

**2015 Park Cities Fourth of July  
Community Parade & Park  
Information Sheet**

The Rotary Club of Park Cities is proud once again to be the sponsor of the Park Cities July 4<sup>th</sup> Celebration.

This year the parade will be held on Saturday, July 4<sup>th</sup>. The parade starts at 9:00 a.m. at Highland Park Town Hall and terminates at Goar Park. People normally start arriving at the park around 9:30 a.m. Large tents may be erected beginning Friday, July 3<sup>rd</sup> at 9:00 a.m. and completed by 8:00 a.m. Saturday, July 4<sup>th</sup>. No vehicles may enter the park at any time. All loading and unloading must be done by hand or small push carts from either Vassar or University Park Blvd. There may be staff from University Park there to help you. You should plan on dismantling your booth and removing it from the park no later than noon on Monday, July 6<sup>th</sup>. A map showing the approximate location of your booth will be sent to you by June 26th.

If you are using a tent that is 400 square feet or less, you do not need a building permit for your tent. If the tent is larger than 400 square feet, you will need to get a Fire Department permit application from the City of University Park. These are available for downloading at [www.uptexas.org](http://www.uptexas.org) under public safety/fire/fire prevention, or in the office of the Fire Marshall at the University Park City Hall. All tents larger than 400 square feet must also have a flame retardant certificate. A fire extinguisher needs to be present in the tent at all times while it is occupied.

I will be marking off booth spaces on Friday, July 3<sup>rd</sup> between 8:00 a.m. and 9:00 a.m. I will also need to know your need for water and/or electrical service, because the number of connections is limited.

On your Vendor Application, be sure to list what you plan on giving away so that there is as little duplication as possible. **NO ITEMS ARE TO BE OFFERED FOR SALE DURING THE EVENT.**

A fee of \$250 per booth is required to help defray the cost of putting on the celebration in the park. Please make your check payable to "Rotary Club of Park Cities" and mail it with your completed Vendor Application to Tom Rhodes at 5500 Preston Road Ste. 290 Dallas, TX 75205 at your earliest convenience. The deadline is June 19th. We appreciate your working with us to make the Park Cities Fourth of July Community Parade a great tradition and pleasant event for the residents of the Park Cities. If you have any questions, please call Tom Rhodes at 214-202-7008.

Sincerely,

Tom Rhodes Jr.

Park Cities Fourth of July  
Community Park Vendor Form

Please complete this form and return it with your check for \$250 by June 19<sup>th</sup> to Tom Rhodes,  
5500 Preston Road Ste. 290, Dallas, TX 75205.

Name of Contact: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Will you have a tent? Yes \_\_\_\_\_ No \_\_\_\_\_ if yes, what size? \_\_\_\_\_

Electrical Requirements: Yes \_\_\_\_\_ No \_\_\_\_\_

Water Requirements: Yes \_\_\_\_\_ No \_\_\_\_\_

What will water be used for? \_\_\_\_\_

Supplier Contact (for items brought into the park such as tents, tables, equipment)

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Set-up Date/Time: \_\_\_\_\_ Take-down Date/Time: \_\_\_\_\_

Items to be given away: \_\_\_\_\_

Activities provided: \_\_\_\_\_