



**Non - Food Vendor Agreement**

**Saturday, May 2, 2026**

Noon – 5 p.m.

Front Street Station – 100 W Front St. Mesquite, TX

Business Name:	
Contact Name (s):	
Cell Phone:	
Email:	
Business Mailing Address:	

**Specify Exact Dimensions of Booth /Trailer/ Truck (Including hitches, awnings, tie downs, side openings,**

Length: \_\_\_\_\_ Width: \_\_\_\_\_ Height: \_\_\_\_\_

Booth Size			
10x10 (\$75)		10x20 (\$125)	

**Please Note:**

- Access to power or water will not be provided.
- Application, booth photo, and entry fee are due at **5 p.m., Monday, April 20<sup>th</sup>** .
- Incomplete applications will not be accepted.
- Cinco De Mayo is a rain or shine event. No refunds will be given.



**BOOTH SETUP & DISPLAY**

- Booth space assigned upon arrival by event staff. Vendors may not select their own space.
- Vendor signage:
  - A sign identifying the business is required.
  - Handwritten signage is not permitted.
  - Displays in any booth may not exceed an eight-foot (8') back height including signage.
  - Should be professional and clean in appearance.
  - Writing on chalk boards is allowed.
  - Required to post menus and prices on a sign no smaller than 22" x 28".
  - May not interfere with pedestrian walkways.
  - Must be anchored with weights. No in-ground staking is permitted.
- Tent canopies should be in good condition and if using more than one, should be the same color.
- Table covers must be uniform and extend to the ground. Storage of supplies or boxes must be out of view.
- All booths are required to be open and manned for the duration of the event.
- All booths are required to be decorated for Cinco de Mayo.
- Displays will be subject to City of Mesquite inspections and approval.

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**PARKING AND LOAD-IN/LOAD-OUT**

- Two parking spots in a reserved lot will be allocated per food vendor. Additional vehicles will need to park in the general parking lot.
- All vendors **MUST** load-in at their designated load in between **9:00 a.m. to 10:30 a.m.**
- **Vehicles will not be permitted to bring supplies into the event after 11:00 a.m.**
- All vendors **MUST** complete set-up and be ready for service by **11:30 a.m.**
- Vendor will need to cart items from unloading to assigned booth space a maximum of approx. 200ft.
- Vendors who arrive late will forfeit their spot and any fees paid.
- **Load out will not be permitted until after the event concludes at 5 p.m. and once the event space has been deemed safe for vehicles to enter by event staff.**
- Vendors are required to drive slowly in event grounds and watch for others.

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**VENUE**

- Event staff reserves the right to stop or remove any vendor, or his or her representative, for performing any act or practice deemed to be offensive, obscene, or objectionable.
- Event staff reserves the right to alter vendor displays or to require the vendor to alter their display due to safety concerns.

**VENDOR AGREEMENT:**

By submitting this application and paying the required fees, I agree to abide by all event rules if my application is accepted by event management.

I agree to take full responsibility for the safety of my employees, my work and myself. I will indemnify the City of Mesquite and will hold the City, its staff, volunteers, or event sponsors harmless for any personal liability claims and loss or damage of goods that may arise from participation in the Cinco De Mayo event.

I understand my booth, display, and menu must be consistent with what was submitted for acceptance and if deemed inconsistent or obscene by Event Management, I will be asked to leave the event and forfeit any fees paid.

**MY SIGNATURE BELOW INDICATES THAT I HAVE READ AND AGREE TO ALL THE TERMS OUTLINED IN THIS DOCUMENT.**

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please send completed forms to Macrina Aguilar at: [maguilar@cityofmesquite.com](mailto:maguilar@cityofmesquite.com) or to the Parks and Recreation Administration office located at 1515 N Galloway Ave., Mesquite, TX 75149, Monday-Friday, 8 a.m. – 5 p.m. For questions, please call Parks and Recreation at 972-216-6260.