



Market on the Square 2021
Fridays May 7th – August 20th
Founders Square Park
3-9 p.m.

Market Information

The Market on the Square began in the summer of 2018. The Market attracts merchants selling a broad array of goods, including gourmet foods, baked goods such as pastries, organic produce, fresh flowers, produce from local farmers and orchards, handmade soaps, lotions and oils, jewelry, candles, pottery, clothing and fashion accessories, pet products and much more. Also, the Market on the Square has acoustic style music that begins at 6 p.m. at the Indiana American Amphitheater. Plus family friendly movies play at dusk. Friday evenings have become a great family evening at the square.

Market Rules:

- We are a cash and carry only market.
- The Market on the Square is held rain or shine. In the case of extreme weather the Market director will notify you by email by 9 am.
- Sharing of booths is not allowed.
- Hawking, outcries, or other methods of attracting the attention of customers is prohibited. The Market on the Square is a high-end shopping experience and requires merchants to maintain their appearance, proper hygiene, quality product presentation, respectful conduct and language to shoppers, management and each other. Smoking and drinking alcoholic beverages within each booth space or other merchants' booth space is prohibited.
- Any merchant who smokes must be far enough away from other booth spaces as not to disrupt their business. Please be courteous to other non-smoking merchants, their merchandise and customers. We ask that you please outside of the food truck/ market area.
- Vendor booths must be open and staffed during the entire duration of the Market on the Square. If someone continues to run late, leave early, or break down during Market hours may be asked to forfeit their spot for the rest of the year.
- You are allowed one cancelation, any more your vendor fee will be forfeited and you will lose your vendor space.
- No Shows are not permitted. You must notify the Market Manager at least 24 hours in advance of non-attendance.
- Vendors must provide all materials for booth space; including tables, chairs, equipment and tents. Tents are required.
- All vehicles are to be out of the parking lot as soon as you are done unloading. All cars must be in the vendor parking area by 2:30 p.m. Barricades are put in place for the safety of shoppers and merchants, and can only be moved by Market employees.

Booth Rentals

- Booth rental for a regular 10X10 space is \$20 weekly, \$25 for electricity, \$30 food vendors and \$10 for farmers.
- Last day for payment is April 30th.
- No vendors will be accepted after April 30th.

Any questions, please contact Amy Armstrong at aarmstrong@portage-in.com.

All checks make payable to the Portage Parks Department.

Bring payment and application to:

Portage Parks Department, 2100 Willowcreek Rd, Portage, IN 46368