

# *7th Annual 2021 Latino Fest Celebration*

June 29, 2021

Dear Community Friend:

We are Casa Hispana Inc. a 501 (c) (3) Non-profit Organization. We are seeking sponsors for the **2021 Latino Fest Celebration** that will be held on **September 11, 2021 @ Pierce Park in Appleton Wisconsin**. The event is a fundraiser for the scholarship program that has been running for the past 29 years and helps Latinx traditional and non-traditional students achieve their education goals. Attached are the forms with the schedule of sponsorship levels that you can choose to participate. We urge you to help us on the great cause of keeping this program available for the Fox Valley Region

This is a family event, and everyone is welcome to participate and have fun. It is also scheduled during Hispanic Heritage Month. We will have live music, great Latinx food, kids' activities, and a community resource fair with various Fox Valley area organizations.

Please feel free to contact us if any questions or email to [ernesto@casahispanawi.org](mailto:ernesto@casahispanawi.org)

We would like to thank you for your continued support.

Sincerely,

*Ernesto Gonzalez*

**Casa Hispana inc.**

1800 Appleton Road

Menasha, WI 54952

Tel: (920) 968-6880



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## Sponsorship Information

### **\$5,000.00 Premium Level Sponsors**

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

### **\$1,000.00 Platinum Level Sponsors**

- Logo Print on event handouts, and flyers
- Social Media presence
- Free booth at the Latino Fest Table Event.

### **\$750.00 Gold Level Sponsors**

- Logo print on all the adverting printing materials
- Social Media presence
- Free booth at the event

### **\$500.00 Silver Level Sponsors**

- Logo print on all the adverting printing materials
- Social Media presence
- Free booth at the event

### **\$250 Bronze Level Sponsors**

- Logo print on event handouts, and flyers
- Social media presence

Disclosures:



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Casa Hispana, Inc. is a 501 (c) (3) Non-Profit Corporation. All funds raised in the 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 support programs to help reduce poverty in the Fox Valley area.

Any questions, please call Ernesto, at 920-968-6880, or email Ernesto at [Ernesto@casahispanawi.org](mailto:Ernesto@casahispanawi.org)

**Saturday September 11, 2021**

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


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

-  **Retail / Food Sales** **\$250.00 (10' x 20' Booth Space)**
-  **Informational Booths / Nonprofit** **\$75.00 (10' x 10' Booth Space)**
-  **Small Business (less than 50 employees)** **\$100.00**
-  **Corporate Business** **\$300.00**
-  **Late Bird Fee: Add \$50.00 postmarked after August 30, 2021**
-  **Food Vendors must have 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 that are not 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 you will offer. If you need more space, please enclosed a separate piece of paper to describe your items or services offered.


**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 will you be using Appliances Volts & How many?**

AMPS -110V	AMPS-220V



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**Organization Name:** \_\_\_\_\_ **Tel:** \_\_\_\_\_  
**Business Address:** \_\_\_\_\_ **City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_  
**Contact Person:** \_\_\_\_\_ **Email:** \_\_\_\_\_  
**Type of Booth to Reserve: Mark X**

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

## **Vendor's Agreement**

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

- The committee reserves the right to decline any requests for booth space.
- This agreement is between the vendor and Casa Hispana, Inc. **On Saturday, September 11, 2021, the festival will occur between the hours of 11:00 am – 5:00 pm. All booths must be set up by 11:00 am.** Community and business booths may be taken down at 3:00 pm. Take down must take place after the event is over for food vendors. The vendor will occupy the premises, **Saturday, September 11, 2021**, from 11 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 if it is 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.
- 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 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 Appleton City of Health Department at (920) 832-6429 to schedule an appointment. All permits must be displayed at the festivals.
- Vendors agrees 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 festivals 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



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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 or a payment via Eventbrite online at the website. We look forward to your participation this year. For more information, contact [info@casahispanawi.org](mailto:info@casahispanawi.org)
- Vendor Business Name: \_\_\_\_\_
- Authorized Signature & Title: \_\_\_\_\_ Date: \_\_\_\_\_

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

**Please return pages 1 & 2 with payment and signature to:**

**Casa Hispana Inc.**  
**1800 Appleton Road**  
**Menasha, WI 54952**

**Or complete online payment and scan the application and send it to [ernesto@casahispanawi.org](mailto:ernesto@casahispanawi.org).**

Please make checks payable to Casa Hispana and write Latino Fest 2021 on the memo.

Applications must be postmarked no later than August 20, 2021. Applications received after deadline will have to add the Late Bird fee of \$50.00.

We also like 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.

