

latin american festival 2008 nonprofit application

Nonprofit- Community Service Application
18th Annual Latin American Festival
Sunday, October 12, 2008
12 noon to 7 PM
Symphony Park at South Park
4400 Sharon Road, Charlotte, NC 28211

Nonprofit Information

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

Please list a description of services offered to Latino community:

Community Service Table Agreement

Due to the increasing interest to participate in the Latin American Festival and the limited space available, the number of Community Services Tables is limited to thirty (30).

- Each agency is assigned one (1) 6' table, tablecloth, and two (2) chairs.
- Two groups may share one table, if desired.
- Space assignment will be done at the sole discretion of the Festival committee.
- Two (2) free passes to the event are issued to each agency. If additional passes are needed these must be purchased at the Festival admissions.
- One parking permit issued per agency/organization.
- Electrical power will not be available.
- Sale of any item of food or drink is NOT permitted in this area.
- The distribution of flyers, newspapers or any other promotional items OUTSIDE of your booth area is prohibited.

THE FOLLOWING DOCUMENTS MUST BE POSTMARKED NO LATER THAN AUGUST 31ST, 2008

- A signed original of this contract
- The non-refundable entry fee of **\$50.00** 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

- Two (2) admission tickets and one parking permit are issued to Community Service Tables.
- 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 \$50.00 (includes one 6' table, two folding chairs, and tablecloth)
Make checks payable to the **LATIN AMERICAN COALITION** in the amount of **\$50.00**

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 31st, 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!