

**Tamale Festival Houston**

**VENDOR INFORMATION**

**Saturday, Dec. 3, 2016**

**12pm – 9pm**

**Navigation Esplanade**

**2600 Navigation**

**Houston, TX 77003**

[www.tamalefestivalhouston.com](http://www.tamalefestivalhouston.com)

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# Tamale Festival Houston

## Information:

**Set-Up:** Saturday, December 3, 2016 7am – 11am

**Location:** Navigation Esplanade, 2600 Navigation Houston, TX 77003

**Parking:** Surface Street, meter, and pay lot parking

**Hours:** Saturday 12pm - 9pm. Load in from **7 am**. Load out will start at **9pm**.

**Staff and Volunteers** 10 am call time

**Dress Code:** Casual

**Vendor/Sponsor Check In:** Check in at the Vendor Check-in booth in front of the MERIDA restaurant. You will be directed to your booth location.

**Clean Up:** All Sponsors and Vendors must clear their surrounding area from debris – both before and after the event. Sponsors and vendors are responsible to clean up whatever they bring in with them. Trashcans are provided.

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# SITEMAP

## Tamale Festival Houston Site Map



## **TIMELINE OF EVENTS**

7 AM - 10: am Load in

Sponsors, Vendors, and Food Trucks **MUST** be in place by 11 am. Cars must be removed from the site area.

12:00PM: Gates open

12:00 – 9:00PM: Beer / Vendors / Food Trucks / DJ and live performances throughout the day. Artist subject to change/ weather

Vendors may begin to close at 6pm if you choose.

10:00PM: Load out/Close out

### **VENDOR LOAD IN/OUT INSTRUCTIONS:**

Load in is from 7am to 10am. ALL vehicles must be removed from the street by 10am, no exceptions. Load in will occur on St. Charles St. and you must find parking outside of our fest area (outside the barricades)

Load out starts after 9pm. The streets **MUST** be clear of pedestrians before you will be allowed to pull your vehicles in.

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## COMMUNICATION PLAN

**Please LIKE the TFH facebook page. In the event of an emergency, announcements will be made on the page.**

**Festival Director – Daniel Hinojosa TEXT 713.373.6703 with questions**

**The following persons will be in charge of the respective area the day of the event.**

**Vendor Contact – Rae Draedy**

**Vendor Assistant – Mr. Dave (vendor electrical issues, logistics)**

**Volunteer Captain Anita Garza**

**Front Gate Captain – Patty Hernandez`**

If the above contacts cannot assist, they will get you in touch with someone who can.

WEATHER – The forecast is calling for possible rain in the area. Please prepare your operations for rain. TFH is a Rain or Shine event. In the event of an emergency or lightning in the area, the festival may temporarily close and guests will be instructed to seek shelter nearby.

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