



MAINSTREET  
ROSWELL

# DOWNTOWN HOLIDAY MARKET

## VENDOR & FOOD TRUCK FORM

Theme: **CHRISTMAS AT THE MOVIES**

Saturday, December 3, 2022

12:00 Noon – 6:00pm -VENDORS

12:00 Noon – 8:00pm – FOOD TRUCKS

Chaves County Courthouse lawn



**VENDOR FORM & PAYMENT DEADLINE: Monday, November 28, 2022**

(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: **12:00 Noon – 6:00pm**

\_\_\_\_\_ \$50 per vendor space + \$50 refundable deposit

\_\_\_\_\_ No vendor fee + \$50 refundable deposit (NON-PROFIT)

**FOOD TRUCK SPACES ARE LIMITED - VENDORS WILL BE JURIED**

Food Truck space on 4<sup>th</sup> or 5<sup>th</sup> Street: **12 Noon – 8:00pm**

\_\_\_\_\_ \$75 per truck space + \$75 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:** Saturday, December 3<sup>rd</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.

**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](mailto:n.bejarano@roswell-nm.gov) for information. Deadline November 25, 2022 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 IN FULL MUST BE MADE Online or accompany this application:**

\_\_\_\_\_ Check/Money Order      \_\_\_\_\_ Cash

\_\_\_\_\_ 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: \_\_\_\_\_

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