CITY OF SEGUIN
2013 TRADE DAYS APPLICATION

Hours of operation: 9:00 AM – 4:00 PM

Cost per 10'x10' booth: $40 without electric; $45 with electric

(Payment in full is due for the first show you are interested in participating with payment for the following shows due no later than 30 days prior to each show- NO EXCEPTIONS!!)

NAME OF INDIVIDUAL/BUSINESS:_____

MAILING ADDRESS:_____

EMAIL ADDRESS: _____

HOME PHONE:_____CELL PHONE: _____FAX NUMBER: _____

CHECK YOUR PREFERENCE ON RECEIVING BOOTH CONFIRMATION (WILL BE SENT ONE WEEK PRIOR TO EVENT): EMAIL ☐ MAIL ☐

DESCRIBE ITEM(S) TO BE SOLD:_____

_____

PLEASE CHECK THE FOLLOWING MONTHS YOU WILL PARTICIPATE; HOW MANY BOOTH(S) YOU WISH TO RESERVE; AND IF ELECTRICITY IS NEEDED:

MARCH 23	_____	NO. OF BOOTHS: _____	*ELECTRICITY: ____YES____NO
APRIL 27	_____	NO OF BOOTHS : _____	*ELECTRICITY: ____YES____NO
SEPTEMBER 28	_____	NO. OF BOOTHS: _____	*ELECTRICITY: ____YES____NO
OCTOBER 26	_____	NO OF BOOTHS : _____	*ELECTRICITY: ____YES____NO

*REFER TO VENDOR GUIDELINES FOR ELECTRICAL OUTLET ACCESS. PLEASE LIST ITEMS TO BE PLUGGED INTO OUTLETS: _____

VENDOR APPLICATIONS ARE ACCEPTED ON A "FIRST-COME, FIRST-SERVED" BASIS WITH LOCAL VENDORS GIVEN PRIORITY; SELECTION IS 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 TRADE DAY VENDOR GUIDELINES.**
- **FOOD VENDORS SELLING CANNED OR PREPACKAGED FOOD NOT PREPARED ON SITE MUST SUBMIT A COPY OF THEIR FOOD MANUFACTURER LICENSE – FOR FURTHER INFORMATION SEE ATTACHED "TEMPORARY FOOD ESTABLISHMENTS" 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.

VENDOR RELEASES AND HOLDS HARMLESS THE CITY OF SEGUIN AND ACKNOWLEDGES THAT THE CITY 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:_____

City of Seguin, Main Street Program, P.O. Box 591, Seguin, Texas 78156,
Phone: (830)401-2475, Fax: (830)386-2532, chopper@seguintexas.gov

TRADE DAY VENDOR GUIDELINES

In order to ensure the integrity of our show the Seguin Main Street Program has adopted Vendor Guidelines and "Temporary Food Establishment" Requirements for Trade Days. All vendors participating in the show agree to abide by the Vendor Guidelines and "Temporary Food Establishment" 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 all items to be sold on the application. For example, this could be *antiques, hand-made jewelry, barn wood crafts, live plants, purses, art, clothing, canned or prepackaged food, etc.* Vendors will only be allowed to sell items listed on the application unless prior approval has been received from the Main Street Program staff.

DESCRIPTION OF ITEMS THAT CANNOT BE SOLD: No live animals or reptiles may be sold or given away at Trade Days. 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 beverages 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, with local vendors given priority. Vendor selection will be limited at the discretion of staff to ensure that a range of price and variety of merchandise and/or food items are offered. Preference will be given to vendors who have items for sale during Trade Days 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 city. Vendors with fresh produce must be members of the Guadalupe Valley Gardeners Market.

FEES: $40 for a 10' x 10' booth space with no electric; $45 for a 10' x 10' booth space with ONE OUTLET on a 110 duplex plug*.

