



2023 VENDOR APPLICATION

Swift Current Downtown Market Square
Central Avenue & Chaplin Street East
Operating Hours: 9:30 am – 2:30 pm

Mail to: Box 340, Swift Current, SK S9H 3W1

Phone: (306) 778-2723 Email: admin@swiftcurrent.ca

Vendor Business Name:

Vendor Contact Name:

Vendor Address:

Cell #:

Email:

1. Vendors will be chosen to create a good Market Mix.
2. Vendors can include, but are not limited to: fresh farm produce, merchandise, craft tables, food sales, face painting, and much more.
3. Vendors (selling food products/produce) must comply with Health Rules and Regulations of Saskatchewan Ministry of Health.

Dates: **Circle/Select** the following dates you would like to attend the Market Square for the 2023 Season:

June: 17 24

July: 1 8 15 22 29

August: 5 12 19 26

September: 2 9 16 23

Product Description:

Pre-package foods or produce

Onsite prepared Food

Crafts and Goods

Explain:

*If selling pre-packaged foods, produce or onsite prepared food, please ensure to fill out and submit the **Application for Vendor to Sell Food at Market** form found at www.swiftcurrent.ca/marketsquare.*



2023 VENDOR APPLICATION

Stall Requirements:

1. All vendors must have their own
 - a. Tables
 - b. Extension cords (if required)
 - c. Hand-washing station (food vendors)
 - d. Chairs
 - e. Tent coverings (if you so please)

2. Stall **MUST** be cleaned of **ANY** DEBRIS, SANDBAGS or waste. Failure to do so may result in a fee.

3. Stall space is 10' x 10'

Rates:

Daily rate is \$30.00 per stall

Additional \$5 per day for power hookup. (limit of 3 items plugged in)

Additional \$10 per day to rent a tent from the city. (**must** be taken down at end of day)

Payment Owning:

Do you require power? Yes No (choice of spot may be limited if requiring power)

of days attending ____ X Daily rate ____ = TOTAL \$ _____

Do you require a rental tent from The City? Yes No

Your completed application must be submitted before day of attendance. Payment can be made by Cheque or Cash on day of event; A City staff member will walk around to each vendor who is still owing to collect payment and provide a receipt, additionally you can pay with a Credit card over the phone by calling City Hall. Swift Current Downtown Market Square is a rain, snow, or shine event – payment will NOT be returned due to poor weather. Implemented this year - you will be charged your rate X 2 if at the previous market you failed to clean-up your stall (including but not limited to) Sandbags, Garbage, Debris.

NOTE It is not required that each vendor be there each and every Saturday - you may choose one day, two days or whatever your schedule allows for during the summer, although we do ask for notice if you had planned to show up and for any reason cannot make it.



2023 VENDOR APPLICATION

WAIVER

In consideration of being allowed to use the facilities of the Swift Current Downtown Market Square operated by the City of Swift Current, I/we the undersigned, hereby agree to the following:

To waive any and all claims that I/we,
NAME(s) (Must include all participants):

BUSINESS (operating) NAME:

NAME ON CHEQUE (if different from above)

may have against the City of Swift Current or its employees, agents, representatives and volunteers.

To release from any and all liability for any loss, damage, injury, or expense that occurs out of the use of any of the facilities of the Swift Current Downtown Market Square, by the above named vendor, their/ its employees, agents, representatives and volunteers (“participants”).

To hold harmless and indemnify the City of Swift Current or its employees, agents, representatives and volunteers from any and all liability for any property damage, personal injury to any third party or other financial loss or expense, including legal expense and costs of a solicitor-and-his-own-client full indemnity basis, resulting from the participation in any event to be held on the facilities of the Swift Current Downtown Market Square, located on Central Avenue and Chaplin Street.

We, the undersigned, hereby acknowledge that we have read the foregoing and understand its content, import and meaning.

VENDOR NAME (please print): _____

*Vendor signs on behalf of all participants at their stall

DATE: _____

SIGNATURE: _____

NOTE** The signed Waiver must be returned with the application form.



2023 VENDOR APPLICATION

Vendor Rules and Regulations

Notice to Vendors: The following rules and regulations for the Swift Current Downtown Market Square operations will be STRICTLY ENFORCED.

1. All products sold at the Swift Current Downtown Market Square must conform to Public Health Regulations and Standards of Cleanliness.
2. All products and vendors must comply with all regulations of Saskatchewan Ministry of Health and of the Swift Current Downtown Market Square Committee.
3. Vendors MAY NOT loan, give or sublease the stall(s) assigned to them.
4. The Swift Current Downtown Market Square is a RAIN, SNOW OR SHINE market. All vendors are to be **ready for 9:30 AM**.
5. All NSF cheques are subject to a processing fee of \$40.00 and no future cheques will be accepted unless certified. The vendor will be suspended from the Market until the issue is resolved.
6. Vendors may sell, sample or display only permitted items as approved in their Swift Current Downtown Market Square application for the current season.
7. **All vendors must supply their own tables and tents, unless previous arrangements were made with the City to rent a tent.** The entire display including signage must be contained within the allotted 10'x10' space for the stall.
8. Tents may be rented from the city at a cost of \$10.00 per day.
9. **Vendors must leave their stall area clean and remove all garbage from their stalls, including SANDBAGS (must be returned to bin)**
10. All Vendors' vehicles must be turned off during unloading/loading. Once unloaded, vendors must park their vehicles off site (behind Legion Hall or City Hall Parking Lot) and then set up. Vendor vehicles not forming part of the market display must be parked off-site. **NO EXCEPTIONS** unless prior approval has been granted.
11. Stall assignment is at the discretion of the Swift Current Downtown Market Square Manager. Every attempt will be made to assign vendors to an area that suits their needs.
12. **NO SMOKING ON MARKET SQUARE!** Vendors should be neat and clean in appearance, and must conduct themselves in a professional manner at all times. Any complaints received concerning unprofessional conduct, including the use of profane language, smoking, cleanliness of the vendor or vendors' product, etc., may be considered grounds for dismissal from the Market. Insubordination, the consumption of alcohol or drugs, and fighting during the Market will be cause for immediate dismissal. **No warning is required nor will refunds be given.**
13. Vendors are responsible to ensure that all participants at their stall follow the Swift Current Downtown Market Square Vendor Rules and Regulations.



2023 VENDOR APPLICATION

I have read, understand, and agree with the information herein and will comply with the Swift Current Downtown Market Square Rules and Regulations. I understand that the decisions of the Swift Current Downtown Market Square Committee are final and binding.

VENDOR NAME (please print): _____

DATE: _____

SIGNATURE: _____

REMINDER: If you are applying to sell pre-packaged foods, produce or onsite prepared food, please ensure to fill out and submit the **Application for Vendor to Sell Food at Market** form found at www.swiftcurrent.ca/marketsquare.