



2024

VENDOR APPLICATION

Swift Current Downtown Market Square
Central Avenue & Chaplin Street East
'NEW' Hours: 9:00 am – 2:00 pm

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

Phone: (306) 778-2788 **Email:** marketsquare@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: **select** the following dates you would like to attend the Market Square for the 2024 Season:

June:	22	29			
July:	6	13	20	27	
August:		3	10	17	24 31
September:		7	14		

Product Description:

- Pre-package foods or produce - Complete Appendix A For Public Health Approval
- Onsite prepared Food - Complete Appendix A and B For Public Health Approval
- Crafts and Goods

Explain: _____



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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 or waste, sandbags **MUST** be put back. Failure to do so may result in a fee.

3. Stall space is 10' x 10'

RATES

Daily rate: \$30.00 per stall

Additional \$10 per day for power hookup. (limit of 3 items plugged in)

Additional \$10 per day if you would like to rent a tent from the city. (You **must set up and** be take down at end of day)

Payment Owning:

Do you require a rental tent from The City?	Yes	No	
Do you require power?	Yes	No	(choice of spot may be limited if requiring power)

of days attending ____ X Your daily rate ____ = TOTAL \$_____

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. 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.



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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): _____

DATE: _____

SIGNATURE: _____

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



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Vendor Rules and Regulations

1. All products sold at the Swift Current Market Square must conform to Public Health Regulations and Standards of Cleanliness for all vendors.
2. Vendors MAY NOT loan, give or sublease the stall(s) assigned to them.
3. The Swift Current Downtown Market Square is a *RAIN, SNOW OR SHINE* market. All vendors are required to abide by set up times and ready to go by 9 am and takedown after 2 pm unless sold out of product or asks ahead of time to do so.
4. Vendors may sell, sample, or display only permitted items as approved in their Swift Current Downtown Market Square application and approved by SK Health.
5. All vendors must supply their own tables, complete with covering, up to 8 feet per stall. **The entire display including signage must be contained within the allotted 10'x10' space** for the stall. If the display is outside the 10X10 allotment, you will be charged a double fee.
6. Vendors must leave their stall area clean, remove all garbage, including sandbags. Sandbags must be returned to the bin at the end of the day every Saturday.
7. 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.**
8. 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.
9. 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.
10. NO SMOKING during Market Square hours 9am – 2pm.
11. Vendors should be neat and clean in appearance and must conduct themselves in a professional manner at all times.
12. **Any complaints received concerning unprofessional conduct or harassment between vendors will be considered as grounds for dismissal.**
13. 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.
14. Vendors are responsible to ensure that all participants at their stall follow the Swift Current Downtown Market Square Vendor Rules and Regulations.