



21st ANNUAL PECAN FEST (Trade Day) APPLICATION
Saturday, October 24, 2026, 10:00 AM – 4:00 PM



MAIN STREET PROGRAM

Merchant & Food Vendor Fees (per 10x10 space):
\$45 without electric; \$50 if in need of electric
Food Vendors additional cost may vary, contact the
Environmental Health Office for more information at 830-386-2214

Please complete all sections.

1. Applicant Information

Field	Detail
Name of Individual/Business:	
Contact Person:	

2. Contact & Address

Field	Detail
Mailing Address:	
City, State, Zip:	City: _____ State: _____ Zip: _____
Email Address:	
Home Phone:	(____) ____ - _____
Cell Phone:	(____) ____ - _____

3. A copy of your Texas Sales and Use Tax Permit must be attached.

Texas Sales and Use Tax Permit Number:	
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4. Products to be Sold

* Note if you will be including a pecan item, the fee for one (1) booth space will be waived if a pecan item of any form is included in the sale of your listed product or food items.

A. Arts and Craft Items

Please list all arts and craft items to be sold. Use an attached sheet if more space is needed.

- _____
- _____
- _____

B. Food Items (For Food Vendors Only)

Limit: Food Vendors are limited to selling four (4) primary food items. All items must be approved by City staff. Do not include beverages as one of the four items.

Food Item (Must be approved)	
1.	2.
3.	4.

Beverages to be Sold: _____

5. Booth & Setup Requirements

Requirement	Detail
Number of Booths Requested (10'x10' Space):	
Type of Setup: (Check one or both)	Tent/Canopy: Yes ____ No ____
	Trailer/Truck: Yes ____ No ____ (Length: _____ ft)
	Booth & Setup Requirements Continued On The Next page
Electrical Outlet Needed?	Yes (\$50) ____ No (\$45) ____
If YES, list all items to be plugged into outlets (Refer to vendor guidelines for electrical outlet access):	_____ _____ _____

If you require more than 110 outlets you must provide a 14-gauge, three prong extension cord and plug into the electric panels.

To ensure the safety of all attendees and prevent trip hazards, please note the following mandatory requirement: **All vendors utilizing electrical access, regardless of the amount of power drawn, must provide and use a compliant, heavy-duty cord cover for any electrical cords or extensions running across pedestrian walkways, pathways, or open areas.**

This measure is crucial for preventing accidents and maintaining a safe environment. Vendors who do not comply will be asked to disconnect their electrical service until a proper cord cover is in place.

Confirmation will be sent by email one week prior to the event. If email is not provided a copy will be mailed.

Vendor applications will be accepted on a "first-come, first-served" basis with selection 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 2026 Pecan Fest Vendor Guidelines.
- Food vendors that do not have an Annual Food Permit, are required to apply for a Temporary Food Permit online. See attached vendor guidelines, Temporary Food Establishment Requirements, and website to apply. You may contact the Environmental Health Office for more information at 830-386-2214 for more information.
- 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 OF THE DATE RECEIVED BY THE CITY, OTHERWISE YOUR APPLICATION HAS BEEN ACCEPTED.

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, Destination Seguin
P.O. Box 591, Seguin, Texas 78156
Phone: (830)401-2475
Email: cmclain@seguintexas.gov**

2026 PECAN FEST VENDOR GUIDELINES

In order to ensure the integrity of our event the City of Seguin & Destination Seguin has adopted Vendor Guidelines and “Temporary Food Establishment” Requirements for the 2026 Pecan Fest. All vendors participating in the event 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 events.**

PAYMENT: Payment in full is due - **NO EXCEPTIONS!!** Fees are non-refundable unless written cancellation is received at least 21 days prior to the event. Payments can be made via credit card or by sending a check or money order (payable to City of Seguin) to Destination Seguin, P.O. Box 591, Seguin, Texas 78156.

BOOTH FEES: \$45 = 10' x 10' booth with no electric; \$50 = 10' x 10' booth if in need of electric with **ONE OUTLET** on a 110-duplex plug. Fees are non-refundable unless written cancellation is received by the Destination Seguin at least 21 days prior to the event.

