



Latino Fest Celebration 2023

June 14, 2023

Dear Community Member:

Casa Hispana Inc. is a 501 (c) (3) non-profit organization with a mission to advocate for and empower our Hispanic/Latinx community through advancing awareness, education, and celebration of our diverse cultures to ensure current and future generations thrive in the Fox Valley. We are seeking sponsors for our annual **Latino Fest Celebration** to be held on **September 9, 2023 at Pierce Park in Appleton, Wisconsin.**

This is a family event and everyone is welcome to have fun and participate. Participants will enjoy live music, dance performances, art demonstrations, and other cultural expressions representing the diversity of the Fox Valley Hispanic/Latinx community. They will learn about services from local non-profits, schools, businesses, and discover employment opportunities. Attendees will enjoy a variety of food and beverage options for sale.

We invite you to participate in the strengthening of our communities. Becoming a sponsor in this event is an investment that will support the success of Hispanic/Latinx communities and education of youth through our scholarship program. We have included the form with the schedule of sponsorship levels and vendor opportunities at which you can choose to partner with us to celebrate Hispanic Heritage Month.

Register by Monday, August 7, 2023 to be included in marketing and publicity materials.

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.
1475 Opportunity Way
Menasha, WI 54952
Tel: (920) 968-6880
www.casahispanawi.org
info@casahispanawi.org

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 advertising printing materials

All ads in social media will include the Sponsors

Newspaper ad with event promotion

Free Booth at the Latino Fest Table Event

\$1,500.00 Silver Level Sponsors

Your logo displayed on event handouts, and flyers

All ads in social media will include the Sponsors

Free Booth at Latino Fest Table Event.

Brand recognition on event

\$750.00 Bronze Level Sponsors

Your logo displayed on all the advertising printing materials

All ads in social media will include the Sponsors

Brand recognition on event

Free Booth at Latino Fest Table 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 event expenses and proceeds support scholarships. If you have any questions, please email info@casahispanawi.org.



Latino Fest Celebration 2023

Saturday, September 9, 2023

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

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

- Food Sales \$200.00 (10' x 20' Booth Space)**
- Informational / Nonprofit / Small Business / Retail / Credit Union \$75.00 (10' x 10' Booth Space)**
- Corporate Business (50+ employees) \$300.00**
- Late Registration Fee: Add \$50.00 after August 7.**

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 one 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 you will offer. If you need more space please enclose 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.

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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**
- Informational / Nonprofit / Small Business / Retail / Credit Union**
- Small Business**
- Corporate Business**



Latino Fest Celebration 2023

Vendor 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 9, 2023 the festival will take place between the hours of 11:00 am – 5:00 pm. All booths must arrive at 10:00 am. Take down for non-profit will be at 3:00 pm. The food vendors will occupy the premises, Saturday, September 9, 2023 from 11am until closing at 5:00 pm.

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 exhibit's decor must reflect the integrity and mission of the organization, which is to advocate for and empower our Hispanic/Latinx community through advancing awareness, education, and celebration of our diverse culture to ensure current and future generations thrive in the Fox Valley. Each vendor is responsible for cleaning their 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, distribution, or carry-in 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.

Please email us your business logos and permission to use it for advertising purposes, social media, newspaper articles, and donations/sponsors acknowledgements, etc.

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: Latino Fest Committee, 1475 Opportunity Way, Menasha WI 54952. We look forward to your participation this year. For more information, contact info@casahispanawi.org

Vendor Business Name:

Signature: _____ **Date:** _____

PLEASE MAIL or EMAIL ALL MATERIALS TO:
CASA HISPANA, INC.
1475 OPPORTUNITY WAY
MENASHA, WI 54952
info@casahispanawi.org

Please make checks payable to **Casa Hispana** and write “Latino Fest 2023” on the memo or pay online via the Casa Hispana website (www.casahispanawi.org under the donate button with an explanation in the notes). Online payments will require an additional 3% convenience fee.

Applications must be postmarked no later than August 7th, 2023. Applications received after the deadline will have to add the Late registration 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 our partners and sponsors with the community. We strive to serve the community and make every effort to recognize our partners, sponsors and contributors to the different events and programs we organize in our communities. We could not do it without you!