

55th Annual St. Patrick's Day Parade Vendor Application

Theme: *Green Fantasea*

Parade Date: Saturday, March 14, 2026 | Location: Christiansted, St. Croix

CONTACT INFORMATION

Vendor Chair: Shermira Mercado

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MANDATORY DATES & DEADLINES

- **Application Deadline:** Thursday, February 26, 2026.
 - **Late Applications:** Accepted after Feb 26th but **must** include a **\$35.00 late fee**.
 - **Location Priority:** Returning vendors requesting the same location must submit by **Feb 26, 2026**. After this date, all spots are **First Come, First Served**.
 - **1st Mandatory Meeting:** Thursday, Feb 26, 2026 at **THE Nook** (Across from Market) 5:30pm
 - **2nd Mandatory Meeting:** Thursday, March 12, 2026 at **THE Nook**, 5:30pm
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Vendor Requirements & Document Checklist

55th Annual St. Patrick's Day Parade (2026)

To ensure your application is processed smoothly and your vendor spot is secured, please use this checklist to prepare for the mandatory meeting at **THE Nook** on **Thursday, February 26, 2026**.

[] MANDATORY DOCUMENTS

- [] **Printed Application:** One fully completed and signed copy of the 2026 Vendor Application.
- [] **Health Cards:** Clear copies for **all** staff members working the booth/van.
- [] **Health Permit (Returning Vendors Only):** A copy of your current departmental permit.
- [] **Fire Permit (Returning Vendors Only):** A copy of your current fire safety inspection/permit.
- ***Note for New Vendors:*** Do not pay for Health/Fire permits until your spot is confirmed by the Committee Chair.

[] PAYMENT (Due at First Meeting)

1. [] **Total Fee Amount:** (Base Fee + Late Fee if applicable + \$40 for Vans >10ft).
2. [] **Accepted Formats:** Cash, Business Check, or Money Order only.
3. [] **Note: NO PERSONAL CHECKS** will be accepted.

[] LOGISTICS & EQUIPMENT

- [] **Waste Management Plan:** You are required to bring your own garbage bins and haul away all trash at the end of the event.
- [] **Generator Check:** If using a generator, ensure it is in good working order and complies with noise ordinances.
- [] **Vendor Permit:** Remember that you must receive and display your **Vendor Spot Placement Permit** on the day of the parade to be allowed to set up.

Important Reminders

- **Incomplete Paperwork:** Applications with missing copies or incomplete fields will be returned and your spot will not be guaranteed.
- **Deadlines:** To request your same spot from last year, your application must be submitted by the **February 26th** meeting. After this date, all locations are assigned on a first-come, first-served basis.
- **Final Meeting:** Attendance is also mandatory for the second meeting on **Thursday,**

VENDOR DETAILS- ST. PATRICK'S DAY PARADE 2026 (PLEASE PRINT CLEARLY)

Vendor/Business Name: _____

Mailing Address: _____

City: _____ Zip: _____ Phone: _____

Contact Person: _____ Cell: _____

Email: _____

Requested/Previous Year Location: _____

Equipment: Using a Generator? [] YES [] NO | Van Length (if applicable): _____ ft

FEES & CATEGORIES

Please check the appropriate box for your setup.

Description	Base Cost	Late Fee (After 2/26)	Total
Merchandise Vendor (No Food/Drinks/Alcohol)	\$100.00	+ \$35.00	\$ _____
Local Drink Vendor (No Food/Merchandise/Alcohol)	\$100.00	+ \$35.00	\$ _____
Food & Drink Vendor (Non-Alcoholic only)	\$150.00	+ \$35.00	\$ _____
Beer & Wine Vendor (Requires License; No Food)	\$200.00	+ \$35.00	\$ _____
Liquor Vendor (Requires License; No Food)	\$300.00	+ \$35.00	\$ _____
Oversized Food Van (Over 10ft in length)	+ \$40.00	—	\$ _____

RULES & POLICIES

- Submission:** Bring a printed copy of this application and payment (Cash, Business Check, or Money Order—**No personal checks**) to the meeting.
- Permits:** All vendors must display a **St. Patrick's Day Vendor Spot Placement Permit** to set up.
- Alcohol:** Vendors can only sell non-alcoholic beverages unless the specific Beer/Wine or Liquor fee has been paid
- Waste Management:** Vendors must provide their own garbage bins and carry out all trash. Areas must be left in the condition they were found.

Cancellations: Must be in writing. Before Mar 12, 2026: 10% penalty. After Mar 12, 2026: 50% penalty.

No-Shows will not be refunded.

Violations: Failure to follow rules will result in denial of future applications.

Agreement: I have read and agree to all terms above. I understand the Parade Committee has final determination over all vendor placements.

Signature: _____ Date: _____