



MAIN STREET
ROSWELL

DOWNTOWN HOLIDAY MARKET

VENDOR & FOOD TRUCK FORM

Theme: **IT'S AN "OLD-FASHIONED" CHRISTMAS**

CHAVES COUNTY COURTHOUSE LAWN

FRIDAY, December 1, 2023 / SATURDAY, December 2, 2023

FRIDAY - 12:00 Noon – 7:00pm -VENDORS / FOOD TRUCKS

SATURDAY - 10am – 8:00pm – VENDORS / FOOD TRUCKS

VENDOR FORM & PAYMENT DEADLINE: Friday, November 24, 2023

(Please Print)

Responsible Person: _____

Type/Name of Business: _____

Address: _____ City _____ State _____

Cell #: _____ Work/Home #: _____

Email address: _____

Alternate Contact: _____ Cell # _____

VENDORS WILL BE JURIED

10x10 Vendor space on the Courthouse lawn: **Friday, 12:00 Noon – 6:00pm / Saturday, 10am-6pm**

_____ \$100 full payment - \$50 per vendor space + \$50 refundable deposit

_____ \$50 payment (NON-PROFIT) No vendor fee, \$50 refundable deposit

FOOD TRUCK SPACES ARE LIMITED – TRUCKS WILL BE JURIED

Food Truck space on 4th Street: **Friday, 12 Noon – 8:00pm / Saturday, 10am – 8:00pm**

_____ \$125 full payment - \$75 per truck space +\$50 refundable deposit

_____ Food truck size

Description of the products that will be sold at your vendor booth or food truck (attach a copy of your menu):

Set up for Vendors & Trucks: Friday, December 3rd – 10am to 12:00 Noon.

All Vendors must check-in at the MainStreet Information booth prior to setting up. Vendors must be set up and ready by 12:00 noon, Friday, December 1st.

Breakdown: Breakdown on Saturday, from 7:00pm to 9:00pm.

*Failure to breakdown at stated times will result in loss of deposit.

Disclaimer: *This event will be held outdoors on the Chaves County Courthouse lawn and it will get dark before the event is over. Vendors must be prepared for winter-like weather such as rain, snow, wind, and cold*

temperatures. Vendor is responsible to provide their own canopy, lights, heater, and a quiet generator (as needed). Vendor fee will **NOT be refunded** due to bad weather conditions unless the event is cancelled.

_____ Initial here

MANDATORY: The following licenses/registrations are required by the City of Roswell and must be obtained and displayed on vendor booth/table, food cart or food truck. Vendor must have all applicable local, state & federal licenses that pertain to their specific type of business. Copies must be provided to MainStreet Roswell.

_____ City of Roswell Business Permit or Registration
_____ Retail Food Permit from New Mexico Environmental Health Department,
Environmental Health Bureau (FOOD VENDORS ONLY)

The City of Roswell offers a temporary business license, contact the city or email n.bejarano@roswell-nm.gov for information or call 575-637-6280. Deadline November 17, 2023 at noon. City officials are authorized to close any Vendor booth not able to provide a copy of their Roswell business license, no refunds will be given.

PAYMENT MUST BE MADE IN FULL BY MONDAY, NOVEMBER 27TH

_____ Check/Money Order _____ Cash _____ Request a SQUARE Invoice

_____ Credit Card payment through Paypal at: info@mainstreetroswell.org

Make checks or money orders payable to: **MainStreet Roswell, P.O. Box 1328, Roswell, NM 88202.**
To make cash payments contact us at 575-914-8017

By signing this form, I attest that I have read and agree to all the rules specified on these forms & have read the **VENDOR & FOOD TRUCK RULES** at mainstreetroswell.com

Printed Name: _____

Signature: _____

Date: _____

FOR OFFICE USE ONLY

Booth Fee amount paid: \$	Copy of Business Permit: _____
Deposit paid: \$	Copy of Retail Food Permit: _____
Total Paid: \$	Booth #: _____
Date: _____	Staff initials: _____