



MAIN STREET  
ROSWELL

# DOWNTOWN HOLIDAY MARKET

## VENDOR & FOOD TRUCK FORM

### CHAVES COUNTY COURTHOUSE LAWN

**FRIDAY, December 6, 2024 / SATURDAY, December 7, 2024**

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

SATURDAY - 10am – 9:00pm – VENDORS/ FOOD TRUCKS

**VENDOR FORM & PAYMENT DEADLINE: Friday, November 22, 2024**

(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 – 7:00pm / Saturday, 10am-9pm**

\_\_\_\_\_ \$50 per vendor space

\_\_\_\_\_ (NON-PROFIT) No vendor fee if **not** selling any products. \$50 if selling.

**FOOD TRUCK SPACES ARE LIMITED – TRUCKS WILL BE JURIED**

Food Truck space on 4<sup>th</sup> Street: **Friday, 12 Noon – 7:00pm / Saturday, 10am – 9:00pm**

\_\_\_\_\_ \$75 per truck space +\$75 refundable deposit

\_\_\_\_\_ Food truck size

Include any other items such as tents that require extra space.

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

\_\_\_\_\_  
\_\_\_\_\_

**Set up for Vendors & Trucks:** Friday, December 6<sup>th</sup> – 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 6<sup>th</sup>.

**Breakdown:** Breakdown on Saturday, by 9:00pm. Food vendors should not take any food orders after 8:30pm

\*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)

For City of Roswell business permits, contact them at 575-637-6280. **Deadline: November 29, 2024.** 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 either online or accompany this application BY FRIDAY, November 29th.**

\_\_\_\_\_ Check/Money Order      \_\_\_\_\_ Cash      \_\_\_\_\_ Request a SQUARE Invoice

\_\_\_\_\_ Credit Card payment through Paypal at: [info@mainstreetroswell.org](mailto: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](http://mainstreetroswell.com)

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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**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: \_\_\_\_\_