



# Duncan Switch Street Market Vendor Application

Month: \_\_\_\_\_ Day: \_\_\_\_\_ Year: \_\_\_\_\_

Main and Center Streets in Downtown Duncanville

Vendor/Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Description of Merchandise or Services: \_\_\_\_\_

**Vendor Booth Rental Fee; \$40 per 10 x 10 space. (If you pay for 3 months at a time for \$105 then you can retain the \$35.)**

Food trucks and food vendors must obtain a permit from the City of Duncanville. Applications and payments must be received by the Duncanville Chamber of Commerce by 5 p.m. the Wednesday prior to the event.

Check \_\_\_\_\_ Cash \_\_\_\_\_ Credit Card \_\_\_\_\_ (1 month) \_\_\_\_\_ (3 months) \_\_\_\_\_

Visa \_\_\_\_\_ | MasterCard \_\_\_\_\_ | American Express \_\_\_\_\_ | Discover Card \_\_\_\_\_

Number: \_\_\_\_\_ Expiration: \_\_\_\_\_ CVV \_\_\_\_\_

Billing Address if different from above: \_\_\_\_\_

The Duncan Switch Street Market is looking for vendors who have arts, crafts, plants, local produce, food, resell items and any other item you wish to sell. Items must be approved by Chamber Staff.

- Market begins at 9 a.m. and ends at 3 p.m.
- Check-in and set-up starts at 7 a.m. Check in at the Duncanville Chamber orange tent in front of Pet Village
- Must be ready for business by 8:45 a.m. (Food Vendors must be ready at 8:30 a.m.)
- Vendors must leave their areas as clean as when you started
- We will accept checks, cash, and credit cards for your booth space. Please make checks payable to the Duncanville Chamber of Commerce. You can download the application at the [DuncanSwitch.org](http://DuncanSwitch.org) or on [DuncanvilleChamber.org](http://DuncanvilleChamber.org)
- We do not provide electricity. If you need it, bring it
- Bring your own tables, tents, chairs, display units, and anything else you need to present your items
- Spaces are first come, first serve
- Food trucks will be allowed to park on Santa Fe Trail, but must have a permit from the City of Duncanville
- If you want to back up a pickup or trailer, that is okay. We will have a designated area for those vendors. Be there at 7 a.m. and if your trailer exceeds the 10 x 10 space, we have the right to charge an additional fee.

Vendor has permission to forward all promotional emails from the Duncan Switch Street Market to their client lists and Facebook friends. The vendor warrants that the vendor is the sole owner of the merchandise sold at the Duncan Switch Street Market. It is understood that the Duncan Switch Street Market is simply the venue to allow the vendor to sell their personally owned items. The undersigned vendor does hereby hold harmless and releases the Duncan Switch Street Market and the Duncanville Chamber of Commerce from any claim, action, demand or liability. The undersigned vendor understands that refunds will not be made due to inclement weather, but fees will be extended to the next month. The Duncan Switch Street Market and the Duncanville Chamber of Commerce reserve the right to decline any vendor deemed unsuitable for the event. Submit the application, with fee, to the Duncanville Chamber of Commerce, 300 E. Wheatland Road, Duncanville, TX 75137.

For more information or vendor applications: Hilda- [hilda@duncanvillechamber.org](mailto:hilda@duncanvillechamber.org) or [www.duncanswitch.org](http://www.duncanswitch.org).

Phone: (972)780-4990 or Fax: (972)298-9370

Signature: \_\_\_\_\_ Date: \_\_\_\_\_