

The Maryland-National Capital Park and Planning Commission
Department of Parks and Recreation, Prince George's County
Northern Area

Prince George's Plaza Community Center
ATTN: Antoinette Guerry
6600 Adelphi Road
Hyattsville, MD 20782
Att: Hispanic Festival

Hispanic Festival

Exhibitors Information



Sunday, September 15, 2019
12 pm – 6 pm

Lane Manor Park
7601 West Park Drive
Adelphi, Maryland 20783
(Off University Boulevard)



The Maryland-National Capital Park and Planning Commission, Department of Parks and Recreation in Prince George's County, 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 the public 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.
- 1 table and 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.
- Bring enough literature for at least 20,000 people to last the duration of the Festival.
- ALL Exhibitors MUST have someone manning their tables until EVENT has ended.

REGISTRATION INFORMATION

- There is a \$35 non-refundable registration fee. You can pay by cash, credit card or money order payable to M-NCPPC.
- **Registration Form must be completed and received by Thursday, September 5, 2019**
- After your registration is received you will be mailed one parking pass and notified of your space number. Parking pass is for set-up convenience only.

SET-UP INFORMATION

- Set-up time begins at 9 am and must be completed by 11 am – no exceptions.
- 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 am.
- Exhibitors are NOT allowed to set-up after 11 AM or leave prior to 6 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 Antoinette Guerry at (301) 864-1611/Fax (301) 864-9145 or email at Antoinette.Guerry@pgparks.com.

**HISPANIC FESTIVAL
EXHIBITOR REGISTRATION FORM**

Please mail or bring the completed registration form and \$35 payment by the registration deadline, **Thursday, September 5, 2019** to:

**M-NCPPC/Prince George's Plaza CC
6600 Adelphi Road
Hyattsville, MD 20782**

Agency Name: _____

Contact Person: _____

Address: _____

Home Phone: _____

Cell: _____

E-Mail: _____

Exhibit Description: _____

Promotional Giveaway: _____

Any accommodations (if needed): _____

