

## Tabling Application

Thank you for your interest in being a part of the Hispanic Heritage Celebration of the Festival Latino of the Berkshires! We are grateful for all the incredible resources available to the Latin American community in the Berkshires. Increasing accessibility and awareness of your goods and resources is a priority for us, and we look forward to reviewing your application.

**Please note that the Festival Latino of the Berkshires DOES NOT provide tables, tents, or chairs for any participant. The Festival Latino of the Berkshires event proceeds RAIN or SHINE.** If your application is accepted, our Table Coordinator will assign your space at Giggle Park behind the Great Barrington Town Hall and you are expected to bring your own equipment. We are a non-profit, volunteer-run organization and appreciate your patience, support, and cooperation as we work to organize an event that touches the hearts of all our guests.

Participation fees, deadlines, contact information, and event details are below.

Please send your completed application along with your payment in the form of  
**Venmo @Festival-Latino or check to:**

Festival Latino of the Berkshires  
**P.O. Box 1021 Lee, MA 01238:**

Participation Fees: \$120.00 for Nonprofits and Social Service Organizations  
\$150.00 for Business Promotions

**Application & Payment Deadline: September 5th, 2025**

### **Table Coordinator (Event Day Point of Contact):**

**Sandra Rodriguez** +1 (203)-893-7434 | text

Email: [socialservices.festivallatino@gmail.com](mailto:socialservices.festivallatino@gmail.com)

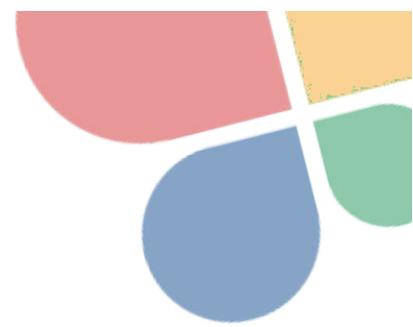
### **Event Details:**

- o **What:** Festival Latino of the Berkshires' Hispanic Heritage Celebration
- o **When:** 2pm-6pm on Saturday, September 27 2025
- o **Where:** Great Barrington Town Hall (Park) 334 Main St Great Barrington, MA 01230
- o **Tent Dimensions cannot exceed 10' x 10'**

I, \_\_\_\_\_ (name), as an authorized representative of  
\_\_\_\_\_(organization name), acknowledge that I have read,  
understood, and agreed to the terms of this application and the information provided  
herein.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**



## Table Application (pg.2)

Business/Organization Name: \_\_\_\_\_

Business/Organization Mailing Address: \_\_\_\_\_

\*Event Day Representative (Full Name): \_\_\_\_\_

\*Phone Number : \_\_\_\_\_ \*E-mail: \_\_\_\_\_

**\*Bolded information will be used by the Booth coordinator to send event day logistics and updates**

Description of Intended Participation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Booth Rules & Responsibilities:

- All booths are kindly asked to arrive and set up **between 12pm–1:00pm.**
- Business and Nonprofit organizations may promote services but are PROHIBITED *from selling products and/or collecting donations.* The Festival Latino of the Berkshires will be the only non-profit organization collecting donations during the Hispanic Heritage Celebration.
- Booths must have a trash receptacle and continuously keep their area clean.
- Booths must be fully operational and ready for business by 1:30pm.
- Booths are asked to begin clean-up by 5:30pm and vacate their space by 6:00pm.
- Booths should bring all equipment in preparation for any weather situation (e.g. tarp, umbrella, etc.)
- Booth **MUST** provide their own tables, tents (max 10' x 10'), chairs, and associated materials.
- Booths must have a representative present at their booth during the entire event.
- If any damages are incurred, responsible parties are required to reimburse the Great Barrington Town Hall in full for all expenses associated with the damages.

As a voluntary participant in the *Festival Latino of the Berkshires 2025*, I agree to abide by all applicable rules and requests that the Festival organizer may make from time to time for the safety and operation of this event. I waive any rights or claims arising from any damage or injuries incurred during the course of this event against organizers of the Festival Latino 2025, or any sponsor. This waiver is signed voluntarily and I have been advised of the time, place and circumstances of my involvement. This waiver is intended to hold harmless the sponsors, beneficiaries, volunteers, officers, and agents connected with the event from damages or injuries which may occur, with the exception of those arising from gross negligence or intentional malfeasance. This waiver is intended to apply only to those activities to which I, the undersigned, have been assigned as part of the participation in the *Festival Latino of the Berkshires 2025*.

Vendor Representative Name: \_\_\_\_\_

Vendor Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_