VENDOR SELECTION: Applications will be accepted on a “First-Come, First-Served” basis and based on merchandise to be sold, receipt of a signed and complete application along with payment. Vendor selection will be limited to the discretion of staff to ensure that a range of variety of merchandise is offered. **IF DENIED, YOUR APPLICATION AND PAYMENT WILL BE RETURNED TO YOU WITHIN 14 DAYS FROM THE DATE APPLICATION WAS RECEIVED.** *Political campaigning of an individual candidate is not allowed.*

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 and describe 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 Destination Seguin staff.

DESCRIPTION OF ITEMS THAT CANNOT BE SOLD: No live animals or reptiles may be sold or given away at the 2026 Earth Day. 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 beverage containers are allowed.

FOOD VENDORS FEES: Food vendors that do not have an annual food permit, are required to apply for a “Temporary Food Permit” online. See attached vendor guidelines, Temporary Food Establishment Requirements, and proceed to the website to apply.

The following is the link to apply: https://portal.seguintexas.gov/energov_prod/selfservice#/home.

IF YOU HAVE QUESTIONS REGARDING FOOD ITEMS OR THE TEMPORARY FOOD PERMIT CALL ENVIRONMENTAL HEALTH AT 830-401-2432 or 830-386-2214.

FOOD VENDOR GUIDELINES: 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. See attached additional Food Establishment Requirements. **IF YOU HAVE QUESTIONS REGARDING FOOD ITEMS OR THE TEMPORARY FOOD PERMIT CALL ENVIRONMENTAL HEALTH 830-401-2432 or 830-386-2214.**

WATER: There are no water spigots available; **VENDORS MUST BE SELF-CONTAINED.**

ELECTRICAL OUTLETS: Electricity is limited to certain locations. It 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. The 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. For vendors requiring more than 110 outlets you must provide a 14 gauge, three prong extension cord and plug into the electric panels. All vendors utilizing electrical access, regardless of the amount of power drawn, must provide and use a compliant, heavy-duty cord cover for any electrical cords or extensions running across pedestrian walkways, pathways, or open areas.

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 EVENT. 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.

SET UP/ARRIVAL DEADLINE: Vendors MUST arrive at their assigned booth no later than 9:00 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 their 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 booths which block visibility or access to the booths next to theirs. Vendors will receive confirmation one week prior to the event. The vendor agrees to be set up by 9:30 a.m. and to remain until 4:00 p.m. Absolutely no vehicles are allowed in the Pecan Fest Event area during operating hours.

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 disposed of in the large dumpster located in the 200-block East Donegan Street. 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 event.

VENDOR PARKING: Vendors are required to park at least **TWO BLOCKS** away to free up convenient parking for shoppers. Parking is available in the City Hall parking lots located at the corner of River and Mountain Streets. A parking flyer with a map will be provided with your booth confirmation.

Vendors not following these guidelines may be excluded from participating in future events.

REVISED: 2-2-2026 - GUIDELINES SUBJECT TO CHANGE

City of Seguin, Destination Seguin
P.O. Box 591, Seguin, Texas 78156
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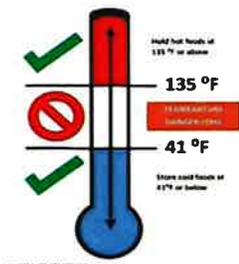
CITY OF SEGUIN TEMPORARY FOOD ESTABLISHMENT REQUIREMENTS

The primary goal of City of Seguin is to protect the public's health. To accomplish this, the City Health Inspectors inspect and permit all temporary food establishments to ensure the minimum requirements of the Texas Food Establishment Rules (TFER), 25 Texas Administrative Code §228, are met. The TFER defines a temporary food establishment as a food booth at a temporary event that operates for no more than 14 consecutive days in conjunction with a single event or celebration. A temporary food establishment includes any booth at a temporary event that stores, prepares, packages, serves, or vends unpackaged food and/or drink including ice. These requirements also apply to Farmers' Market Vendors (FMV) per Texas Health & Safety Code §437.

