

2024 FDLR EXHIBITOR APPLICATION

(Artisans / Non-Profit Organizations / Body Care / Clothing & Hats / Jewelry / Sports Memorabilia / Product Sampling or Marketing)



April 19 thru April 28, 2024 – Historic Market Square Plaza
514 W. Commerce, San Antonio, Texas 78205



***PLEASE COMPLETE ALL INFORMATION REQUIRED BELOW:**

*NAME OF EXHIBITOR: _____

*NAME OF BUSINESS OR COMPANY: _____

*ADDRESS: _____

*CITY: _____ *STATE: _____ *ZIP: _____

*Cell # during event: _____ *EMAIL ADDRESS: _____

*DESCRIPTION OF ITEMS (MUST LIST ALL): _____

Items to be SOLD or SAMPLED MUST BE APPROVED. MUST EMAIL PICTURES OF ALL ITEMS.

*PRICE(S) OF ITEMS: _____

***SPACE FEE – Select Size Of Space & Location Desired: ACCEPTANCE IS NOT GUARANTEED**

_____ 10' X 10' – Gateway Plaza / Produce Row / Hidalgo Plaza

_____ 10' X 15' – Gateway Plaza (Only 2 Spaces Available)

_____ 10' X 10' & 10' x 20' – Milam Park Plaza (Weekends Only – April 19, 20, 21 & April 26, 27, 28)

Space Fee Varies By Location & Size. Requests for Booth Size & Locations Not Guaranteed

- **PLEASE READ THE POLICIES AND REGULATIONS ON PAGE 2. YOU MUST SIGN AND DATE PAGE 2 OF APPLICATION IN ORDER TO BE CONSIDERED FOR THIS EVENT. ACCEPTANCE IS NOT GUARANTEED.**
- You Must Provide A Copy of Your Certificate Of Liability Insurance and ADD "Rey Feo Consejo Education Foundation" to the Insurance Rider. (ask your agent or insurance carrier) **OR You may purchase Liability Insurance from us, offered by the Fiesta Commission. (Fee To Be Determined By The Fiesta Commission).** This would cover you and your 10' X 10' booth space during the 10 days of Fiesta. (15'x20' & 20'x20' is double)
- **YOU MUST PROVIDE A COPY OF YOUR TEXAS SALES TAX PERMIT.** (Blue & Pink Copy)
- **IF YOU ARE ACCEPTED AS AN EXHIBITOR,** YOU WILL BE CONTACTED WITH LOCATION OF SPACE, BOOTH NUMBER AND PRICE. *An invoice will be sent for payment if you accept the space offered. You must respond by the deadline on the invoice.*
- **YOU MUST PAY YOUR BOOTH FEE IN FULL BY THE DEADLINE ON INVOICE TO SECURE THE SPACE OFFERED AND ACCEPTED.**
- **BOOTH SPACE INCLUDES: ONE – 110v INPUT PER SPACE FOR 10 DAYS of event.** You must provide your own tent, LED light, extension cord, tables & chairs. *If you are set up outside your area, an additional fee will be charged during the event. (See Item 4 on Page 2).* **No heating elements allowed.**

**PLEASE READ & SIGN APPLICATION ON PAGE 2
Must Send Both Pages To: judi@starlite-sa.com**

YOU WILL BE NOTIFIED VIA EMAIL IF YOUR APPLICATION WAS APPROVED.

2023 Fiesta De Los Reyes Event – Policies and Regulations

1. **FDLR will be providing ALL beverages at this event. Exhibitors ARE NOT allowed to sell ANY beverages.**
2. FDLR has the right to refuse any Exhibitor/Vendor to sell their products or market their services, if the item is not deemed safe or appropriate for the event.
3. If you are approved as an Exhibitor, you will be notified. If you do not hear from us, please email Event Services Consultant for status of your application. (judi@starlite-sa.com)
4. Exhibitor/Vendor will be provided a 10' x 10' area. **If you use space outside your designated area, you will be charged an additional fee. Exhibitor must bring their own tent, tables, chairs or equipment. Electricity is VERY LIMITED – ONE 110V plug for one light ONLY. No heating elements allowed.**
5. There are loading areas on certain streets surrounding the event area. No loading allowed on the paved bricks or inside the event area. **PARKING during the event IS NOT PROVIDED.**
6. Exhibitor/Vendor will be permitted to set up **ONLY** between the hours of 7:00 a.m. to 9:00 a.m.
7. **All Exhibitors /Vendors must be set up and ready by 9:45 a.m. daily – No Exceptions.**
8. **LOAD OUT** will only be permitted between the hours of **11:00 p.m. to 1:00 a.m. due to heavy pedestrian traffic.**
9. Exhibitor/Vendor must contain their display or sale of their products within the dimension of the space rented. **Additional storage is not provided.** If you use more than the space allocated, you will be charged a fee for additional space.
10. No items shall be displayed in the landscaped areas.
11. Exhibitor/Vendor is responsible for collecting & paying Texas State Sales Tax as applicable to their product.
12. **Due to limited space, submission of application does not guarantee acceptance.**
13. **This event is Rain or Shine. THERE WILL BE NO RAIN DATES and there are NO REFUNDS.**
14. Organizers of FDLR retain the right to prevent future participation of any Exhibitor/Vendor for conduct deemed, in the FDLR's sole discretion, unacceptable and/or detrimental to the mission and reputation of the **Rey Feo Consejo Education Foundation** organization and the event.
15. Exhibitors/Vendors are prohibited from bringing alcohol to the event. No alcohol allowed in your space or booth area.
16. Should you have any questions **prior to** or **during this event**, please contact Event Services Consultant, Judi Deleon at 210.386.3722.

The Exhibitor/Vendor releases the **Rey Feo Consejo Educational Foundation** from any liability due to breakage, theft, injury, or bodily harm while at any RFCEF sponsored event. The Exhibitor/Vendor also agrees to the policies and regulations above for this event. If any of these policies and regulations are violated, the Exhibitor/Vendor will be escorted from the property immediately, not permitted to sell or setup, and NO refunds will be given.

I have read and understood all the above policies and regulations set forth by the RFCEF and its organizers,, and agree to comply. If I do not comply with the rules/regulations set forth above, I understand that I will not be permitted to sell or setup and no refund will be given.

EXHIBITOR/VENDOR - PRINT NAME:	EXHIBITOR/VENDOR'S SIGNATURE:	DATE SIGNED:
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For Office Use Only:			
Application Approved By:	Date:	Space Offered:	Price: (\$)
			\$ _____