



MARKET SEASON JUNE 5TH - AUGUST 28TH

Market Rules:

- We are a cash-and-carry market.
- The market is held rain or shine. Extreme weather conditions may cause closure. No refunds.
- **All past and potential vendors must complete an application each year for consideration.** Applications must include a full list of products intended to sell for the entire season. Photographs, website information (if applicable), and a **detailed** list of products must accompany the application. **No vague descriptions.** Any change of product line (eliminating or adding) during the market season must be approved by Market Management. Unapproved items will be requested to be removed from your booth.
- The Market Committee reserves the right to disallow any vendor not following rules or regulations.
- Political/Religious/Informational booths are not permitted.
- Vendors are expected to share the event with their followers on social media for weeks you are scheduled to participate.

Vendor Conduct:

- Vendors are responsible for obtaining any required State or local Board of Health permits or certificates. This must be presented to the Market Manager upon arrival.
- No hawking of the market visitors. Soliciting market visitors outside of your booth is prohibited.
- No smoking or alcoholic beverages within your booth space.
- Booth space may not exceed the 10' x 10' or 10' x 20' space provided.

Vendor Selection:

- Applications will be reviewed by the Market Committee. Vendors are selected based on quality of products/merchandise, too many similar product types as well as other considering factors.
- The Market Committee reserves the right to reject any applications.
- Selected vendors will receive an email to the email provided. Once you are approved for the market, we will hold your spot for 2 weeks pending payment. If payment is not received within the 2 weeks, the spot will be open for another vendor. To guarantee your spot once the season starts, payments must be made by the Monday prior to that Friday's market. Vendors who sign up for the season will be considered first.



Seasonal Vendors:

- Seasonal Vendors are vendors who pay for the entire season in advance. By doing so, vendors receive a discounted price that breaks down to under \$37 for Craft Vendors and \$52 for Food Vendors per week for **10** weeks.
- To be considered a Seasonal Vendor, payment in full must be received before June 1, 2026.

Booth Space:

- A Craft Vendor booth space is 10' x 10' and a Food Vendor space is 10' x 20'.
- Tents are required and vendors must provide their own tents. **NO SPIKES! Weights** are required on each tent leg.
- Electricity (30 AMP) is limited and available upon request. First come, first serve basis.
- Market Management will notify you of your booth space via email. Market Management reserves the right to assign, reassign, or move vendors based on the market layout requirements each week. No spaces are guaranteed.

Market Set-Up, Take Down Requirements:

- Market hours are from 4 p.m. to 9 p.m. every Friday starting June 5th through August 28th excluding July 3rd, July 10th and August 7th. The Market is in operation rain or shine. We will only cancel in the case of lightning or very bad storms. Set up is from 12 p.m. – 4 p.m. All vendors must be ready to sell by 4:00 pm when the market opens.
- No vehicles will be allowed in the booth area after 2:00 pm. Upon arriving, vendors are asked to unload their vehicles, move their vehicles, and park in the designated areas. Violation could result in market suspension.
- Vendors may only begin breaking down at the close of the Market at 9:00 p.m. Please do not drive in or break down your tent/ vendor tables before this time.
- Upon leaving the market, vendors are required to remove all debris and garbage.

Attendance:

- NOT SHOWING UP IS NOT PERMITTED. AN EMAIL TO EVENTS@PORTAGE-IN.COM OR CALL TO 219-762-4661 MUST be made to the office by that Monday before the market.
- Vendors may not arrive on the day of the market without notification and approval.
- Part-time and weekly vendors must reserve their space with Market Management no later than Monday before the market by making payment.
- Frequent cancelations will cause you to be expelled from the Market.
- Advanced notice of booth space required allows us to create a layout best suited for vendors and market attendees. You must let the Market Manager know if you are attending each week, at least by the Monday before the market.

Fees: Payments must be made by 4:00 p.m. on the Monday BEFORE the market.

NO PAYMENTS ACCEPTED AT THE MARKET!

- Booth rental for a 10' x 10' Craft Vendor space is \$50 weekly. Any Craft Vendors taking up more than a 10' x 10' space will be charged for double the space at \$100.
- Booth rental for a 10' x 20' Food Vendor space is \$65 weekly.
- Vendors may choose their weeks of participation but must let the Market Manager know by the Monday before the weekly market.
- All fees collected are used to promote, operate, and enhance the market. No refunds.

Any questions, booth space reservations or cancellations, please contact the Portage Parks & Recreation Events Coordinator at 219-762-4661 or email Events@Portage-IN.com



Portage Market on the Square Vendor Application

Before applying, please read and understand pages 1 and 2 of this application. Please only submit pages 3 and 4 of this application and keep the previous two pages for your reference.

Date _____ Contact Name _____

Business Name _____

E-mail Address _____

Street Address _____

City _____ State _____ Zip _____ Telephone # _____

Describe your products in specific detail. You must include photographs, website information (if applicable), and a detailed list of products. Attach more pages if additional space is necessary. Applications with vague descriptions will not be considered.

I hereby verify that the above information is true and accurate. I have read, understand, and agree to all provisions in the market rules and acknowledge to only sell the products listed above. I acknowledge the sole authority of Market Management to enforce and interpret policies and procedures. If accepted to the market, I agree to abide by the rules and regulations of the Portage Market on the Square. Any Food and/or Beverage Vendors must supply a copy of the proper permits from the Porter County Health Department. I hereby certify that I have read the rules and regulations and will not hold the City of Portage liable for any injuries and/or damage before, during or after the event.

Signature _____ Date _____

Applications may be mailed to:

Portage Parks and Recreation, 2100 Willowcreek Rd., Portage, IN 46368

Or emailed to: Events@Portage-IN.com

Make checks payable to the City of Portage or credit card payments are accepted once you are approved and a link will be provided in email by request (credit card payments require a 3% convenience fee).



Please select which Vendor Option you would like to choose for the 2026 Summer Market Season:

Seasonal Vendors (SAVE on all 10 weeks)

___ Seasonal Food Vendor -- \$520

- Size of Booth/Truck/Trailer incl. hitch _____
 - Truck/Trailer Serving Side _____

___ Seasonal Craft Vendor 10' x 10' -- \$370

___ Farmer (Complimentary)

Weekly Vendors (pay each week)

___ Weekly Food Vendor -- \$65

- Size of Booth/Truck/Trailer incl. hitch _____
 - Truck/Trailer Serving Side _____

___ Weekly Craft Vendor 10' x 10' -- \$50

___ Farmer (Complimentary)

Please document your participating weeks:

June 5th _____

June 12th _____

June 19th _____

June 26th _____

July 3rd *NO MARKET*

July 10th *NO MARKET*

July 17th _____

July 24th _____

July 31st _____

August 7th *NO MARKET*

August 14th _____

August 21st _____

August 28th _____

Electricity (30 AMP) YES _____ NO _____

Electricity is limited and available upon request. First come, first serve basis.

**** You must let Market Management know if you CAN or CANNOT make it that week by the Monday before the market ** NO PAYMENTS ACCEPTED AT THE MARKET ****