IF ANY OF THE FOLLOWING REQUIREMENTS ARE NOT MET AND CANNOT BE CORRECTED IMMEDIATELY, THE ESTABLISHMENT MUST CEASE OPERATIONS.

FOOD PREPARATION

- Food shall be obtained from approved sources and be in sound condition. Food shall be prepared only in permitted or licensed establishments. Food prepared in a private home is not allowed.
- The Texas Food Establishment 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.
- All potentially hazardous food products must be stored at 41°F or lower or at 135°F or above. A metal stem thermometer (0°F to 220°F) must be available at the stands that sell potentially hazardous food.
- Food, including ice, must be stored in clean, sanitized, covered containers, and protected from contamination. Loosely packaged foods may not directly contact ice if water can penetrate the package.
- Only single-service, disposable items are to be provided for customer use. All food, food containers, utensils, napkins, beverage cups, straws and other single-service items must be stored at least six inches above the floor and protected from insects and contamination.



EQUIPMENT

- Food preparation utensils must be durable.
- Utensils, including ice scoops and disposable gloves shall be provided to minimize handling of foods.
- Sneeze guards and barriers should be used to protect exposed food and food work surfaces from customers.
- The booth must have a ware washing set-up with 3 containers large enough to immerse the largest piece of equipment, sanitizer available on-site, and a means to heat water to wash, rinse, and sanitize food contact equipment and utensils.
- The booth must have a handwash set-up with warm water in a spigot container, soap, paper towels, and catch pan. Booths selling only commercially pre-packaged foods in their original containers are exempt from a handwash set-up.



EMPLOYEES

- Workers that handle food must wash their hands as frequently as necessary. Disposable gloves may be used but shall not be a substitute for hand washing.
- The booth must have at least one person on-site who has a minimum of a state accredited Food Handler Certification.
- Effective hair restraints, including hairnets and caps are required in food preparation and serving areas. Food, beverage, and tobacco consumption is prohibited inside food booths. Gum chewing is also prohibited in food preparation and serving areas.
- Unauthorized personnel such as small children are not permitted in booths.

FACILITY/BOOTH CONSTRUCTION

- Water must come from an approved source for food preparation, handwashing, ware washing, and sanitizing.
- Waste disposal facilities or containers must be provided to retain all liquid and solid waste and wastewater.
- Floors shall be constructed of concrete, asphalt, dirt, or gravel if covered with mats, removable platforms or other suitable materials approved by the regulatory authority, such as but not limited to tarps.
- Overhead protection above food preparation areas shall be constructed of wood, canvas, or other materials to protect against the weather.
- Pests (flies, roaches or rodents) shall be controlled. Doors, walls, screening, and other measures may be required when necessary to restrict the entrance of flying insects.
- Adequate toilet facilities must be accessible for workers.

ADVISORY: Section 228.222 (a) 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 TCS foods, and when no health hazard will result, may waive or modify requirements of these rules.” Failure to comply with these requirements may result in the immediate suspension of the permit and assessment of penalties as provided by the Texas Health and Safety Code, Chapter 437.

***Please submit your application at
least 14 calendar-days prior to the event***

Environmental Health • 108 E. Mountain Street • Seguin, TX 78155
Janna Phanthaphonsy • (830) 386-2214 • jphanthaphonsy@seguintexas.gov
Terrance Root • (830) 401-2432 • troot@seguintexas.gov

APPLY FOR TEMPORARY FOOD PERMIT AT eportal.seguintexas.gov

Temporary Food Establishment Self-Inspection Checklist

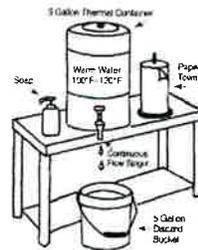
PRE-OPENING REQUIREMENTS:

Mark ✓ all applicable items **BEFORE** any food preparation begins.

