

Urbana's Market at the Square



INTRODUCTION

Welcome to the 2016 season of Urbana's Art at the Market! This year's market season will run up to 27 weeks—we'll get underway on Saturday, May 7 and will run through Saturday, November 5.

Urbana's Market at the Square has been operated by the City of Urbana since the late 1990s, and has grown into a significant economic, social, and educational opportunity for its patrons, vendors, community groups, and artists. It's a tremendous asset to central Illinois and its vitality is very important to the City.

Urbana's farmers market is a vibrant market that connects the community with local food growers and producers, strengthens our local food economy, provides access to local artisans, and serves as a community gathering place.

To that end, the Market aims to:

- **Provide** a venue for local and regional growers, producers, and artisans to sell their products to the public;
- **Showcase** the variety and diversity of locally-grown produce, locally-produced food items, and art available in and around Urbana-Champaign;
- **Promote** the sale of Illinois-grown/Illinois-made products;
- **Encourage** direct interaction and conversation between producers and consumers, fostering mutual appreciating and understanding;
- **Serve** as an incubator for small, local enterprise;
- **Furnish** an educational forum for consumers of all ages and economic backgrounds to learn about the uses for and benefits of quality, locally-grown or – prepared food products; and
- **Enhance** the quality of life in the Urbana-Champaign area by providing a venue for area residents and visitors to socialize, network, and connect.

The rules and regulations that follow have been developed to ensure the Market runs smoothly for all parties. Market at the Square is widely considered to be one of the state's best farmers' markets, and we're dedicated to making sure it remains a quality experience for all participants.

WORKSHOP RULES AND REGULATIONS

I. DATES/TIMES OF OPERATION/LOCATION

- A. The Market's 2016 season will begin on May 7th and end on November 5th.
- B. During market season, the Market is open every Saturday from 7:00 a.m. until 12:00 p.m., rain or shine.
- C. Art at the Market is a monthly arts programming that will take place every second Saturday, from May to October. Art at the Market dates for 2016 are May 14th, June 11th, July 9th, August 13th, September 10th, and October 8th. Each date will feature a workshop by an artist/artist group. **Workshop times are 8:00am-12:00pm on these dates.**
- D. Urbana's Market at the Square is located in Downtown Urbana near the corner of Illinois and Vine Streets, utilizing the southeast parking lot outside of Lincoln Square (Lot 10X).
- E. Artist must check in at the City of Urbana tent near the northwest corner of the Market each Saturday prior to setting up.
- F. All Market participants should park their vehicles in Lot 24, which is the lot across Illinois Street, just south of the Market. Parking within the Market lot is prohibited.

II. HONORARIUM

- A. A total of \$400 in honorarium will be paid to Artist after the workshop takes place. Please note that this honorarium takes about two weeks to process, and can only be processed after the workshop date and after an invoice is received from Artist.
- B. No additional amount will be paid to Artist to reimburse expenses, including materials and transportation.

III. PUBLICITY/INDEMNIFICATION

- A. By participating in Art at the Market, Artist grants permission to the City of Urbana, its agents, affiliates, volunteers, and employees to use photographs, written materials, video recordings, and/or audio recordings which may include one or more images and the voice of the and/or the artist's likeness for non-commercial purposes only. The City of Urbana reserves the right to publish these materials at any time.
- B. The City of Urbana reserves the right to use in its publicity efforts any audio, visual, and written materials owned by Artist that are shared by Artist with the City to promote their workshop. The use of Artist's materials will not be for a commercial purpose, unless agreed upon in writing by the parties.
- C. Market at the Square is an arrangement whereby space at the Market is leased by the City of Urbana to vendors, groups, and individuals who are sole proprietors, partnerships, or independent entities not connected with the City of Urbana or Lincoln Square Village (or its owners, agents, employees, and management). Artist participating in Art at the Market agrees to hold harmless and indemnify the City of Urbana, the owner of Lincoln Square Village, and agents, representatives and employees of those organizations from any and all responsibilities, losses of income, claims, damages, lawsuits, reasonable attorney fees, costs, expenses or judgments incurred by or resulting from the activities related to Market at the Square.

