



Charro Days Fiesta Parade Vendor Guidelines 2018

Dear Vendors,

Plans for the 2018 Charro Days Celebration are underway. Dates for the 2018 parades are Thursday, February 22nd through Saturday, February 24, 2018. 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 BISSD 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 22, 2018:** “BISSD Youth Parade” @ 2:30 PM
Activities begin approximately around 1:00 PM
- Friday, February 23, 2018:** “Illuminated Night Parade” @ 7:00 PM
Activities begin approximately around 5:00 PM
- Saturday, February 24, 2018:** “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 Charro Days Parade attendees.

COST: The space rental charge for 2018 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) 2nd 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 21, 2018. 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, February 25, 2018, 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 number 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



Charro Days Fiesta

Parade Vendor Application

Thursday, February 22, 2018 (BISD Youth Parade)
Friday, February 23, 2018 (Illuminated Night Parade)
Saturday, February 24, 2018 (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 |
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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: _____