PAYMENT: Payment in full is due for the first show you are interested in participating with payment for the following shows due no later than 30 days prior to each show- NO EXCEPTIONS!! Check or money order must be payable to City of Seguin, P.O. Box 591, Seguin, Texas 78156. Fees and deposits are non-refundable unless written cancellation is received at the Seguin Main Street Office at least 21-days prior to the show.

SET UP/ARRIVAL DEADLINE: Vendors *MUST* arrive at their assigned booth no later than 8:00 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. All food vendors must abide by the Food Vendor Guidelines and the attached "Temporary Food Establishment" Requirements. 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 each show. Vendor agrees to be set up by 9 a.m. and to remain until 4:00 p.m. Absolutely no vehicles are allowed in the Trade Show area during operating hours.

FOOD VENDORS: All food booths are required to have a fire extinguisher. Grill pads must be placed under each grill, fire, grease or other equipment to keep damage and stains from occurring on the grass, sidewalk, bricks or pavement. All cooking equipment, including BBQ grills, stoves, fryers and warmers must be in a secure area and protected from the public. Vendors preparing food for immediate consumption will be located in one area to help prevent food smells and smoke

from negatively affecting other vendors and/or other products. No grills, fires, grease or other equipment is allowed that will burn or damage the grass or pavement. Food vendors selling food not prepared on site must submit a copy of their Food Manufacturer License from the Texas Department of State Health Services. Their contact information is as follows, www.dshs.state.tx.us or call 512-834-6626. For additional guidelines please see the attached "Temporary Food Establishment Guidelines".

ELECTRICAL OUTLETS: Electricity is limited and 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.

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 4:00 p.m. Vendor agrees to remove all items by 6:00 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. Vendor acknowledges that the City of Seguin is not responsible for loss or damage or for any personal injuries to booth workers.

CANCELLATION: If event is cancelled by the City of Seguin due to bad weather or any other catastrophic occurrence no refunds will be granted. A full refund is available if written notification is given 21-or more days prior to the show.

VENDOR PARKING: Vendors must park at least TWO BLOCKS away to free up convenient parking for shoppers. Park either at the County (Elections Office) Parking Lot located at the corner of Donegan and Milam Street, or the City parking lots located at the corner of River and Mountain Streets. A parking flyer with a map will be provided with your booth confirmation. Display the flyer on your dash board and you will be eligible for a drawing for a free booth space for an upcoming show.

REVISED: 12-12-12 - GUIDELINES SUBJECT TO CHANGE

TEMPORARY FOOD ESTABLISHMENT REQUIREMENTS

FOOD PREPARATION: Food shall be obtained from approved sources and be in sound condition. Food shall be prepared only in permitted or licensed establishments. The Texas Food Establishments Rules (TFER) requires that meat and poultry products be cooked to the following minimum internal temperatures: Poultry-165°F, Ground Meats-155°F, Pork-145°F, and Other Meats-145°F. Potentially hazardous foods (i.e., foods which consist in whole or in part of milk or milk products, eggs, meat, seafood) shall be held at 41°F or lower, or at 135°F or above. Equipment adequate to cook and maintain foods at the required temperatures shall be provided. A properly scaled, metal stem-type thermometer shall be used to monitor the proper internal cooking and holding temperatures of potentially hazardous foods. Packaged foods shall not be stored in direct contact with water or undrained ice if the food is subject to the entry of water. Bake sale items shall be limited to religious or charitable organizations. RELIGIOUS OR CHARITABLE ORGANIZATIONS ARE REQUIRED TO SHOW PROOF OF NOT-FOR-PROFIT STATUS. VENDORS WHO HAVE CANNED AND OR PACKAGED PRODUCTS PREPARED MUST HAVE A STATE FOOD MANUFACTURER LICENSE FROM THE TEXAS DEPARTMENT OF STATE HEALTH SERVICES. CONTACT INFORMATION FOR THE DEPARTMENT OF STATE HEALTH SERVICES IS 512-834-6626.

