



City of Fort Wayne
Tom Henry, Mayor

APPLICATION

Transient Vendor Permits

Fort Wayne Police Department

Issuance Date _____

108 E. Main Street, Suite 108

Beginning Date _____

Fort Wayne, Indiana 46803

Expiration Date _____

Phone # 260-427-6212

Permit Number _____

Fax # 260-427-1340

Receipt # _____

Applications can be found on the website www.cityoffortwayne.org

Applicant Name: _____ Phone # _____

Applicant Address: _____

Street (Cannot use P.O. Box) City State Zip Code

Name on Retail Merchant License: _____

Address on Retail Merchant License: _____

Name of Non Profit Agency or Organization exempt from Indiana Gross Retail Tax under

IC 6-2.5-5-26: _____

Address of Non Profit Agency or Organization exempt from Indiana Gross Retail Tax under

IC 6-2.5-5-26: _____

Name of Exhibition/Event/ Trade Show, Festival, Business or Company name, etc.:

Location of building(s)/mobile building/structure/real estate/area or place where the above event is located: _____

Describe the make and character of the goods, wares, merchandise, items etc., for sale at the above event:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Below is to be completed if more than one vendor/employee is being sanctioned by the event /festival.

1. _____	2. _____
3. _____	4. _____
5. _____	6. _____

I (We), the undersigned, also declare that, to the best of my (our) knowledge and belief, this application is true, correct and complete, as filled out above; and, any falsification or untruth thereof, shall warrant the immediate suspension of this application and permit.

I (We), the applicant(s) herein, agree to hold the City of Fort Wayne harmless from any claim or liability as a result of the above event.

I (We), acknowledge receipt of a copy of the Ordinance # G-15-03-25 regulating any Transient Merchant engaging in business with the City of Fort Wayne.

Signature _____ Date _____

Printed Name _____

Signature _____ Date _____

Printed Name _____

FEE:

\$250.00- If applicant **does not** have an Indiana Retail License

No Fee- If the applicant does have an Indiana Retail License or has proof of being a Not-For Profit Organization

IMPORTANT NOTEWORTHY POINTS

- **This permit is not transferable**
- **This permit is only valid for one location**
- **Goods/wares/items cannot be sold in the Right of Way**
- **This permit is good for maximum of 120 consecutive days during a calendar year**
- **If the fee does not apply to you or your organization, a copy of Retail License and Not-for Profit Organization**
- **Permit must be displayed or readily available for Law Enforcement if requested**
- **Criminal History Checks will be ran on all applicants**