



MAINSTREET
ROSWELL

DOWNTOWN HOLIDAY MARKET

VENDOR & FOOD TRUCK FORM

CHAVES COUNTY COURTHOUSE LAWN

FRIDAY, December 5, 2025 / SATURDAY, December 6, 2025

FRIDAY - 12:00 Noon – 8:00pm -VENDORS / FOOD TRUCKS

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

VENDOR FORM/ PAYMENT / PERMITS - DEADLINE: Friday, November 28, 2025

(Please Print)

Responsible Person: _____

Type/Name of Business: _____

Address: _____ City _____ State _____

Cell #: _____ Work/Home #: _____

Email address: _____

Alternate Contact: _____ Cell # _____

VENDORS / FOOD TRUCKS WILL BE JURIED

VENDORS

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)

Food Truck space on 4th & 5TH Street: **Friday, 12 Noon – 7:00pm / Saturday, 10am – 9:00pm**

_____ \$75 per truck space

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 6th – 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 6th.

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 future event invitations.

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. Vendor must read and follow the Roswell Fire Department rules for both tents & food trucks (copy provided).

_____ Certificate of Insurance (COI)

Certificate holder: City of Roswell/ MainStreet Roswell
425 Richardson Avenue, Roswell, NM

_____ City of Roswell Business Permit or Registration

_____ Retail Food Permit from New Mexico Environmental Health Department,
Environmental Health Bureau (FOOD VENDORS ONLY)

****Copies must be provided to MainStreet Roswell**

City of Roswell business permits, contact them at 575-637-6280. **Deadline: November 26, 2025.** 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 28th.

_____ 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: _____