- Valid Temporary Event Permit and completed Self-Inspection checklist posted in booth.
- At least one Certified Food Handler (or Manager) present throughout the event.
- Booth with suitable water repellant roof, sides (*minimum of mesh sides*), and flooring of concrete, asphalt, tight-fitting wood, or a tarp.
- Approved source of enough potable (drinkable) water for food prep, hand washing, cleaning, and sanitizing of equipment.

- Accessible hand wash station is set up and ready to use inside the booth.
 - Approved water source from a container with a spigot that can lock in the open position,
 - hand soap,
 - paper towels, and

- discard bucket.



- Utensil handwash station is set up and ready-to use inside the booth.

- 3 containers large enough to hold the largest piece of equipment or utensil.



- Adequate equipment provided to hold ALL:

- Cold food cold, at or below 41F
- Hot food hot, at or above 135F

- Foods/Ingredients from an approved source.

- **NO FOODS/INGREDIENTS (including slicing, chopping) DONE IN A PRIVATE HOME.**

- Be prepared to provide receipts/invoices.

FOOD BOOTH STRUCTURE & OPERATIONS

- Booth large enough to accommodate all food and equipment.
 - No food prep allowed outside booth.
 - BBQ pits and deep fryers may be placed outside booth, but all cooked foods must be taken back inside food booth.

- All foods stored inside the structure.

- All condiments (mustard, ketchup, etc.) must be available in single service packets or dispensed from sanitary automatic dispensers.

- All food contact surfaces must be kept clean and in good repair.

- Only single-service items are to be provided for customer use.

- All foods, containers, utensils, etc., must be stored a minimum of 6” above the ground.

- Properly dispose of wastewater and trash.

- Live animals are not allowed in cooking area.

- Children that are under the age of 14 are not permitted to work or be in the booth.

- Ice for food and ice for consumers must be separate.

Open, unprotected displays of food or beverages are not permitted at outdoor events.

Adequate restroom facilities must be accessible for personnel.

Booth shall be cleaned daily.

FOOD HANDLING

Wash hands before handling food and between tasks.

Must have calibrated probe-type thermometer provided to monitor cooking and holding temperatures.

Frozen foods thawed in cooler or cold running water.

Potentially hazardous foods not left out at ambient temperatures for more than 4 hours.

EMPLOYEE HABITS

Employees have no open sores or not affected with communicable disease.

Food handlers are wearing clean clothing and hair/beard restraints.

- No ornate hand jewelry.

Food handlers with false nails or polish should wear gloves.

No eating, drinking or tobacco use inside the booth or BBQ/deep fryer area.

How to Set Up a Temporary Event Booth

NO HOME-COOKED FOODS ALLOWED - LOS ALIMENTOS PREPARADOS EN CASA NO SE PERMITEN

BOOTH: A self-contained individual area of food handling. A booth cannot be divided by customer walkways.

Approved Booth Requirements

- FOOD SOURCE:** Prepare onsite or get from permitted food business. NO FOOD PREPARED AT HOME.
- HANDWASHING STATION:** Soap and Single-Use Towels with either a Temporary Handsink, or a Free-flowing Water Dispenser with Flip Spout (**NOT push-button**) and a Catch Bucket for Wastewater.



Approved Flip Spout



NO Push-Button Spout



- DISHWASHING STATION:** 3 pans 1) Soapy Water, 2) Clean Rinse Water, and 3) Sanitizer with Test Strips
Example: Mixture of Water & Bleach so that a Chlorine Test Strip measures between **50 - 100 ppm**.
- THERMOMETER:** Metal Stem (0° F to 220° F).
- WASTEWATER DISPOSAL:** Only in the Sanitary Sewer.
NO STORM DRAIN DISCHARGE. NO POURING ON GROUND.
- OVERHEAD PROTECTION AND SIDES OR NETTING FOR INSECT CONTROL** Required when outdoors





PROPER FOOD TEMPERATURES (minimum)

Cooking:

- Raw Chicken – 165° F
- Raw Hamburger Meat – 155° F
- Raw Pork & Beef – 145° F

Hot-holding: 135° F or hotter
Cold-holding: 41° F or colder