



MAIN STREET PROGRAM

TRADE DAYS APPLICATION
Saturday, October 28, 2023, 10:00 AM – 4:00 PM

Vendor Fees: \$45 without electric; \$50 with electric per booth
Food Vendors Additional Cost: \$25 Temporary Food Permit -
Paid online when completing Temporary Food Permit Application

Name of individual/business: _____

Contact Person: _____

Mailing address _____

City _____ State _____ ZIP _____

Email address: _____

Home Phone: (____) _____ Cell Phone: (____) _____

Fax: (____) _____

Texas Sales and Use Tax Permit Number: _____
(COPY OF PERMIT MUST BE ATTACHED)

Check your preference on receiving booth confirmation (WILL BE SENT ONE WEEK PRIOR TO EVENT):
Email [] Mail []

Arts and Craft Item(s) to be sold:

Food Items to be sold: (FOOD VENDORS are limited to selling four food items; Potential to sell more if there is a lack of food vendors. All items must be approved by City staff. Do not include beverages as one of the three food items):

- 1) _____ 2) _____
3) _____ 4) _____

BEVERAGES: _____

Number of booths requested: _____ *Electric: Yes [] No []

***Refer to vendor guidelines for electrical outlet access. Please list items to be plugged into outlets:**

If you require more than 110 outlets you must provide a 14-gauge, three prong extension cord and plug into the electric panels.

Vendor applications will be accepted on a “first-come, first-served” basis with selection based on merchandise to be sold, receipt of a signed and complete application, payment, and the following:

- **All vendors must submit a copy of their Sales Tax Permit – for further information see attached Trade Days Vendor Guidelines.**
- **Food vendors are required to apply for a Temporary Food Permit online. See attached vendor guidelines, Temporary Food Establishment Requirements, and website to apply. Temporary Food Permit is \$25 and is non-refundable. Fee is paid online when applying.**
- **IRS 501(c)(3) non-profit organizations must provide proof of exemption.**

If your application is denied it will be returned to you within 14 - days of the date received by the city, otherwise your application has been accepted.

Vendor releases and holds harmless the City of Seguin and acknowledges that the City of Seguin is not responsible for loss or damage, or for any personal injuries to booth workers. I have read, understand, and agree to abide by the attached vendor guidelines.

Signature: _____

Date: _____

**City of Seguin, Main Street Program
P.O. Box 591, Seguin, Texas 78156
Phone: (830)401-2475, Fax: (830)386-2532,
Email: chopper@seguintexas.gov**

TRADE DAY VENDOR GUIDELINES

In order to ensure the integrity of our show the Seguin Main Street Program has adopted Vendor Guidelines and “Temporary Food Establishment” Requirements for Trade Days. All vendors participating in the show agree to abide by the Vendor Guidelines and “Temporary Food Establishment” Requirements as set forth below. Vendors not following these guidelines may be excluded from participating in future shows.

DESCRIPTION OF ITEMS TO BE SOLD: In order to ensure a good mix of merchandise, vendors selling the same or similar merchandise will be limited. List and describe items to be sold on the application. For example, this could be *antiques, hand-made jewelry, barn wood crafts, live plants, purses, art, clothing, canned or prepackaged food, etc.* Vendors will only be allowed to sell items listed on the application unless prior approval has been received from the Main Street Program staff.

DESCRIPTION OF ITEMS THAT CANNOT BE SOLD: No live animals or reptiles may be sold or given away at Trade Days. No silly string, fake switchblades, fake cigarettes, poppers, matchstick poppers, rice confetti, cascarones or anything that would produce an undue litter problem or public safety hazard can be sold. No glass beverage containers are allowed.

VENDOR SELECTION: Vendor applications will be accepted based on merchandise to be sold, receipt of a signed and complete application along with payment. Applications are accepted on a “First-Come, First-Served” basis. Vendor selection will be limited to the discretion of staff to ensure that a range of prices and variety of merchandise is offered. Preference will be given to vendors who have items for sale during Trade Days and for hand-made one-of-a-kind items. If denied your application and payment will be returned to you within 14 days from the date application was received.

BOOTH FEES: 10’ x 10’ booth with no electric \$45; 10’ x 10’ booth with electric \$50 with ONE OUTLET on a 110-duplex plug*. Food vendors are required to apply online for a Temporary Food Permit in the amount of \$25 which is non-refundable. Fees and deposits are non-refundable unless written cancellation is received by the Main Street Program at least 21 days prior to the show.

FOOD VENDORS FEES: In addition to the booth fee, all food vendors will be required to apply online for a Temporary Food Permit no later than two weeks prior to the show. The cost for the Temporary Food Permit is \$25 and is non-refundable. See additional guidelines listed below. The following is the link to apply: https://portal.seguintexas.gov/energov_prod/selfservice#/home.

