



MAIN STREET
PROGRAM

NORTH POLE STROLL VENDOR APPLICATION

Saturday, December 5, 2026,
10:00 AM – 2:00 PM

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

A. Arts and Craft Items

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

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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 North Pole Stroll Vendor Guidelines.
- Food Truck Vendors must provide a Mobile Food License issued by the Texas Department of State Health Services, Food Tent Vendors must apply for the temp permit and Cottage Food Vendors must submit labels to have them approved.
- 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 Seguin Main Street and City of Seguin and acknowledges that the Seguin Main Street 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
P.O. Box 591, Seguin, Texas 78156
Phone: (830)401-2475
Email: cmclain@seguintexas.gov**

2026 NORTH POLE STROLL VENDOR GUIDELINES

In order to ensure the integrity of our event the Seguin Main Street has adopted Vendor Guidelines and “Temporary Food Establishment” Requirements for the 2026 North Pole Stroll. 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 Seguin Main Street, 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 electricity with ONE OUTLET on a 110-duplex plug*. Fees and deposits are non-refundable unless written cancellation is received by Seguin Main Street 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 Seguin Main Street staff.

DESCRIPTION OF ITEMS THAT CANNOT BE SOLD: No live animals or reptiles may be sold or given away at the 2026 North Pole Stroll. 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: In addition to the booth fee, all food vendors will be required to the following; Food Truck Vendors must provide a Mobile Food License issued by the Texas Department of State Health Services, Food Tent Vendors must apply for the temp permit and Cottage Food Vendors must submit labels to have them approved.

See additional guidelines listed below. The following is the link to apply:

https://eportal.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 those of you who require more than 110 outlets you must provide a 14 gauge, three prong extension cord and plug into the electric panels.

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. Do not park in or block other vendors while unloading. 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 2:00 p.m. Absolutely no vehicles are allowed in the event area during operating hours.

VENDOR TEARDOWN: Vendor must remain set up until 2:00 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 Seguin Main Street and City of Seguin. Vendor acknowledges that Seguin Main Street and 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: Parking is available in the Guadalupe Justice Center located at 307 West Court Street and City Hall parking lot located at the corner of River and Mountain Streets.

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

REVISED: 8-10-2026 - GUIDELINES SUBJECT TO CHANGE

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