



Latinos Working for the Future 501(c)(3)
P.O. Box 1557
Muskegon, Michigan 49443
(231) 343-1360

Dear Latino Ally,

Latinos Working for the Future, a local nonprofit collaborative, is pleased to present this Agency Vendor Request letter for your review to support the project's mission, efforts, and activities of the 2023 Muskegon County Latino Festival. The festival will be held on Saturday, September 9, 2023, at Hackley Park in downtown Muskegon, Michigan from 2:00PM – 10:00PM.

The Muskegon County Latino Festival will celebrate People, Culture and Latino Heritage! The Muskegon County Latino Festival was created to inspire multi-cultural collaborations by unifying many different Latino groups within Muskegon County. This event will include various Latino cultural performances, feature local Latino restaurants, and live Latino entertainment. This celebration will give the Muskegon County community a platform to learn about different cultures and traditions of the Latino community in advancing diversity, equity, and inclusion.

Latinos Working for the Future will be inviting local health and business agencies who provide Spanish Speaking services to come and share their resources to the Spanish speaking community in hopes of building strong Latino families.

Latinos Working for the Future is requesting your collaboration to promote all facets of services, including: education, business, health, services offered, etc. It is imperative that the Latino/Spanish-speaking Community of Muskegon, begin learning more about your respective agency and what you have to offer. Latinos Working for the Future hopes to bridge providers and agencies with the Latino Community through providing a culturally sensitive environment including: some of the best local Latin cuisine, traditional entertainment and bilingual presenters from local providers found in Muskegon County. This event gives agency providers the opportunity to network and display their services through a bilingual program, with bilingual literature and presenters promoting the Latino culture and resources available in Muskegon County.

We write to request your presence as an Agency Vendor in assisting to hold the **2023 Muskegon County Latino Festival** in making this event successful. For further information, or to learn how to become a festival sponsor, please contact us at your earliest convenience.

Muchas gracias por su apoyo,
Thank you for your support,

Latinos Working for the Future Board of Directors
Muskegon County Latino Festival Committee
(p) 231.329.8283
(e) latinosworkingforthefuture@gmail.com
Find us on Facebook- Muskegon County Latino Festival



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To register:

Agency Vendor Registration Form

Name _____ of _____ Agency/Business

Street Address _____

City _____ Zip _____

Mailing Address (if different) _____

Contact Person(s) _____

Office Phone _____ Contact Person's Cell _____

Type of Agency/Business: (Please mark all applicable)

<input type="checkbox"/>	Education	<input type="checkbox"/>	Physical Health	<input type="checkbox"/>	Medical assistance
<input type="checkbox"/>	Business	<input type="checkbox"/>	Mental Health	<input type="checkbox"/>	Housing assistance
<input type="checkbox"/>	Non-profit	<input type="checkbox"/>	Substance Abuse	<input type="checkbox"/>	Other _____
<input type="checkbox"/>	Children Services	<input type="checkbox"/>	Financial assistance	<input type="checkbox"/>	Other _____

Population(s) served: (Please mark all applicable)

<input type="checkbox"/>	Children 0-5	<input type="checkbox"/>	Children 5-17	<input type="checkbox"/>	Adults 18-65	<input type="checkbox"/>	Seniors 65+
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Mission: _____

Do you have services available in Spanish ? _____ Yes _____ No

Will you have a Spanish speaking representative



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that will assist at your booth on the day of the event? _____ Yes _____ No

	\$50.00	Agency/business
	\$	Rental Fee - please contact for prices

Participant

Please make all checks payable to: **Latinos Working for the Future**
 All payments must be received by **July 28, 2023 by 5:00pm** along with this partnership form.
 Please keep a copy for your records.

Rules of the Event Tables 1:00PM – 5:00PM:

Initial and read each area:

____ **Definition of Participant for the Purposes of Muskegon County Latino Festival:** Any agency, business, non-profit, vendor, volunteer or entertainer.

____ **Booths:** All Participants are responsible for bringing their own tables, chairs and tents; park picnic tables are not available for use at booths. Rentals are available as needed please contact our board for fees. No electricity or connections available.

____ **Electricity:** All Participants must be self-contained, including water and electricity. Generators may be used and are encouraged. There are limited power outlets and water available, please come prepared with your necessities.

____ **Public Admission:** Open to the public at no charge.

____ **Set-up:** Set up time is scheduled between 12:00PM – 12:30PM.

____ **Take down: 5:00PM** - If unable to stay until 5:00pm please notify Latinos Working for the Future in this application.

____ **Trash:** Each Participant is responsible for maintaining the appearance and cleanliness of their booth and surrounding area to meet safety standards. Prior to vacating the booth space each vendor must clean the entire booth area and throw away all garbage. Any Participants disposing of trash and/or liquid in an unapproved space are subject to a \$500 fine and other possible fines per the City of Muskegon. Storm drains may not be used for gray water, including cooking oils, but may be used for run-off of evaporated coolers and ice.



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_____ **Stakes:** are not permitted due to sprinkler lines.

Latinos Working for the Future will not be held responsible for loss or damage to property from any cause whatsoever associated with the **2023 Muskegon County Latino Festival**.

I (we) _____ have read the rules and regulations for the **2023 Muskegon County Latino Festival** and I (we) agree to abide by them. I (we) understand that violation of the rules may result in immediate dismissal and I may be held liable for a fine as well as forfeiting my application fee.

Signature: _____

Title: _____

Printed Name: _____

Enclosed is a check in the amount of: ___\$_____ Date: _____

Paid on Eventbrite in the amount of: ___\$_____ Date: _____