



North Pole Stroll Arts & Crafts Vendor Application
Saturday, December 4, 2021, 10:00 AM – 2:00 PM
Booth Space: 10' x 10'
\$45 without electric
\$50 with electric

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:

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 Vendor Guidelines.
- 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 from the date received by the city, otherwise your application has been accepted.

Vendor releases and holds harmless the City of Seguin and Downtown Business Alliance of Seguin and acknowledges that the City of Seguin or Downtown Business Alliance 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: _____

VENDOR GUIDELINES

In order to ensure the integrity of our show the Downtown Business Alliance of Seguin has adopted Vendor Guidelines and Requirements for North Pole Stroll. All vendors participating in the show agree to abide by the Vendor Guidelines and 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, etc.* *If you are selling canned or prepackaged food, etc. you are required to submit an application as a food vendor.* Vendors will only be allowed to sell items listed on the application unless prior approval has been received from the Downtown Business Alliance Board Members.

DESCRIPTION OF ITEMS THAT CANNOT BE SOLD: No live animals or reptiles may be sold or given away at North Pole Stroll. 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 at the discretion of staff to ensure that a range of price and variety of merchandise is offered. Preference will be given to vendors who have items for sale during North Pole Stroll 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 received by the Downtown Business Alliance.

FEES FOR ARTS AND CRAFT VENDORS: \$45 for a 10' x 10' booth space with no electric; \$50 for a 10' x 10' booth space with ONE OUTLET on a 110-duplex plug*.

PAYMENT: Payment in full is due – NO APPLICATIONS WILL BE RECEIVED WITHOUT PAYMENT - NO EXCEPTIONS!! Check or money order must be payable to the Downtown Business Alliance, P.O. Box 591, Seguin, Texas 78156. Fees and deposits are non-refundable unless written cancellation is received by the Downtown Business Alliance at least 21-days prior to the show.

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 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. 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 booth which block visibility or access to the booths next to theirs. Vendors will receive a confirmation one-week prior to show. Vendor agrees to be set up by 10:00 a.m. and to remain until 2:00 p.m. Absolutely no vehicles are allowed in the show area during operating hours.

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.** 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.

VENDOR TEARDOWN: Vendor must remain set up until 2:00 p.m. Vendor agrees to remove all items by 4:00 p.m. ALL TRASH, INCLUDING EMPTY BOXES AND PACKING MATERIALS, MUST BE REMOVED FROM THE PROPERTY. 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 and Downtown Business Alliance. Vendor acknowledges that the City of Seguin and Downtown Business Alliance is not responsible for loss or damage or for any personal injuries to booth workers.

CANCELLATION: If event is cancelled by the Downtown Business Alliance due to bad weather or any other catastrophic occurrence no refunds will be granted. A refund of the \$45 without electric/\$50 with electric booth fee is available if written notification is given 21-or more days prior to the show.

VENDOR PARKING: Vendors are required to park at least TWO BLOCKS away to free up convenient parking for shoppers. Parking is available at 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: 7-28-2021 - GUIDELINES SUBJECT TO CHANGE

Downtown Business Alliance of Seguin
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