

# latin american festival 2008 business application

Latino Owned Business Application  
18<sup>th</sup> Annual Latin American Festival  
Sunday, October 12, 2007  
12 noon to 7 PM  
Symphony Park at South Park  
4400 Sharon Road, Charlotte, NC 28211

## Business Information

Name: \_\_\_\_\_ Tel: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Fax: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Email: \_\_\_\_\_

Please list a description of services offered to Latino community:

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## Small Business Agreement

Due to the increasing interest to participate in the Latin American Festival and the limited space available, the number of Latino Owned Business booths is limited to fifteen (15).

- No more than three (3) booths will be assigned to the same industry (i.e. only 3 realtors).
- Businesses must be **LATINO OWNED** and have no more than 25 employees.
- Electrical power will not be available.
- Sale of any item of food or drink is NOT permitted in this area.
- Space assignment will be done at the sole discretion of the Festival committee.
- Each business will be provided with a 10'x10' tent, two (2) 6' tables, tablecloths, and two (2) chairs.
- Personal tents will not be allowed.
- The distribution of flyers, newspapers or any other promotional items OUTSIDE of a business's booth area is prohibited.

### THE FOLLOWING DOCUMENTS MUST BE POSTMARKED NO LATER THAN AUGUST 31<sup>ST</sup>, 2008

- A signed original of this contract
- The non-refundable entry fee of **\$300.00** paid in full

Participation in the festival is on a first come basis, with the receipt of a signed contract and fees paid in full. The postmark date will be the determining factor to establish priority if all available spaces are filled.



## Festival Day: Set Up & Break Down

- Unload your materials at tent/table designated by Festival committee.
- Set up can begin at 8:30 AM on October 12th and must be completed by 11:00 AM with no exceptions.
- Breakdown is to begin no earlier than 6:00 PM and completed no later than 7:30 PM.
- There must be a person staffing the booth at all times.
- The Vendor is to provide all that is necessary to promote their programs.
- The Vendor is responsible for all signs (i.e. posters, banners).
- Please note that it would be to your advantage to have information in both Spanish and English.
- The Vendor agrees to maintain a clean and neat appearance of their personnel and area.

## Passes & Parking Permit

- Three (3) admission tickets and one parking permit are issued to Latino Owned Businesses.
- You will receive tickets and parking permits via mail at least two weeks prior to the Festival.

## Checklist

\_\_\_\_\_ Signed Contract (please read completely before sending)

\_\_\_\_\_ Entry Fee \$300.00 (includes tent, two 6' tables, two folding chairs, and tablecloth)  
Make checks payable to the **LATIN AMERICAN COALITION.**

I, the undersigned, understand and agree to the terms of this contract. Failure to do so may preclude me and/or my organization from participating in this or future Latin American Festivals.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Mail completed contract and entry fees by **August 31<sup>st</sup>, 2008** to:

Latin American Festival, Attn: Rebecca Wey

Latin American Coalition, 4949-B Albemarle Road, Charlotte, NC 28205

If you have any questions, please contact Rebecca Wey at 704-531-3932

GRACIAS!  
WE LOOK FORWARD TO SHARING ANOTHER  
EXCITING FESTIVAL LATINOAMERICANO WITH YOU!