



Dear Vendor:

Hispanic Festival Inc. is a non-profit 501c3 organization that coordinates Hispanic Festivals and presentations throughout the St. Louis area with a purpose to unite all Hispanic cultures regardless of social, economic and political backgrounds. Our mission is to share and educate the rich and colorful Hispanic cultures from around the world with the people of St. Louis by the display of musicians, dancers, artisans and chefs.

Due to this past year's circumstances and to keep our community healthy, we have made the decision to rework our Greater St. Louis Hispanic Festival. In order to maintain social distancing measures, we are creating a new one-time event.

The **HISPANIC FESTIVAL 2021** will be held on Saturday and Sunday, October 2 and 3 at the Knights of Columbus Park (near the intersection of Washington and Lindbergh). A mandatory vendor's meeting for this festival will be held on Tuesday, September 7 at 6:30 PM at Summit Distributing, 3201 Rider Trail South in Earth City. Only one representative is allowed to attend the vendors meeting.

Requirements to participate in festival for all vendors:

- Vendors are responsible for their own 10 X 10 tents (must include four side walls), tables and chairs. No food trucks.
- Vendors must decorate their booths with a *Hispanic theme*.
- Food vendors are responsible for obtaining their own health and propane permits for each festival.
- Copies of all permits must be submitted to Hispanic Festival at least two weeks prior to each event start date. (Please note that taking care of this ahead of time is of high importance due to the fact that you will not be allowed to operate without the required permits.)
- For vendors requiring electricity for storage and/or cooking, there will be an extra charge for electricity.
- There will be a required \$150 deposit (per festival) that is 100% refundable if each vendor is compliant to all of the rules and regulations that will be announced at the mandatory meeting.
- 3 Self Addressed Stamped legal size envelopes must be mailed in with all applications.
- Money orders are the only acceptable form of payment. No personal checks.
- Set up for festivals is evening before opening, Friday, October 1 between 5pm and 7pm.
- Social distancing and safety measures will be put in place that you must adhere to. More details to come at vendors meeting.

Please be advised that failing to comply with rules set by Hispanic Festival Inc. will lead to the loss of the deposit.

HOW TO GET YOUR DEPOSIT BACK

- All vendors are required to attend mandatory meetings. Important information is distributed to all vendors, whether food, informative or crafts, that will need to be followed at the festivals. **NO EXCEPTIONS**
- Must keep booth space clean at all times, ensures a better reputation for our festival and will help guarantee future festivals.
- Must open vendor booth on time. This is beneficial to you and your business. Please commit to the set hours of the festival.
- Accepted applicants must be present for the duration of the festival. Should a problem occur during the festival we require that all persons responsible for their organization is present.
- The Hispanic Festival, Inc. reserves the right to withhold your deposit if other extraordinary instances arise.

Deposits will be reimbursed if all rules are followed. Allow up to 30 days after each festival.

The Hispanic Festival Inc. would like to thank you in advance for your participation and cooperation and we ask that if you have any questions, concerns or questions to please call (314) 837-6100 or email us at HispanicFest@aol.com.

Sincerely,

Hispanic Festival Inc. Committee

HISPANIC FESTIVAL 2021

Knights of Columbus Park, Florissant, MO
SATURDAY AND SUNDAY, OCTOBER 2 AND 3, 2021

VENDOR NAME: _____

CONTACT PERSON: _____

ADDRESS: _____ CITY: _____ ZIP: _____

PHONE: _____ DAY OF EVENT CELL: _____ EMAIL: _____

TYPE OF VENDOR:

Information or Craft/Merchandise Booth:

\$200 - 10 ft x 10ft

\$400 - 10 ft x 20 ft

Food Booth:

\$375 - 10 ft x 10ft

\$750 - 10 ft x 20 ft

HISPANIC FESTIVAL 2021 PROGRAM AD:

5,000 programs distributed and will be available online. This is an opportunity to promote your business to the Hispanic Community and demonstrate your commitment to diversity and inclusion. Email ad to info@hispanicfestivalstl.com by September 14.

\$50 – Half Page 4 in x 3 in

\$75 – Full Page 4 in x 8 in

DESCRIPTION OF WHAT YOU PLAN TO SELL/DISTRIBUTE. SELLING PRICE NEEDED FOR FOOD BOOTHS:

Item #1: _____ Price: _____ Item #2: _____ Price: _____

Item #3: _____ Price: _____ Item #4: _____ Price: _____

**MAIL AND MAKE
MONEY ORDER PAYABLE TO:**

Hispanic Festival, Inc.
PO Box 764
Florissant, MO 63032

VENDOR: \$ _____

AD: \$ _____

DEPOSIT \$ 150

SCHOLARSHIP DONATION: \$ _____

Add \$50 after August 9, 2021 \$ _____

TOTAL: \$ _____

APPLICATIONS WILL NOT BE ACCEPTED UNLESS ALL REQUIREMENTS ARE MET. NO REFUNDS! WE RESERVE THE RIGHT TO NOT ACCEPT VENDOR APPLICATIONS AT OUR DISCRETION.

*MAIL FORM WITH MONEY ORDER AND 3 SELF ADDRESSED STAMPED LEGAL SIZE ENVELOPES BY AUGUST 9, 2021.
(CASH NOT ACCEPTED)*

**IF YOU ARE INTERESTED IN BECOMING A SPONSOR, PLEASE CONTACT ELISA BENDER AT (314) 452-6139 OR
INFO@HISPANICFESTIVALSTL.COM.**