

**CHURCH STREET MARKETPLACE  
MERCHANT VENDOR APPLICATION**

CSM Fax: 865-7252

DATE OF APPLICATION: \_\_\_\_\_  
NAME OF PERSON COMPLETING APPLICATION: \_\_\_\_\_  
BUSINESS NAME: \_\_\_\_\_  
BUSINESS ADDRESS: \_\_\_\_\_  
DATE(S) REQUESTED TO BE ON MARKETPLACE: \_\_\_\_\_

Brief description or diagram (please include **dimensions of tables, racks, etc. with either format**):

Retail merchants are allowed to set up a table / vend merchandise ten (10) times per year (January 1 to December 31). Sidewalk Sales days are not counted against the total. A permit is required. To receive a permit, the merchant must submit an application (**no less than two days prior to sale**) for a particular day(s) and submit a certificate of insurance (limits listed below). There is no charge for the permit, which allows the merchant to set up within the merchant's storefront, outside of the nine-foot-right-of-way, and six feet from the center of the street

**IMPORTANT:** If you plan to set up a **tent/canopy larger than 10'x10'**, you are required, by the Burlington Fire Department to **obtain a tent permit from them**. The contact for this is Fire Marshall Terry Francis ([tfrancis@ci.burlington.vt.us](mailto:tfrancis@ci.burlington.vt.us) or 864-5577). Please plan to request this as soon as possible due to their work schedule/shift changes. **They have dropped the requirement for permits for 10x10s.**

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**Merchant's Signature**

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**The certificate will be issued by the Church Street Marketplace upon:**

**Submission of certificate of insurance from an insurance company authorized to do business in the state of Vermont, which names the City of Burlington as co-insured. Coverage shall be as follows: liability insurance for bodily injury and property damage in the amount of at least \$100,000 for personal injury to any one person and liability for damages to property in the amount of at least \$25,000 resulting from any one accident.**

**Revised: May 2008**