

Confirmation Letter and Terms of Agreement

For Vendors, Sponsors, Exhibitors and Performers using a booth

You are officially registered to our CINCO DE MAYO Festival health and Educational Fair on Saturday May 04th, 2019 - (Indoors) **10am – 4pm**, (Outdoors till **6pm**) at LEE Park Recreation Center

3000 Pamela Dr. Irving, TX 75060

EVENT INFORMATION

CONFIRMATION #

1. **Attendance:** between 4,000-5,000 people.
2. **Check in:** Inside of Lee Park Building, Main lobby Look for Registration Tables A-M and N-Z
3. **SET UP- Dismantling (Clean up) Information**
 - a. **Set-up date:** Friday, May 03rd – 9am 9pm (Set up will not be permitted same day of event)
 - b. **Dismantling:** Saturday, May 05th – 4:00pm (**Complete clean-up not before 3:30pm please**). Please provide your own equipment (Brooms, dustpans, trash containers, etc.) to clean your area @ the end of the day. The dumpsters at the event are for Fiesta trash only and you are responsible for your trash removal.
 - c. **Set up will NOT be AVAILABLE on Saturday - Security will be available on Friday night.**
4. Event will take place indoors, however, ZUMBA Master Class, food vendors, Media Sponsors as well as mobile units will be outdoors
5. Vendors that leave before the event concludes will not be invited again for next year
6. Each participant will be provided one 10 x 10 space with a 72 x 30 table and two chairs. (The higher sponsors are offered more than 1 table)
7. Volunteers are available on Friday to help carry your items.
8. Electricity will not be provided unless previously arranged. Cost is: \$15.00 each vendor will need to bring their own electrical extension cords and multiple strips cords.
9. Bilingual staff & bilingual educational materials are highly encouraged.
10. **Irving General Liability Release Form**
 - a. Indemnification of the City of Irving and DCET's "5 de Mayo" from any responsibility of liability should be signed. Vendors/Exhibitors/Sponsors introducing a special feature hazard (i.e. bounce house, climbing wall, etc.) should be providing their own liability insurance pursuant to organization's activities.
11. Bring your own display and table cover, preferably colorful table covers such as green, red, blue, white resembling the USA and Mexico flags.
12. **All exhibitors need to bring gift cards, gift baskets or any other give away items valuing \$25 so we can raffle these items among the event attendees. Thanks for your support to our event. PLEASE specify what are you bringing:** _____
13. **Parking available for event is on a first come, first serve basis. Be early!**
14. **Parking** is located in front and behind the Recreation Center - Please use main entrance while setting up, we will provide assistance.
15. **Food vendors** need to get their own Temporary Food Permits and follow the health guidelines stated in our attached document.
16. Selling alcoholic beverages, soft drinks, water or food is not allowed. **ONLY** Food vendors are allowed to sell food and drinks.
 - a. **Coffee and cookies and juice for breakfast before opening ceremonies will be downstairs from 8am-9am at the small gym. Please come and network with all vendors and City dignitaries and organizers (FOR LUNCH, PLEASE SUPPORT OUR VENDORS)** - Enjoy wonderful FAJITAS, and other international foods.
17. **Try to give away a "Healthy Item"** like: Apples Oranges, Tangerines, Bananas, Plums. Baby carrots, Pretzels, etc. but candy/gum is fine ☺

QUESTIONS?

Call Nina
214-587-1983

CONFIRMATION by Event Producer:



Elvia (Nina) Wallace-Martinez

I certify that I have read this information and will comply with the stated conditions. and I understand that there will be a **\$50.00** charge if we fail to give 48-hour cancellation notice. This **\$50.00** cancellation fee covers the expenses of tables, chairs and breakfast.

CORPORATION NAME: _____ **Phone #** _____

WORK/FAX # _____ **Website:** _____ **email:** _____ **MOBILE:** _____

REPRESENTATIVES' COMING TO THE EVENT _____

SIGNATURE: _____ **DATE SIGNED:** 03/26/19

Please bring this form with you on Friday, or fax it back ASAP to 972-237-2775 or email it to: dcenti1@sbcglobal.net

Please do not hesitate in texting me upon arrival at the event if you HAVE QUESTIONS 214-587-1983 (Nina)

Thank you very much for your support to our Literacy programs! Have PLEASE have lots of fun!

Visit our website: www.dcenti.org

Don't miss our wonderful outdoor entertainment until 6pm – and PLEASE SUPPORT OUR FOOD VENDORS, Delicious Fajitas, Hot Dogs, etc.