EQUIPMENT: Food, utensils and single service articles shall be protected from contamination during storage, preparation, display and service. Utensils, including ice scoops and disposable gloves shall be provided to minimize handling of foods. Food contact surfaces shall be easily cleanable and washed, rinsed and sanitized as necessary. Three suitably sized basins, detergent and sanitizer shall be provided for cleaning equipment and utensils. Single service articles must be provided.

PERSONAL HYGIENE: Personnel shall maintain a high degree of personal cleanliness and conform to good hygienic practices. They shall be free of infections that may transmit food borne illness. Hands shall be washed as often as needed during food preparation. A hand wash sink or container of water with a spigot, a catch basin, soap and sanitary towels shall be provided for hand washing. Use of tobacco is prohibited.

WATER: A sufficient supply of flowing water from an approved source shall be provided. A closed water container with a spigot may be used.

TOILET FACILITIES & WASTE DISPOSAL: Conveniently located toilet facilities shall be provided. All sewage and wastewater shall be disposed of through a sewage system according to law. Adequate, covered containers for refuse and garbage shall be provided.

BOOTH CONSTRUCTION: All food booths are required to have a fire extinguisher. Grill pads must be placed under each grill, fire, grease or other equipment to keep damage and stains from occurring on the grass, sidewalk, bricks or pavement. All cooking equipment, including BBQ grills, stoves, fryers and warmers must be in a secure area and protected from the public. Vendors preparing food for immediate consumption will be located in one area to help prevent food smells and smoke from negatively affecting other vendors and/or other products. No grills, fires, grease or other equipment is allowed that will burn or damage the grass or pavement. Food vendors selling food not prepared on site must submit a copy of their Food Manufacturer License from the Texas Department of State Health Services. Their contact information is as follows, www.dshs.state.tx.us or call 512-834-6626. Floors shall be constructed of concrete, asphalt, dirt or gravel if covered with mats, removable platforms or other suitable materials approved by the City. Ceilings over food preparation areas shall be constructed to protect against weather. Doors walls and screening may be required to restrict the entrance of flying insects.

ADVISORY: Section 229.170 of the Texas Food Establishment Rules provides that "The regulatory authority may impose additional requirements to protect against health hazards related to the conduct of the temporary food establishment, may prohibit the sale of some or all potentially hazardous foods, and when no health hazard will result, may waive or modify requirements of these rules."

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SUPPORT YOUR CUSTOMERS!!!

