

# Duncan Switch Market Vendor Application

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

Duncan Switch Market at Armstrong Park,  
Held the 3rd Saturday of each month, March–December



## Vendor Information

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

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

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

Phone Number: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

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

Description of Merchandise or Services:

## Booth Fees & Application Deadline

- **Vendor booth rental fee:** \$40 per 10' x 10' space
- **Discounted rate:** \$35 per month when paying for three months in advance (\$105 total)
- **Food trucks and food vendors** must obtain a permit from the **City of Duncanville**.
- **Applications and payments must be received by 5:00 PM on the Wednesday before the market** at the Duncanville Chamber of Commerce.

## Market Details & Vendor Requirements

- Duncan Switch Market seeks vendors offering **arts, crafts, plants, produce, food, resale items, services,** and other items, **at the discretion of the Duncanville Chamber of Commerce.**
- Market hours: **9:00 AM – 3:00 PM**
- **Check-in and set-up:** Begins at **7:00 AM**
  - Check in at the **Duncanville Chamber tent** at the front of the vendor area.
- Vendors must be fully set up and ready for business by **8:45 AM**.
  - **Food vendors must be ready by 8:30 AM.**
- Vendors are responsible for leaving their spaces **clean and free of debris.**
- **Electricity is not provided.** Vendors must bring generators if power is needed.
- Vendors must supply their own **tables, tents, chairs, display units, and equipment.**
- Vendor spaces are assigned on a **first-come, first-served basis.**
- **Food trucks** will be permitted to set up at the end of **James Collins in the cul-de-sac** and must have an **approved City of Duncanville permit.**

# Payment Information

## Payment Method:

Check     Cash     Credit Card     ZelleTag: **ChamberofChampions**

## Card Type:

Visa     MasterCard     American Express     Discover

Credit Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ CVV: \_\_\_\_\_

Billing Address (if different from above):

\_\_\_\_\_

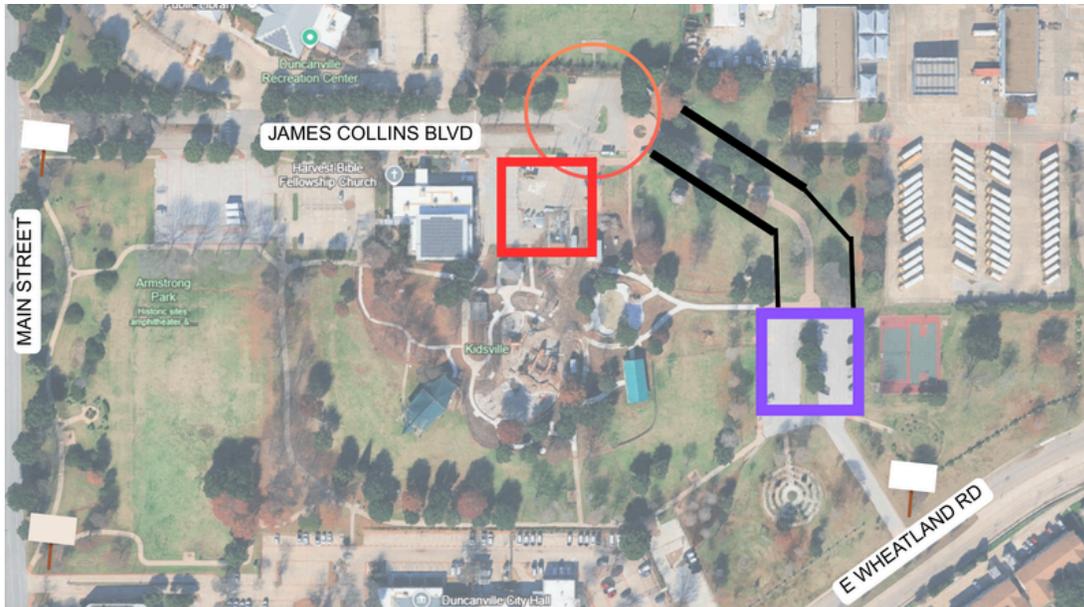
# Vendor Agreement & Release

By signing below, the vendor grants permission for the Duncanville Chamber of Commerce to forward promotional emails regarding the Duncan Switch Market and to share event-related content on social media. The vendor warrants that they are the sole owner of all merchandise sold at the Duncan Switch Market. It is understood that the Duncan Switch Market serves solely as a venue for vendors to sell their personally owned items. The undersigned vendor hereby **holds harmless and releases** the Duncanville Chamber of Commerce and the Duncan Switch Market from any claims, actions, demands, or liabilities arising from participation in the market. The undersigned vendor acknowledges that **no refunds will be issued due to inclement weather**; however, vendor fees will be **applied to the following month's market**. The Duncan Switch Market and the Duncanville Chamber of Commerce reserve the right to **decline any vendor deemed unsuitable** for the event.

Submit completed application and payment to:  
**Duncanville Chamber of Commerce**

300 E. Wheatland Road  
Duncanville, TX 75137

Or email **Hilda** at: [Hilda@duncanvillechamber.org](mailto:Hilda@duncanvillechamber.org)



FOOD VENDOR AREA



LARGE AD SIGNS COULD GO HERE



VENDOR AREA



VENDOR PARKING LOT



CLOSEST CUSTOMER LOT