

El Centro Cultural, Inc.
P. O. Box 347
Georgetown, DE 19947
(302) 745-6828
festivalhispano@hotmail.com
www.elcentrocultural.org

Dear Small Business,

May 15, 2010

El Centro Cultural and The Greater Millsboro Chamber of Commerce are pleased to invite you to participate in **Festival Hispano** on **Sunday, August 22nd** from 12 noon to 6:00 p.m. at the Millsboro Little League Complex on State Street.

We are so excited that **Festival Hispano** is taking place in **Millsboro** again. It will be a great day to appreciate and celebrate the diversity of Hispanic cultural heritage in Southern Delaware, through the efforts of many individuals, businesses and organizations, all under the sponsorship of *El Centro Cultural*.

Admission is free to all our activities except for the food and non-alcoholic beverages sold by individual food vendors. There will be songs and dances performed by local and out of state groups, traditional arts and crafts, and of course, delicious typical food with emphasis on Mexican cuisine.

We would like to take this opportunity to invite your community agency, non-profit organization, or small business to participate. We are confident that approximately 5,000 people will personally attend **Festival Hispano**. We have included an application. While we try to accommodate everyone, **it is important to follow the rules detailed in the application.**

- NEW THIS YEAR! – If you are going to raffle an item, you must inform us **by August 1, 2010.**
- (***Raffle limit is 1 item per organization or business.***)
- Space is limited, so it is important to return the application **as soon as possible.**
- **Application deadline is August 1, 2010.**
- The event is Rain or Shine, notice that **no refunds** will be made.
- You will need to bring **your own table, chairs, and shade.**
- You must set up your table **between 9:00 am and 11:00 am** and you will be able to pack up your table and leave **after 6:00 pm.**

Please complete the application, make sure you read the rules carefully and sign the rules. Please return both pages of the application along with your check or money order made out to *El Centro Cultural*. For more information, please contact *El Centro Cultural* – the non-profit arts organization which coordinates **Festival Hispano** at (302) 745-6828 or by email at festivalhispano@hotmail.com Volunteers of **Festival Hispano** will check phone messages and email messages often. We will respond as soon as we can.

Sincerely,

El Centro Cultural

***El Centro Cultural's Application
for Festival Hispano 2010***

SMALL BUSINESS

***Celebrating 16 Years in Sussex County! 1995-2010
MILLSBORO, DELAWARE, SUNDAY, AUGUST 22, 2010***

- Early check-in and set-up: 9:00 a.m. to 11:00 a.m.
- Event open to the public: 12:00 noon to 6:00 p.m.
- Located on State Street at the Millsboro Little League Complex
- **BRING YOUR OWN TABLES, CHAIRS AND SHADE**
- If you rent a tent, you are responsible for receiving and returning it
- The event is **RAIN OR SHINE**: fees are non-refundable

Application Deadline: August 1, 2010

Return application and make check payable to: *El Centro Cultural*, P.O. Box 347, Georgetown, DE 19947

Name _____
(the person who will be present the day of the event and responsible the day of the event)

Agency/Business _____

Address _____

Day Phone _____ Evening Phone _____ Cellular Phone _____

FAX _____ E-Mail Address _____

LIMITED SPACE AVAILABLE IF YOU NEED ELECTRICITY, PLEASE APPLY EARLY!

Electricity Required _____ Yes _____ No

Electric Service: 20 amps, 120 volts. **Please bring your own extension cord!**

Please Describe Content of Display _____

Are you bringing a tent? ___ Yes ___ No Maximum Size of the Tent: 10' x 10' **NO METAL STAKES!**

Are you renting a tent? ___ Yes ___ No What company are you renting it from?

(If you rent a tent, you are responsible for receiving and returning it)

Space Size: Check One

_____ 15' x 15' \$75 _____ 15' x 30' \$150

Preference of Location of Space: Check One

_____ Main Field _____ Children & Family Field

Enclosed please find a check for the amount of \$ _____

I have read the rules of this event as listed on the back page and I agree to comply _____

(Signature)

For Office Use Only - Please Do Not Write Below This Line

.....
Date Received _____ Amount Received _____ Lot # _____

RULES OF FESTIVAL HISPANO

1. *El Centro Cultural* reserves the right to determine which applications are appropriate for Festival Hispano based on content and first-come, first served basis. Sale of string spray, poppers, laser lights is strictly **prohibited**.
2. *El Centro Cultural*, the Greater Millsboro Chamber of Commerce, the Millsboro Little League, the Millsboro Fire Company and/or the Town of Millsboro are **not** liable for any theft, bodily harm or injury, or damage to personal property. Individual food vendors and non food vendors (including public service exhibitors) **must** provide their own insurance for these purposes.
3. Once *El Centro Cultural* receives the application and payment, all vendors (food vendors and non food vendors) will receive a thank you letter as receipt and confirmation.
4. The event is **RAIN or SHINE: NO REFUNDS WILL BE MADE.**
5. Absolutely **no** vehicles will be parked on the ball fields as part of a display or for any other reason. **No** vehicles are permitted to transport products to non food vendors (including public service exhibitors) after 11:00 am. **No pets** are allowed at the ball park at any time. During bad weather, all ball field access gates will be closed and locked until festival organizers determine it to be safe to allow vehicles on the field.
6. Early check-in and set-up is from 9:00 am to 11:00 am. **No** vehicles will be allowed close to the entrance gate of the festival as of 11:00 am. The event is open to the public from 12:00 noon until 6:00 pm. You **can not** drive a vehicle close to the entrance gate of the festival to load up until after 6:00 pm. **NO EXCEPTIONS!**
7. Food vendors **must** have a Temporary Food Permit from the Division of Public Health, Sussex County Unit. **Dept. of Health personnel will do on-site inspections the day of the event.** Permits **must** be on display. **Call (302) 856-5496 to obtain a permit.**
8. **ALL VENDORS** (food vendors and non food vendors) **must** provide their own tents, tables, chairs, ice, trash bags, extension chords, or other needed supplies or equipment. All spaces should be set up by 11:00 am. All food vendors should stop serving food at 6:00 pm to allow enough time for clean up of festival grounds.
9. **THE SPACE IS TO BE LEFT AS FOUND.** All the trash is to be bagged and deposited in the dumpsters provided. Grease is to be poured into a suitable container, and then deposited in the dumpsters. **SANCTIONS WILL BE TAKEN AGAINST A FOOD VENDOR IF GREASE IS OTHERWISE DISPOSED.**
10. Individual generators are **not** permitted. **No** multiple outlet power strips may be used. There will be **no** tampering with electric service. For assistance, please contact event staff in volunteer t-shirts.
11. Political information may be distributed from exhibit space, and candidates are free to circulate the grounds. Signs may **not** be posted on fences, walls, in walkways, parking areas designated for *Festival Hispano* use. Political candidates are welcome to talk with prospective voters throughout the grounds. No obstruction of traffic flow at parking lots, entrance gates or vendor spaces will be permitted.
12. Organizers of Festival Hispano will be on site at all times during the event for emergency or other assistance. **Failure to adhere to any of these rules will result in removal from festival grounds, without a refund of fees, and possible ban from participation in future years.**
13. If you need any other information, please contact **El Centro Cultural** – the non-profit arts organization which coordinates *Festival Hispano* at (302) 745-6828 or by email at festivalhispano@hotmail.com Volunteers of *Festival Hispano* will check phone messages and email messages often. We will call you back as soon as we can.

I have read all of the rules of Festival Hispano and I agree to comply with all rules and regulations.

(Signature)

(Date)

