

Booth Space # _____ (for office use).

Dallas Cinco de Mayo 2025 Vendor/Exhibitor Instructions

- ☐ We ask that you Like, Follow, and Share our FB & IG pages:
 - o <https://www.facebook.com/events/1731233250824173>
 - o https://l.instagram.com/?u=https%3A%2F%2Flnk.bio%2Foccadallas%3Ffbclid%3DPAZXh0bgNhZW0CMTEAAabyBsJkQ-jeRB5K60YOq6mvNSjbYCUqIVvVGCKAlkIUPLu6wfgg3Bkg_jA_aem_xVojJup6X_3D1DAf8r2x4A&e=AT2W-o4-5VF65NVos12eUdVb7GE85F7e-OdlcZDPLnkTt0CMOLNAXWnEtsAH18ktVx6w-xrhITd3aWf-8yTpTLnSy88htNki4YfJlI3teEF-qpmEXtBdVA
- ☐ Google Maps: Dallas Cinco de Mayo Parade
- ☐ The Fiesta Vendors will be open from 8 a.m. to 12 noon
- ☐ Load In & Set up your booth on Saturday, May 3, at one of the times listed below:
 - o 7:00 a.m. to 7:30 a.m.
 - o 7:30 a.m. to 8:00 a.m.
- ☐ The booth should be set up and ready to open by 8:00 a.m.
- ☐ Arrive and check-in at the OCCA Tent (in front of Jerry's Supermarket, 532 W. Jefferson Blvd.
- ☐ After you check in, a staff member will lead you to your space.
- ☐ You may drop off your supplies by driving up to your block:
 - o Block 500 W. Jefferson Blvd. (eastbound lanes) – drive up from 300 S. Llewellyn Ave., turn right on W. Jefferson, you have 15 minutes to load-in, then move out quickly, drive eastbound then turn right, park on 300 S. Adams Ave.
- ☐ Trash Maintenance:
 - o Bring your own trash bags. Help OCCA load them onto the utility vehicle.
 - o OCCA will haul away your trash (only trash bags / boxes).
- ☐ You must bring your own tent, tables, and chairs.
- ☐ You will need to supply your own signs and decorations.
- ☐ If you are a food vendor, you must comply with City of Dallas Temporary Food Establishment Permit requirements & send a copy to OCCA by April 18. Tape a copy of the Permit to the tent where City officials can see it.
- ☐ You **may not** dismantle your booth or haul away your things before 12:00 p.m.
- ☐ Takedown will begin at 12:01 p.m. You must be done by 1:00 p.m.
- ☐ Stop at the OCCA Tent on your way to check-out.

I, _____ agree to the requirements as outlined above.

Company Name & Phone #: _____

On-site Contact Name & Phone #: _____

Signature: _____ Date: _____

OCCA Representative: _____ Date: _____

Return this form to OCCA, 930 W. Page Street, Dallas, TX 75208 or email to oakcliffarts@gmail.com; or fax to 214-941-8228.