



• TOWN OF NORTHLAKE •

CHRISTMAS

★ *at the Commons* ★



Dear Business Owner or Representative,

Thank you for your interest in participating in the Town of Northlake's Fourth Annual Christmas at the Commons! We're excited to offer businesses a FREE opportunity to showcase their goods and services in the heart of our community during this festive holiday event.

This year's celebration will take place on Monday, December 1, 2025, from 5:30 PM to 8:30 PM at Northlake Commons. We anticipate a fantastic turnout! Festivities will include a parade, tree lighting ceremony, Santa Claus, the Polar Express Train, live Christmas music, food, children's activities, and vendor booths.

Vendor spaces (9' x 18') will be located within the Commons plaza. Businesses located in the Commons are also welcome to activate their storefronts with sidewalk retail or in-store activities. Vendor setup will begin at 1:00 PM, with the plaza area closed to all traffic during setup.

Event Schedule:

5:30 PM - Event begins

6:00 PM - Parade

6:30 PM - Tree Lighting

8:30 PM - Event concludes (no early teardown, please)

Parking: Available on-site and at the North Texas Church of Christ on FM 407. A free shuttle will run from 5:00 PM to 9:00 PM between the church and the Commons.

Please note: Vendor space is limited, and applications will be accepted on a first-come, first-served basis. All applications must be received no later than Monday, November 3, 2025.

We hope you'll join us in celebrating the season while strengthening community connections and showcasing the incredible businesses that make Northlake special.

WE LOOK FORWARD TO CELEBRATING THE SEASON WITH YOU - RIGHT HERE IN NORTHLAKE!

For additional information, please contact Lauren Homeyer at 940-350-9344 or email: lhomeyer@town.northlake.tx.us.


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VENDOR APPLICATION

Vending spaces for Christmas at the Commons are available on a first come, first serve basis.

APPLICATIONS MUST BE RECEIVED ON OR BEFORE MONDAY, NOVEMBER 3, 2025

Please provide a list of merchandise/food you want to sell, products or services you would like to promote, or any free items you will be giving away.

Please note that all items are subject to approval by the Town of Northlake.

You will not be allowed to sell items that have not been listed and approved on this application.

Company Name:	Contact Name:
Address:	City: State: Zip:
Phone:	Cell Phone:
Email Address:	
Temporary vendors must have a valid Texas Sales & Use Tax Permit. Texas Sales & Use Tax Permit #:	

Please attach to your application a copy of your current Certificate of Insurance (COI) naming the following as Certificate Holders/Additional Insured:
Town of Northlake, Harvest Acres Condo Association, Hahei Management Corporation
NOTE: Certificate of Insurance Minimum Limits: \$1Million Per Occurrence/\$2Million Aggregate
Email all documents to: lhomeyer@town.northlake.tx.us

Soon after the November 3, 2025 application deadline, you will receive event information and food vendor instructions.

For additional information, please contact Lauren Homeyer at 940-350-9344 or email: lhomeyer@town.northlake.tx.us.

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