table Event

\$1,000.00 Silver Level Sponsors

- Your logo displayed on event handouts, and flyers
- All ads in social media will include the Sponsors
- \$25.00 off on the Latino Fest Table Event.
- Brand recognition on event

\$700.00 Bronze Level Sponsors

- Your logo displayed on all the adverting printing materials
- All ads in social media will include the Sponsors
- Brand recognition on event

Disclosures:

Casa Hispana, Inc. is a 501 (c) (3) Non-Profit Corporation. All funds raised in the Latino Fest event are not part of salaries, or operating expenses. Funds are used for scholarships, some of the cost related to the event, and to help subsidize programs to bring down poverty in the Fox Valley Communities. If you have any questions please call Ernesto, at 920-968-6880, or email him at Ernesto@casahispanawi.org



4th Annual Latino Fest Celebration 2018

Saturday September 8, 2018

Place: Pierce Park 1035 West Prospect Ave, Appleton WI 54914

Your Organization is invited to reserve a booth for the event.

- 🚩 Retail / Food Sales \$225.00 (10' x 20' Booth Space)**
- 🚩 Informational Booths / Nonprofit \$75.00 (10' x 10' Booth Space)**
- 🚩 Small Business \$100.00**
- 🚩 Corporate Business \$300.00**

🚩 Late Bird Fee: Add \$50.00 postmarked after August 10, 2018.

🚩 Food Vendors must have a food permit from the City of Appleton, Health Department. The number to contact the Health Department is: (920) 832-6429.

🚩 Space and 1 Table is included. (Bring your own chairs or tents which cannot be larger than 10' x 20').

Items sold/services offered

List all items to be sold. Exhibited and/or demonstrated if you are providing a service or handing out information, please explain exactly what will you will offer. If you need more space please enclosed a separate piece of paper to describe your items or services offered.



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List all electrical equipment that you will be using at this event.

- Fans, ovens, warmers, skillets, etc. Watts/Amps needed for each (wattage can be found on the back of the appliances) be specific. We do not provide refrigeration space.

What Appliance Volts will you be using & how many appliances for each?

AMPS -110V	AMPS-220V

Organization Name: _____ **Tel:** _____

Business Address: _____ **City** _____ **State** _____ **Zip** _____

Contact Person: _____

Email: _____

Type of Booth to Reserve: Mark X

Retail / Food	<input type="checkbox"/>
Informational / Nonprofit	<input type="checkbox"/>
Small Business	<input type="checkbox"/>
Corporate Business	<input type="checkbox"/>



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Vendor's Agreement

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

- The Casa Hispana 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 vendors 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 within good taste. The exhibit's décor must reflect the integrity and moral values of the festival. Each vendor is responsible for cleaning his or her area, once the event has concluded. If you have questions, you must contact Casa Hispana in advance.
- Products that promote or depict sexual, violent, criminal or profane themes are not permitted.
- **The sales or distribution of any alcoholic or non-alcoholic beverages (including water) is not permitted.**
- Food Vendors need to 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 City of Appleton 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. We look forward to your participation this year. For more information, contact info@casahispanawi.org



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- Vendor Business Name: _____
- Authorized Signature & Title: _____ Date: _____

**PLEASE MAIL ALL MATERIALS TO:
CASA HISPANA, INC.
1800 APPLETON ROAD
MENASHA WI 54952**

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

Applications must be postmarked no later than August 10, 2018. Applications received after the deadline will have to add the **Late Bird fee of \$50.00**. **Casa Hispana may not be able to accommodate your organization, as it is first-come first-serve, so please register early.**

We will be proud to share with the community our partners and sponsors. Please email us your business logos and permission to use it for advertising purposes, social media, newspaper articles, and donations/ sponsors acknowledgements, etc. We strive to serve the community and make every effort to recognize the our partners, sponsors and contributors to the different events and programs we organize in our communities. We could not do it without you.