PAYMENT: Payment in full is due - NO EXCEPTIONS!! Check or money order must be payable to City of Seguin, P.O. Box 591, Seguin, Texas 78156. Fees and deposits are non-refundable unless written cancellation is received at the Seguin Main Street Office at least 21 days prior to the show.

FOOD VENDOR GUIDELINES: All food booths are required to have a fire extinguisher. Grill pads must be placed under each grill, fire, grease, or other equipment to keep damage and stains from occurring on the grass, sidewalk, bricks, or pavement. All cooking equipment, including BBQ grills, stoves, fryers, and warmers must be in a secure area and protected from the public. Vendors preparing food for immediate consumption will be located in one area to help prevent food smells and smoke from negatively affecting other vendors and/or other products. No grills, fires, grease, or other equipment is allowed that will burn or damage the grass or pavement. See attached additional Food Establishment Requirements. If you have questions regarding the Temporary Food Permit call Environmental Health at 830-401-2432 or 830-386-2214.

ELECTRICAL OUTLETS: Electricity is limited to certain locations. It is available on a “First-Come, First-Served” basis. Only one (1) outlet on a 110 duplex plug is available per booth space. IT IS IMPERATIVE THAT THE OUTLET(S) NOT BE OVERLOADED. The use of hot plates, crock pots, toaster ovens, and warmers, etc. is not recommended as electrical outlets do not work well with devices that have heating elements. The use of these devices requires special approval and must

be indicated on the application. If a problem with an electrical outlet develops **IMMEDIATELY** notify the staff person on duty. **For those of you who require more than 110 outlets you must provide a 14 gauge, three prong extension cord and plug into the electric panels.**

WATER: There are no water spigots available; VENDORS MUST BE SELF-CONTAINED.

SALES TAX ID: Vendor is responsible for collecting and reporting 8.25% sales tax collected in Seguin, Guadalupe County. **ALONG WITH THE APPLICATION YOU MUST SUBMIT A COPY OF YOUR SALES TAX PERMIT WHICH MUST ALSO BE DISPLAYED IN YOUR BOOTH THE DAY OF THE SHOW. PERMITS CAN BE ACQUIRED THROUGH THE TEXAS COMPTROLLER OF PUBLIC ACCOUNTS OFFICE AT THE FOLLOWING WEBSITE**
<http://www.window.state.tx.us/taxinfo/sales/> or call 1-800-252-5555.

SET UP/ARRIVAL DEADLINE: Vendors **MUST** arrive at their assigned booth no later than **9:00 a.m.** or the booth will be reassigned. **NO EXCEPTIONS!** When you arrive unload your vehicle immediately and move your vehicle to allow other vendors access to their booths. Vendor agrees to provide their own tables, chairs, tent, canopy, and necessary equipment and be responsible for booth operations. No stakes will be allowed in the ground or on the street. No tarps or carpets may be placed on the grass. All food vendors must abide by the Food Vendor Guidelines and the attached "Temporary Food Establishment" Requirements. Vendor spaces are marked on the curb or street. Vendors must stay within the space marking and are guaranteed a 10' x 10' space unless specifically indicated. Vendors are not allowed to place merchandise, etc. in front of their booths which block visibility or access to the booths next to theirs. Vendors will receive confirmation one week prior to the show. The vendor agrees to be set up by 10:00 a.m. and to remain until 4:00 p.m. Absolutely no vehicles are allowed in the Trade Show area during operating hours.

VENDOR TEARDOWN: Vendor must remain set up until 4:00 p.m. Vendor agrees to remove all items by 6:00 p.m. All trash, including empty boxes and packing materials, must be disposed of in the large dumpster located in the 200-block East Donegan Street. The area must be left in the same condition that it was found.

INSURANCE/HOLD HARMLESS: Vendor releases and holds harmless the City of Seguin. Vendor acknowledges that the City of Seguin is not responsible for loss or damage or for any personal injuries to booth workers.

CANCELLATION: If event is cancelled by the City of Seguin due to bad weather or any other catastrophic occurrence no refunds will be granted. A full refund is available if written notification is given 21 or more days prior to the show. The \$25 Temporary Food Permit fee is non-refundable.

VENDOR PARKING: Vendors are required to park at least **TWO BLOCKS** away to free up convenient parking for shoppers. Parking is available in the City Hall parking lots located at the corner of River and Mountain Streets. A parking flyer with a map will be provided with your booth confirmation.

REVISED: 12-21-2022 - GUIDELINES SUBJECT TO CHANGE

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