



**PARKS &
RECREATION**



Holiday Stroll Parade VENDOR REQUIREMENTS

DATE: **Thursday, November 29, 2018**
PARADE TIME: **6:30 P.M.**
VENDOR HOURS: **5:30 P.M. – 8:30 P.M.**

VENDOR REQUIREMENTS:

Temporary Food License: “New Rules”

Food and/or beverage sales require that **all** vendors apply for a temporary food license. There is a \$25 fee that must be paid to the Permits Clerk at City Hall. Vendors must be prepared to provide the Permits Clerk with a list of all persons who will be handling food or food products. The Parks and Recreation Office must receive a copy of the permit.

Vendor Agreement and Waiver/Release:

All vendors and workers are required to read the Waiver, Release, and Indemnification Agreement Form. Vendor assumes all risks associated with participation and holds harmless the City of Seguin, its representatives, and volunteers.

I.D. Badge:

The Primary Contact for each vendor **MUST** wear the Vendor I.D. Badge. These will be distributed when you check-in at the trailer stage the night of the parade.

Merchandise: **LIMIT TWO ITEMS PER VENDORunless approved**

A list of items, **not to exceed 2**, to be sold will be reviewed and approved prior to the date of the parade. The City of Seguin reserves the right to control items sold during the parade. Vendors may not sell food along the parade route. No same like items will be sold. No commercial vendors allowed per Ordinance #03-32. Copy of 501 (c) (3) is required.

Electricity:

All vendors will set up on the curb along River St. (Central Park side) between Donegan St. and Nolte St. There are hash marks painted on the curb to mark 10X10 spaces. Each vendor will have one 10X10 space. Please provide a 14 gauge, 15 amp, 125 volt, 3 prong extension cord for your booth (please check beforehand how long of an extension cord you will need noting the distance from your space to the roll off). You will also need duct tape to tape down the cord leading to your booth to avoid a tripping hazard. If you have a hot grill/area, make sure it is blocked off from the public. All vendors will be facing River St. not Central Park.

Supervision:

An adult must supervise any children under the age of 18.

Deadline: Please return the Vendor Agreement and obtain the Temporary Food License by **November 21, 2018.**

The City of Seguin will accept donations from any proceeds received by the vendor to be spent on future HOLIDAY STROLL events.

If you have any questions regarding vendor responsibilities, please contact City of Seguin Parks and Recreation Department at 401- 2480.