

Booth Space # \_\_\_\_\_ (for office use).

## Vendor/Exhibitor Instructions | Dallas Cinco de Mayo 2024

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- We ask that you Like & Follow / Share our FB & IG pages
- Google Maps: Dallas Cinco de Mayo Parade 2024  
<https://www.google.com/maps/d/edit?mid=1ZoVpmY1SmBPntskcQ3r9ZBteyUzXHCA&usp=sharing>
- The Fiesta Vendors will be open from 9 a.m. to 1 p.m.
- Load In & Set up your booth on Saturday, May 4, at one of the times listed below:
  - Block 200 W. Jefferson - 7:00 a.m. to 8:00 a.m.
  - Block 400 W. Jefferson – 7:30 a.m. to 8:00 a.m.
  - Block 500 W. Jefferson – 8:00 a.m. to 8:30 a.m.
- The booth should be set up and ready to open by 9:00 a.m.
- Arrive and check-in at the OCCA Tent located at your block
- 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:
  - Block 200 W. Jefferson Blvd – drive up from 200 S. Madison Ave. (southbound) you will have 15 minutes to load-in and then you must move out and go to park on 200 S. Madison Ave. You will receive a Parking Permit to place visibly on your dashboard.
  - Block 400 W. Jefferson Blvd. – drive up from 200 S. Bishop Ave (southbound), then turn right on 400 W. Jefferson Blvd. to load-in, then you must move out and go to park on 200 S. Bishop Ave. You will receive a Parking Permit to place visibly on you dashboard.
  - Block 500 W. Jefferson Blvd. (westbound lanes) – drive up from 200 S. Adams Ave., (southbound), then turn right on 500 W. Jefferson Blvd. to load-in, then you must move out and go to park on 200 S. Adams Ave. You will receive a Parking Permit to place visibly on you dashboard.
  - Block 500 W. Jefferson Blvd. (eastbound lanes) – drive up from 300 S. Llewellyn Ave., (northbound lanes) turn right on W. Jefferson, you have 15 minutes to load-in, then move out quickly, park on 300 S. Adams St. (southbound).
- Trash Maintenance:
  - Bring your own trash bags. Help OCCA load them onto the utility vehicle.
  - 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 1:00 p.m.
- Takedown will begin at 1:15 p.m. You must be done by 2:00 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: \_\_\_\_\_