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 M-NCPPC, Department of Parks and Recreation,
Prince George’s County

Hispanic Festival

**Exhibitor Information**



**Sunday, September 17, 2023**

**12:30 – 5:30 pm**

**Lane Manor Park**

**7601 West Park Drive**

**Adelphi, Maryland 20783**

**(Off University Boulevard)**



The Maryland-National Capital Park and Planning Commission (M-NCPPC) invites non-profit agencies to participate in this year’s Hispanic Festival as exhibitors. The Hispanic Festival is an annual event which promotes an awareness of Latino culture in the area while offering a day of fun activities for the entire family. The festival attracts an average attendance of 14,000 people. Past festivals have presented an important opportunity to inform citizens about the many social services and county programs that are available. The Hispanic Festival reaches members of the community who may otherwise never hear of these programs.

**EXHIBITOR INFORMATION**

• Only non-profit agencies will be accepted as exhibitors.

• Exhibitors are only allowed to distribute/display information from this booth (space 10x10 ft.). Please do not walk around the festival grounds with it.

• No exchange of funds or solicitation of funds will be permitted.

• Festival site locations assigned on a first come, first served basis.

• Register early, spaces are limited.

• One (1) table and two (2) chairs will be provided. Exhibitors must provide table covers.

• Electricity will not be provided.

• Festival is held outdoors, and hot weather might be expected. Dress accordingly. Hats are recommended.

• M-NCPPC reserves the right to refuse any exhibitor or to request that certain materials not be distributed due to the family nature of this event.

• Plan to bring plenty of literature to last throughout the duration of the Festival.

• ALL Exhibitors MUST have someone manning their tables until the EVENT has ended.

**REGISTRATION INFORMATION**

• There is no fee for the Conservation/Nature area exhibitors.

• **Registration Form must be completed and received by Friday, September 1, 2023.**

• After your registration is received, you will be mailed one (1) parking pass and notified of your space number. Parking pass is for set-up convenience only.

**SET-UP INFORMATION**

• Set-up time begins at 10:00 am and must be completed by 11:30 am.

• Tables will be assigned at check-in only.

• After set-up is complete, all vehicles must be moved to the appropriate lot and off the festival grounds by 11:00 am.

• Exhibitors are NOT allowed to set-up after 11:00 AM or leave prior to 5:00 pm.

• Expect heavy traffic and plan accordingly to arrive on time.

• Exhibitors are responsible for their own overhead covering (tents) and must be fire retardant coded NFPA701.

• Please bring your own drinks. Alcohol is prohibited.

• Music is not allowed in this area.

• Exhibitors that fail to abide by Festival rules may not be allowed to return to future festivals.

• The Festival (M-NCPPC) is not responsible for any exhibit or personal items lost or stolen.

If you have questions, please contact Crystal Washington at 240-882-1525 or email at crystal.washington@pgparks.com.

 Rev. 4/19/23

**HISPANIC FESTIVAL**

**CONSERVATION AREA-FREE WAIVED**

**EXHIBITOR REGISTRATION FORM**

Please email registration form by the registration deadline: **Friday, Sept. 1, 2023** to:

 **Crystal.Washington@pgparks.com**

Agency Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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Home Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cell: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-Mail:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Exhibit Description:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Promotional Giveaway:

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Any accommodations (if needed):

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