



SPONSORSHIP REGISTRATION

Organization Name: (Please print the way you would like your company name to appear.) _____

Name of Contact Person: _____

Name of Contact Person the Day of Festival: _____

Cell: _____

Number of people from your company at your booth on day of festival: _____

Street Address: _____

City, State, Zip: _____

Phone Number(s): _____

E-mail Address: _____

Type of Sponsor (No Refunds):

Attention Gold, Silver, and Bronze Sponsors: Your company’s logo must be received no later than **Friday, August 16, 2024**, in order to guarantee placement on the Hispanic Festival’s banners. Logos must be in a high-resolution JPEG, PDF, EPS, or TIF format. Please email your logos to John Morton at john.morton@pgparks.com and to Carlos Ocasio at carlos.ocasio@pgparks.com.

Please check one:

- Gold \$5,000
- Silver \$3,000
- Bronze \$2,000
- Ruby \$1,000
- Friends of Hispanic Festival \$600

Will you be providing your own 10'x10' fire retardant tent with metal frames (NFPA-701)? Yes No

If you are providing a company tent, it must be Fire Retardant coded NFPA 701 and subject to Fire Marshal Inspection.

(Note: This does not apply to the Friends of Hispanic Festival (\$600) package.)

Method of Payment

- Check enclosed (Please make check payable to: PGCPRF)
- Credit Card
 - MasterCard Visa

Name as it appears on card: _____

Credit Card Number: _____

Expiration Date: _____

CVV Code: _____

For more information, call John Morton at 301-525-8959.

Please mail check and completed registration form to:

Hispanic Festival Sponsorships

Prince George’s County Parks and Recreation Foundation
Attn: John Morton
7833 Walker Drive, Suite 210
Greenbelt, MD 20770



Hispanic Festival

IMPORTANT INFORMATION **(Please keep for reference)**

- Fire marshal regulations require fire retardant tents coded NFPA-701. Sponsors bringing their own tent must comply in order to pass inspection.
- Festival is held outdoors. Please dress according to the weather for the day.
- Electricity will not be available.
- The Friends of Hispanic Festival (\$600) sponsorship package does not include tent and booth space at the event. Please refer to the Sponsorship Opportunities brochure for more information.
- Set up time is 8-10:30 am. Vehicles will be allowed to enter the park to unload. All vehicles must be moved off of the festival grounds and into the designated parking area by 10:30 am. Any vehicles that arrive after 10:30 am will not be permitted into the park to unload.
- Sponsors are not permitted to leave until 5:30 pm.
- All staff working a sponsorship table will need to be listed and wear a nametag throughout the day. Only staff wearing nametags will be admitted to the VIP area. (Family and friends are not allowed.)
- We ask your assistance in keeping your area clean. Trash bags will be provided and trash cans will be located nearby. Recycle bins will be located near the hospitality tent and throughout the festival grounds. All cardboard boxes must be taken to the recycling area. Thank you for helping us to keep our park clean and green.

Festival Date

Sunday, September 15, 2024, 12:30-5:30 pm (set up from 8-10:30 am)

Festival Location

Lane Manor Park
7601 West Park Dr. & University Blvd., Adelphi, MD 20783
(next to the duck pond, near the University of Maryland)

Directions to Lane Manor Park

From the Capital Beltway, take Exit 28-B New Hampshire Avenue.
Turn left on University Boulevard. Turn right on West Park Drive.

Day of Event Contact Information

John Morton: 301-525-8959 Carlos Ocasio: 240-821-7130

For more information contact

John Morton: 301-525-8959 or john.morton@pgparks.com
Carlos Ocasio: 301-408-4321 or carlos.ocasio@pgparks.com