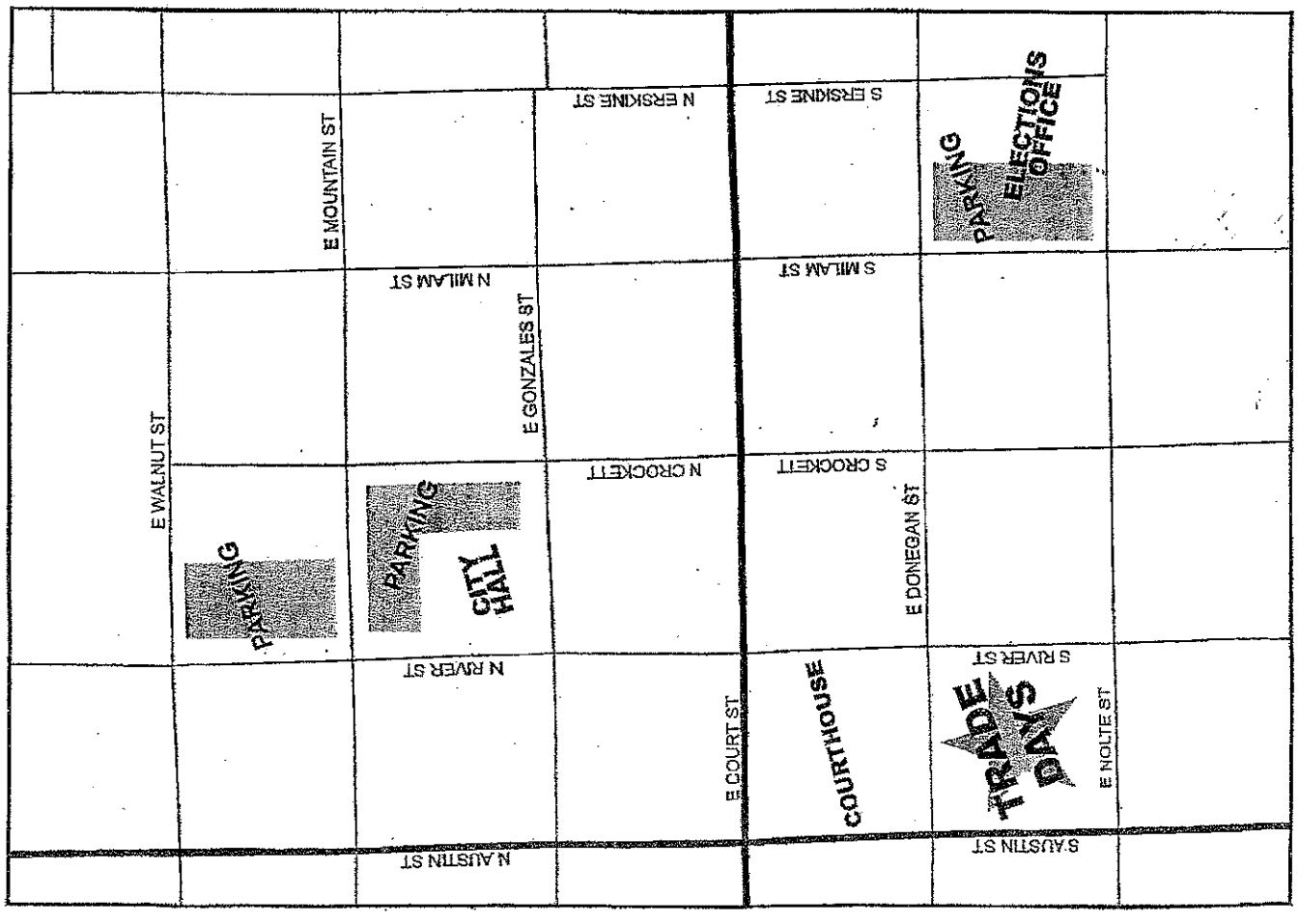
Vendors must park two-blocks away from the Trade Day area to allow customer parking. Park in one of the designated lots listed below and be eligible to win a free booth at a future Trade Days.

They are as follows: Guadalupe County Elections Office located at the corner of Donegan and Milam Street and either of the City Hall parking lots located at the corner of River and Mountain Streets.

DON'T FORGET TO POST YOUR BOOTH NUMBER ON THE DASH OF YOUR VEHICLE.

THANK YOU FOR YOUR COOPERATION!

Vendor Parking for Seguin Trade Days



MAP NOT TO SCALE

COURT STREET

GUADALUPE COUNTY COURTHOUSE

1 2 3 4 5 6 7 8 9 10 11 12 13

RIVER STREET

89 88 87 86 85 84 83 82 81 80 79 78

77-74 TOILET

26A -26-25-24-23-22-21-20-19-18-17-16-15-14

DONEGAN STREET

92 93

94 95

70-73

27-28-29-30-31-32-33-34-35-36-37-38-39

S AUSTIN STREET

GARDENERS MARKET

BANDSTAND

CENTRAL PARK FOUNTAIN

40 41 42 43 44 45 46 47 48 49 50 51 52 53 54

69 68 67 66 65 64 63A 63 62 61 60 59 58 57 56 55

CROCKETT STREET

106-105-104-103-102-101-100-99-98-97-96-95-94

NOLTE STREET

107-108-109-110-111-112-113-114-115-116-117-118-119-120-121-122-123-124

WELLS FARGO BANK

ST. ANDREW'S CHURCH

INFORMATION BOOTH

* 110 ELECTRIC HOOK UP

P ELECTRIC PANELS

N W E S