

  
**CONCILIO**  
**37<sup>TH</sup> ANNUAL**  
**HISPANIC FIESTA**  
**at PENN'S LANDING**

Saturday and Sunday, July 7<sup>th</sup> and 8<sup>th</sup>, 2018 • 2pm-8pm • *Rain or Shine!*  
 101 S Christopher Columbus Blvd, Philadelphia, PA 19106

Company/Organization: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

**PICK YOUR PACKAGE**

**BUSINESS BOOTH: \$3,500**

**BUSINESS BOOTH**

Includes:

- 10' x 10' size tent
- (1) One table
- (2) Two chairs
- (2) Two parking permits
- (1/4) Quarter page ad in the Fiesta Program Booklet
  - I will** submit my ad
  - I do not** have an ad

- I request** one table and (2) two chairs for an additional **\$100.00** non-refundable deposit.
- I request** \_\_\_ additional parking passes, **\$20 each**.

**SMALL NON PROFIT KIOSK: \$500**

**NON PROFIT KIOSK**

Includes:

- 10' x 10' size tent
- (1) One table
- (2) Two chairs
- (1/4) Quarter page ad in the Fiesta Program Booklet
  - I will** submit my ad
  - I do not** have an ad

- I request** one table and (2) two chairs for an additional **\$100.00** non-refundable deposit.
- I request** \_\_\_ parking passes, **\$20 each**.

**ARTS & CRAFTS KIOSK: \$650**

**ARTS & CRAFTS VENDOR TENT**

Includes:

- 10' x 10' size tent
- (1) One table
- (2) Two chairs
- (1/4) Quarter page ad in the Fiesta Program Booklet
  - I will** submit my ad
  - I do not** have an ad

- I request** one table and (2) two chairs for an additional **\$100.00** non-refundable deposit.
- I request** \_\_\_ parking passes, **\$20 each**

**LARGE NON PROFIT KIOSK: \$600**

**LARGE NON-PROFIT KIOSK - \$600**

Includes

- 10' x 10' size tent
- (1) One table
- (2) Two chairs
- (1/4) Quarter page ad in the Fiesta Program Booklet
  - I will** submit my ad
  - I do not** have an ad

- I request** one table and (2) two chairs for an additional **\$100.00** non-refundable deposit.
- I request** \_\_\_ parking passes, **\$20 each**.

# PAYMENT INFORMATION

- Enclosed is a check for my payment for the amount of \$\_\_\_\_\_.
- Please charge my credit card in the amount of \$\_\_\_\_\_.

**Credit Card Information:**

Type of Credit Card:     Visa             Master Card             American Express             Discover

Name as it appears on card: \_\_\_\_\_

Credit Card #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ Security Code: \_\_\_\_\_

**PAYMENT MUST BE INCLUDED WITH APPLICATION IN ORDER TO PARTICIPATE IN THE HISPANIC FIESTA.**

# VENDOR INFORMATION

Include a short description of your business/organization: Do you have a mission? What's your purpose in the community? \*\* This content will be used for promotional purposes so visitors will be able to read about you day of Hispanic Fiesta. Include any website links, Facebook, Instagram, and Twitter handles so people know how to contact you.

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Please describe in full detail the items that you will be selling or distributing during the 2018 Hispanic Fiesta: For example, what type of information will be available? Are there any discount incentives? Will there be any giveaways?

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**For questions or additional information please contact:**  
Melanie Nieves Marketing Specialist  
(215) 627-3100 ext. 204, [Melanie.nieves@elconcilio.net](mailto:Melanie.nieves@elconcilio.net)

# Festival Vendor Guidelines

## A. VENDOR SETUP/VENDOR BREAK-DOWN

1. All Vendors are to use the Great Plaza Walnut East parking lot entrance only, as the load-in location.

Initial \_\_\_\_\_

2. Fiesta Vendors must be as self sufficient as possible. All carts or dollies must be manually operated. Vendors will not be permitted to use motorized carts or vehicles on Penn's Landing site outside of designated parking areas. Concilio is not under any obligation to provide assistance to Fiesta vendors. No Fiesta vendor will be allowed to set-up without the presence of an authorized Concilio staff. Registration and set-up time will be from 10:00 a.m. to 12:30 p.m. on both days. No one will be allowed to register after 1:00 p.m.

Initial \_\_\_\_\_

**3. Fiesta vendors must begin to dismantle their operations and clean up your site no later than 7:00 p.m. Vendors must completely cease operations by 8:00 p.m. All vendors, crafters, sponsors must be off the Great Plaza by 9:00 p.m. Vendors will be responsible for any staff overtime charges incurred as a result of not ceasing operations at the scheduled conclusion time.**

Initial \_\_\_\_\_

4. Electric generators are not permitted to be used on Penn's Landing property.

## B. DAMAGE TO CONCILIO AND PENN'S LANDING PROPERTY

Initial \_\_\_\_\_

1. Vendors will be held liable for any and all damages or theft caused by them or their agents to any of Concilio's and PLC's property including the following: Tents, tables, chairs, landscaping, masonry, booths, fountains, stage sound and equipment, radio equipment, fixtures, and dressing rooms.

# VENDOR APPLICATION - DUE BY MAY 21st

**For questions or additional information please contact:**

Melanie Nieves Marketing Specialist

(215) 627-3100 ext. 204, [Melanie.nieves@elconcilio.net](mailto:Melanie.nieves@elconcilio.net)

*For internal use only*

Type: \_\_\_\_\_ Payment Rcvd: \_\_\_\_\_

Amount \_\_\_\_\_ Food App & Fee Rcvd: \_\_\_\_\_

# Agreement Acknowledgment

**I hereby affirm that all the information I have provided is true to the best of my knowledge, and that I have read and understood all the regulations contained herein.** I also understand that any violation to the aforementioned regulations will render this agreement null and void. That any violation of this agreement will revoke your license and all privileges allowed to me through this agreement, not limited to the confiscation of goods and the risk of expulsion from the Hispanic Fiesta.

There will be no reimbursements of fees caused by expulsion, loss of business or for cancellation due to acts of nature, or extreme weather conditions.

## ACKNOWLEDGEMENT FROM VENDOR:

Name of authorized Representative: \_\_\_\_\_

Title: \_\_\_\_\_

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

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

## ACKNOWLEDGEMENT FROM CONCILIO:

Name of authorized Representative: \_\_\_\_\_

Title: \_\_\_\_\_

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

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

## CONCILIO CONTACT INFORMATION:

141 E Hunting Park Ave | Philadelphia, PA 19124

**p:** (215) 627-3100; **f:** (215) 456-0732 | [www.elconcilio.net](http://www.elconcilio.net)