



## 80<sup>th</sup> Anniversary Charro Days Fiesta Parade Vendor Guidelines 2017

Dear Vendors,

Plans for the 2017 Charro Days 80<sup>th</sup> Anniversary Celebration are underway. Dates for the 2017 parades are Thursday, February 23<sup>rd</sup> through Saturday, February 25, 2017. We are offering vendors the opportunity to place their individual stand(s) around our Grandstand/Concession area located next to the Charro Days Inc. Headquarters at 455 E. Elizabeth St., Brownsville, Texas. Primary activities at this location are the BISD Thursday parade and the two (2) Charro Days Fiesta parades that draw thousands of spectators annually. In addition to the Grandstand activities, we also have several sets of bleachers that are available for rent to the parade viewers. Here are some specifics regarding the parade days:

### **HOURS OF OPERATION:**

- Thursday, February 23, 2017:** “BISD Youth Parade” @ 2:30 PM  
Activities begin approximately around 1:00 PM
- Friday, February 24, 2017:** “Illuminated Night Parade” @ 7:00 PM  
Activities begin approximately around 5:00 PM
- Saturday, February 25, 2017:** “Grand International Parade” @ 1:00 PM- Color Guard Parade @ 12:30 PM  
Activities begin approximately around 11:45 AM

**SPACE:** Each space is approximately 8' X 8'. Spaces will be marked for each vendor. Any special space request must be made and approved prior to the event. The Concession Committee will create and assign all space assignments.

**ELECTRICAL:** Electricity is available (110V & 220V) and vendors will be responsible for their own electrical connection cords (approximately 100 ft. long). All connections must be placed out of harm's way for pedestrians and all Baile Del Sol attendees.

**COST:** The space rental charge for 2017 will be \$300.00 for each location (this includes all three days).

**PARKING:** It is the responsibility of each vendor to secure vehicle parking. Vehicles will not be allowed to park in the Concession area around Charro Days Inc. Headquarters. No exceptions.

**INSURANCE:** A certificate of liability insurance must be provided to Charro Days Fiesta, listing them as additional insured.

### **GUIDELINES:**

- It is the responsibility of each vendor to comply with any and all regulations established by the City of Brownsville in the construction (if applicable) and operation of their respective stands.
- For information regarding obtaining health permits, please contact the City of Brownsville, Public Health Department at (956)542-3437 or go by 1034 E. Levee (City Plaza) 2<sup>nd</sup> floor. For information on obtaining Fire Permits, please contact the Fire Marshal's office at (956) 548-6075 or go by 1036 E. Levee.
- Concession set up will be allowed starting Wednesday, February 22, 2017. Security at the site will start Thursday night. Charro Days Inc. will not be responsible for the loss of any items throughout the event; however, in order to assist the vendors, a security guard will be stationed at the site on Thursday and Friday nights ONLY. All vehicles associated with vendors must be off the premises. Set up should be conducted three (3) hours before the start of each parade. Charro Days Inc. personnel must have room to move floats off of the premises for the parades.
- All stands, including equipment, must be removed from the site by 10:00 AM on Sunday following the last event. If the vendor does not remove the property, the property will be removed by Charro Days Inc. and will not be returned to the vendor. The Charro Days Inc. Committee may at any time, make a reasonable determination that a vendor may pose an unacceptable risk of disruption to the festival/parade. Vendors not complying with contract agreement shall be subject to expulsion from the premises by the police department and/or Charro Days Inc. Committee Representative.
- All items offered for sale will be subject to review and approval prior to the event to offer a variety of sellable items. All vendors must list in writing the items they wish to sell in the application attached.

Applications for space are currently being accepted at the Charro Days Inc. office located on 455 E. Elizabeth St. Applications will be on a first come first choice basis. A limited amount of vendors will be accepted. Please call the office, (956) 542-4245 for availability of space and food being offered.

Sincerely,  
Lucy Escamilla  
Charro Days Inc. – President



# 80<sup>th</sup> Anniversary Charro Days Fiesta



## Parade Vendor Application

Thursday, February 23, 2017 (BISD Youth Parade)  
 Friday, February 24, 2017 (Illuminated Night Parade)  
 Saturday, February 25, 2017 (Grand International Parade)

### VENDOR INFORMATION

\_\_\_\_\_

Name

\_\_\_\_\_

Address

\_\_\_\_\_

Phone

\_\_\_\_\_

Email

### **Type of Concession**

On the lines below, please list items or food being sold and include the price.

Item/ Food	Price per item

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**For Office Use Only:**

Date Application Approved: \_\_\_\_\_ Initials: \_\_\_\_\_

Insurance Certificate Received: \_\_\_\_\_ Initials: \_\_\_\_\_

Copy of Health Permit Received: \_\_\_\_\_ Initials: \_\_\_\_\_