

# 55th Annual Fiesta Amistad 2025 Vendor Guidelines

**Date:** Saturday, September 13th, 2025

**Festival Hours:** 12 pm-11:45 pm

**Required Hours for Non-Food Vendors:** 11:00 am – 8:00 pm

**Required Hours for All Food Vendors:** 11:00am – 11:45 pm

**Location:** Prete Plaza in downtown Round Rock

**Address:** 221 East Main Street, Round Rock Texas 78664

## Set Up and Tear Down

- Set up opens to vendors at 8:00 am on the morning of the festival.
- **All vehicles must be outside the gated area by 11:00 am. No Exceptions.**
- All nonessential equipment, such as wagons, toolboxes, or dollies, must be hidden from sight or removed from the event area by 11:00 am.
- Set up must be complete and businesses must be prepared for transactions by Noon.
- **All vendors must stay for the full duration of the time slot they signed up for.**
- **Takedown of Non-Food Booths may not begin before their designated time.**
  - **Partial Day: 11:00 am – 8:00 pm**
  - **Full Day: 11:00 am – 11:45 pm (or when the last band ends)**
- **Takedown of Food Booths may not begin before their designated time.**
  - **Full Day: 11:00 am – 11:45 pm (or when the last band ends)**
- By 11:45 pm, street barricades will be removed to allow vehicle access for tear-down. This is both for the safety of pedestrians and vendors. If you choose Partial Day, you will have to hand-carry items out of the fenced area. No vehicles will be allowed into the fenced area after 11 am.
- We ask that all vendors be clear of the event location by Midnight.

## Site Rules

- **RR El Amistad has the exclusive right to sell Sodas, Water, & Alcohol Beverages.**
- Booth space size will be strictly monitored. Violators must pay an additional fee immediately or be asked to leave.
- All shade structures must be anchored with water barrels, sandbags, or weights. No ground penetrating anchors are permitted regardless of location on grass or concrete. (Standard shade structures of 10X10 should be used.) Anyone needing additional space must purchase a larger space.
- **Vendors are to provide all their own items such as tents, tables, chairs, etc.**
- Setup cannot begin before the designated time indicated in these guidelines and must be completed by the event's official start time.
- Breakdown cannot begin before the designated time indicated in these guidelines and must be completed by midnight.

- No display, decoration, or product may impede traffic in any way.
- Vehicles will not be allowed on pavement or grass areas of the plaza at any time.
- **Vendors are responsible for cleaning their booth space upon tear down. Failure to do so can result in a fee, as outlined under “Fees”.**
- Vendors must have sufficient electric lights, power strips, and extension cord(s) for illuminating the booth.
- **Food Vendors must provide their own fire extinguisher. Food vendors who will be deep frying must supply the appropriate fire extinguisher for deep frying. Be prepared to show proof of food permit and proper fire extinguisher.**
- All vendors must bring 50ft to 100ft extension cord(s) to connect to the power source.
- Vendors are not allowed to have loud speakers or play music when entertainers are on the stage.
- Pets are not allowed.

## Display

- Understand that Fiesta Amistad will be encouraging family and youth participation. There will be attendees under the age of 18. Please use judgment in product placement and inventory choices.
- No hate speech or violent commentary.
- All booths must provide their own light and have lights on when it becomes dark.

## Conduct

- Security will be available at the event. Please contact security if there are any concerns.
- Professional conduct is expected of all of our vendors, disruptive behavior or intoxication will not be tolerated.
- No outside soda or alcohol is allowed. (Ice chest will be inspected)
- Only bottled water that is for the consumption of booth workers is allowed. (Ice Chest will be inspected)
- Vendors are not allowed to sell tickets for a profit or non-profit organization or to promote any other festival, religious organization, etc., unless approved by Round Rock El Amistad Club.
- Round Rock El Amistad Club has all rights and privileges in the sale of products using the name El Amistad Club, Fiesta Amistad and can prohibit any vendor from selling products using these names.
- Craft or Game Vendors: May not sell any food or drink items including candy or snacks.

## Security

- Security will be present on-site throughout the event
- Failure to adhere to the Rules and Guidelines can result in security or event organizers asking you to leave the event early. (No Refunds on booth fees)
- Vendors are responsible for loss prevention of their merchandise, RR El Amistad Club assumes no legal or financial responsibility for lost or stolen items.

- Vendors are responsible for securing their own booth.

### **Fees** (All Fees are Non-Refundable)

- Arts & Craft Booth fee is set at \$75 for 10 X 10 space, \$100 for 10 x 15, \$150 20 X 20
- Food Booth fee is set at \$150 for 10 X 10 space, \$200 for 10 X 20, \$300 for 20 X 20
- Food Truck fee is set at \$200 for 10 X 15 space. \$250 for 10 X 20, \$350 for 20 X 20
- Commercial (No Sales) fee \$100 per 10 X 10 space.
- Games/Kids Booth fee is set at \$75. Non-Profit Organizations No Charge. **(Limited Availability)**

### **Policy**

#### **Vendor Selection:**

- RR El Amistad Club reserves the right to refuse admittance to any vendor without explanation, reasons may include but are not limited to :
  - A vendor with similar products has already been accepted
  - All booth spaces have been reserved
  - History of violations of Fiesta Amistad guidelines.
- Vendor spaces are limited and location will be designated by the category and time completed application was submitted and paid in full.

### **Licensing**

- All vendors are responsible for any required licenses and permits.
- Food trucks and Food booth vendors must display the required health permits in a visible location.
- All vendors must comply with the Williamson County and Cities Health District rules and regulations. All food trucks must have a current inspection sticker from the Williamson County and Cities Health District (WCCHD) and the Round Rock Fire Department (RRFD).
  - Williamson County and Cities Health District can be reached at 512-248-7620 or 512-943-3600.  
Website: [https://www.wcchd.org/healthy\\_spaces/food\\_establishment\\_permits.php](https://www.wcchd.org/healthy_spaces/food_establishment_permits.php)
  - Round Rock Fire Department, Fire Marshall: 512-218-6628 or email: <mailto:firemarshalsoffice@roundrocktexas.gov>
- All grease, ash, and/or coal, must go with the vendor and be properly disposed of by the vendor.
- No grease, ash, coal, or other waste will be allowed to be left behind.
- Any fines or fees incurred by the vendor due to a failure to obtain proper permits or license are the sole responsibility of the vendor and not RR El Amistad Club.

### **Electricity**

- Vendors are allowed 1 - 110Volt outlet and a maximum usage of 20 amps during event hours.
- Vendors requesting or using more than 20 amps will be assessed an additional fee based on needs,
- Food Trucks are allowed and encouraged to bring their own gas generators.
- **Any additional power requirements must be purchased before the event.**

The undersigned releases and holds harmless the City of Round Rock and Round Rock El Amistad Club. The vendor waives all rights without limit upon or liability for the use of their property or facilities. The undersigned agrees El Amistad may use pictures or slides submitted for publicizing the Fiesta. The undersigned further agrees that failure to abide by the rules that are stated in these guidelines could lead to immediate expulsion from the Fiesta Amistad with no reimbursement or legal recourse whatsoever.

**I have read the rules provided to me and I agree to abide by them.**

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

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

Print Name: \_\_\_\_\_