



5th Annual Dia de Los Muertos PHX Festival

1:00p – 6:00p | Oct. 23, 2016 | Steele Indian School Park
300 E. Indian School Rd, Phoenix, AZ 85012

COMMUNITY SPONSORSHIP OPPORTUNITIES

We are constantly seeking funding partners who understand the value of cultural activities in our communities. Please review our sponsorship opportunities below. For further information or to secure your place please contact Carmen Guerrero at carmen@culturalcoalition.com

Sponsorship Level	\$3,000+	\$1,500+	\$500+
Live stage announcements	X	X	X
On-site booth, canopy, table, 2 chairs	X	X	Booth space only (sponsor provides own set-up)
Inclusion in E-mail Newsletter	X	X	X
Logo in event promotional pieces*	X	X	
Logo on Cultural Coalition web page	X		
Inclusion in event page	X		

*To guarantee inclusion in festival programs, sponsorship request must be submitted by Oct. 1, 2016.



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SPONSOR BOOTH INFORMATION

Please provide the information requested below and review document carefully before submitting. If you have any questions, please do not hesitate to contact us:

Carmen Guerrero
carmen@culturalcoalition.com
(480) 834-5731

Your Contact Information

Name: _____

Company Name: _____

Email: _____ Phone: _____

Cell: _____ Fax: _____

IMPORTANT

EVENT HOURS: 12:00 PM – 6:00 PM
SET-UP HOURS: 9:00 AM – 11:00AM

CHECK IN

Time you will be arriving: _____



CHECK OUT

- All exhibit areas must remain staffed and open for the duration of the event.
- Before leaving, please break down any boxes, throw away trash and pile large trash or other materials.

EQUIPMENT PROVIDED BY YOUR COMPANY

If you will be providing your own equipment, please list what you will be bringing on site (tent, tables, chairs, banners, extension cords; etc.)

- Booth space is 10x10. Depending on your sponsorship level, you may be required to provide you own canopy, table and chairs.
- Staking is not permitted. Canopies must be secured with sandbags or weights.
- All booths must be staffed and ready for operation at 12:00 pm.

STAFF/VOLUNTEERS

- Please attach or email a list of the names of all staff and/or volunteers that will be working your exhibit by Oct. 10, 2016.
- All staff and volunteers must be at least 18 years of age or older.

BOOTH ACTIVITY

- Please describe the activity you will be facilitating in your booth area. Please list supplies being use as well.



GIVEAWAYS & HANDOUTS (IF APPLICABLE)

- Please list all items you plan to pass out at the event (brochures, food samples, promotional items; etc.). All items must be pre-approved by event contact.

PROOF OF INSURANCE

It is required that you provide Cultural Coalition with a Certificate of General Liability Insurance for a minimum of \$1,000,000. The policy should cover the date of the event and must be delivered by **Oct 10, 2016**.

DISCLAIMER

The Cultural Coalition, Inc. does not assume responsibility for the delay or cancellation of the event named herein such delay or cancellation is as a result of fire, flood, strike, labor dispute, accident or other causes, similar or dissimilar, which are beyond the control of Cultural Coalition, Inc.

HELPFUL HINTS

- Bring a handcart or dolly to help transport your booth items.
- Wear comfortable shoes and dress appropriately for the weather.
- Please keep your area clean.

PAYMENT

Please make out checks, money orders or cashier checks to “Cultural Coalition, Inc.”

Mail application and sponsorship payment to:
Cultural Coalition, Inc.
P.O. Box 378
Mesa, AZ 85211-0378

Cultural Coalition thanks you for your support!