



Latin Americans United for Progress

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www.laup.org

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January 25, 2012

Re: Vendor Booth, LAUP Fiesta 2012
May 5, 2012

Dear Fiesta Participant,

Thank you for your past participation in the LAUP Fiesta!

Once again we are beginning to plan next year's event and hopefully surpass the success of prior years. We would like to do this by giving you the opportunity to obtain a booth for Fiesta 2012. We are sending you hard copies of our 2012 booth applications. Please feel free to call us with any questions.

Building on the success of last year, booths will be open from 10 am – 3 pm. The King and Queen Contest and entertainment groups will provide plenty of traffic and excitement within the Civic Center during these hours.

Second, for those who are selling retail items, there will be the option of setting up a booth outside to give vendors another option to attract sales. Setting up outside will give a vendor a longer presence to crowds throughout the day and evening.

Also, in the past, many of you have donated items to be raffled off. We ask that you communicate with us before the event if you plan to do so again, so we can incorporate your giveaways into our announcements if you so desire.

We look forward to your participation with us in 2012!

Gratefully,

Juan Alfaro
Fiesta Committee

Revision
1/6/2012

LATIN AMERICAN UNITED FOR PROGRESS (LAUP, INC.)
FIESTA 2012 INDOOR EXHIBITION BOOTH APPLICATION
Registration Deadline, April 6, 2012 ----- Late Registration – After April 6, 2012

Fiesta Indoor Exhibition Date and time: May 5, 2012 – 10:00am – 3:00pm

Name/Organization (as you wish it to be listed in Fiesta Program): _____

Address/City/State/Zip: _____

Telephone Number _____ FAX (if applicable) _____

Contact Person: _____

Email: _____

Description of Booth (please check one)

Informational Booth **North Hall** **\$50.00, non-refundable**
Late Registration **\$75.00, non refundable**

These booths see significantly less traffic than booths in the main hall, and are thus priced accordingly.

Informational Booth **Main Hall** **\$150.00, non-refundable**
Late Registration **\$175.00, non-refundable**

No sales. Information only or giving out free materials, which represent the organization or company.

Retail Booth *Please ask for Retail Application*

Booth Selection

1. Please indicate your preference for your booth location (see booth map below). While we will make every effort to grant your booth location request, we cannot guarantee that you will be given the space, which you requested.
2. Please list the location desired per map number.
3. Indicate the number of booth spaces you wished reserved. Participants will be charged for each booth space, which is reserved.
4. LAUP reserves the right to move your booth.
5. LAUP will fill your booth location if it is not set up by 9:00am on May 5, 2012
6. **Booth space(s) cannot be reserved or guaranteed until LAUP receives the full rental amount.**
7. Payment may be made using money orders or company checks (make checks payable to LAUP, INC.), or via major credit cards, or online at www.laup.org.
8. Booth applications must be mailed in to **LAUP, 96 W. 15th Street, Suite 101, Holland, MI 49423**
9. Booths will be assigned a location on a first come/first served basis.

NUMBER OF BOOTHS DESIRED _____

FIRST CHOICE _____

ELECTRICAL LINES NEEDED _____

SECOND CHOICE _____

Electrical hook-up for 220 volts cannot be provided

Description of your booth _____

Total fee enclosed _____

****FOR OFFICE USE ONLY****

Amount Paid _____

Payment Method _____

Date Received _____

**LATIN AMERICANS UNITED FOR PROGRESS, INC.
INDOOR BOOTH APPLICATION**

Terms and Conditions:

1. Booth rental fees are not refundable for any reason.
2. Booth set up time will be restricted to Friday, May 4, 2012 from 3:00 p.m. to 8:00 p.m.
3. All booths must be completely set up by 9:00 a.m. on Saturday May 5, 2012
4. All booths must remain open for the duration of the 2012 Fiesta Exhibition (10 a.m. – 3p.m.).
5. Cleanup may not begin until 3 p.m. on Saturday, May 5, 2012
 - (a) Each booth sponsor is expected to have their own cleanup crew to help clean up areas and fold chairs
 - (b) Trash must be disposed of in designated trash receptacles
6. LAUP, Inc. is not responsible for lost or stolen items/money, or, for personal injuries, which may occur during Fiesta events.
7. LAUP strictly prohibits the sale or display of items, which advertise or make mention of the following:
 - (a) Obscene language
 - (b) Alcohol or drugs
 - (c) Derogatory comments in reference to race, creed or ethnic origin.
8. Vendors found selling or displaying any of the above items will be in violation of this Agreement and will be asked to stop selling/displaying these items immediately.
9. If they continue, they will be escorted out of the building.
10. Use of alcoholic beverages by any individual on Civic Center premises is strictly prohibited.
11. Drawing may be conducted, but organizations may not sell raffle tickets without paying for the cost of a retail booth.
12. **FAILURE TO COMPLY WITH THESE TERMS AND CONDITIONS WILL RESULT IN A CHARGE OF \$50.**

I hereby acknowledge that I have read and understand the above rental Terms/Conditions and by signing this application, I agree to adhere to said terms and conditions.

Printed Name _____

Signature _____

Date _____

For Year 2012 Fiesta, all inside activities will start at 10 AM

Revision
1/6/2012

Civic Center 2012 Fiesta Booth layout