IV. WORKSHOP REGULATIONS

- A. Workshop concept must be approved PRIOR to participating at Market.
- B. All words and actions must be kept "clean" and all sound must be kept at a moderate level. Workshop must be appropriate for a family-oriented open-air market.
- C. Workshop must be acoustic/unplugged in nature. Amplification (microphone, bullhorn, amplifier, speaker, etc.) is not allowed, nor are instruments that have electronically controlled volume. Tape players, compact disc players, or MP3 players are not allowed. Workshop must enhance the environment, rather than overpower the activities of the Market.
- D. Artist may display signs, informational brochures, and/or sale of approved merchandise. Any promotional items must be kept within the allowed space.
- G. Artist is responsible for the actions of their ensemble at the Market. All members of an artist group are responsible for knowing Market regulations and abiding by them.
- H. Artist shall not interfere with pedestrian traffic to or from and within Market at the Square, nor interfere with the business of groups, vendors, other market participants, and staff.
- I. Driving over sidewalks and medians is prohibited, and vehicles are not allowed to drive through the Market between 7:00 a.m. and 12:00 p.m.
- J. In order to provide a successful Market and pleasant shopping atmosphere, Artist shall refrain from disorderly, disruptive or impolite conduct, including refraining from hawking, soliciting, shouting, or use of loud, obscene, coercive or disruptive activities. Use of sound amplification and sound producing equipment to attract shoppers is prohibited, and soliciting outside of the assigned space is prohibited.
- J. Should there be any situations that are harmful to City staff, Artist and/or their equipment, including severe weather conditions, the Public Arts Coordinator may decide to cancel the workshop, and no honorarium will be processed. Workshop may only be rescheduled if such opportunity is offered to Artist by the Public Arts Coordinator and Market Director.
- K. Artist may be prohibited from participating in the Market when the Market Director determines that he/she does not fit any of the criteria of the Market as set forth in the regulations. However, in no event shall the approval or disapproval of an application be based upon the applicant's race, sex, color, religion, creed, national origin, physical or mental disability, age, sexual orientation, marital status, or any other protected class.

V. CONDUCT

- A. Any behavior deemed by the Market Director to be disruptive in any way shall be cause for eviction of Artist from the Market and possible legal action.
- B. Common courtesy and mutual respect are essential for a successful Market. Any complaints regarding a vendor, group, or artist should be directed to the Market Director.
 - 1st Offense/Complaint:** Verbal Warning issued by the Market Director.
 - 2nd Offense/Complaint:** Written Warning issued by the Market Director.
 - 3rd Offense/Complaint:** Suspension of Market privileges/cancellation of agreement with the individual/group.

- C. No Artist shall use any action or language to insult another group, vendor, artist, shopper, Market staff, or to intimidate a shopper into purchasing any products being sold.
- D. The City of Urbana's Market at the Square is committed to providing a marketplace that is free from harassment in any form. No harassment will be tolerated, including harassment based upon sex, race, national origin, ethnicity, sexual orientation, religious or political convictions, or any other way of categorizing individuals. All Market staff, vendors and patrons shall take any and all reasonable steps to ensure that such harassment does not occur. Special attention should be taken to avoid sexual harassment. The Market defines sexual harassment as any unwanted conduct of a sexual nature. Such conduct includes: a) unwanted physical contact or conduct of any kind (i.e. sexual flirtations, touches, advances or propositions); b) verbal harassment (i.e. lewd comments, sexual jokes or references, offensive personal references, and/or false and malicious statements); c) demeaning, insulting, intimidating or sexually suggestive comments to or about an individual; d) the display of demeaning, insulting, intimidating, or sexually suggestive objects, pictures, or photographs; e) demeaning, insulting, intimidating, or sexually suggestive written, recorded, or electronically transmitted messages; f) any other conduct or words that creates a hostile or unwholesome environment for any staff, vendors or patrons.
- E. For the safety of our patrons, dogs and other animals **are not permitted** within Lot 10X at the Market. Animal rescue groups are permitted to bring animals to the community group space on Walnut Street, the barricaded area located immediately to the west of the main Market lot (Lot 10X). These animals' presence will be limited to the Walnut Street area.
- F. The City of Urbana is committed to making Market at the Square an environment that is safe, healthy, and pleasant for everyone. The emitting or exhaling the fumes of, or the carrying or holding of, a lighted pipe, cigar, cigarette, or any other lighted smoking product or equipment used to burn any tobacco products, weed, plant, or any other combustible substance is **prohibited** inside the perimeter of the Market. Any violation of this policy may result in eviction from the Market at the discretion of the Market Director or his/her designee.

If the Market Director determines that Artist has violated this policy, Artist will be ejected for the remainder of the day, without honorarium. After such a determination, a written appeal may be submitted to the Public Arts Coordinator for review in consultation with the Legal Division.

Suspected violations of any federal, state or local laws shall be reported immediately to the police.

It is Artist's full responsibility to comply with all of the rules and to conduct business at the Market accordingly. Artist who fails to comply with Market at the Square regulations may lose their privilege to participate. The Market Director has the final decision on conflicts and/or loss of privileges.

ARTIST/ARTIST GROUP NAME: _____

PRIMARY CONTACT PERSON: _____

ADDRESS: _____ CITY: _____

STATE: _____ ZIP: _____ PHONE NUMBER: _____

EMAIL: _____

WEBSITE/FACEBOOK (optional): _____

WORKSHOP DATE: _____

LIST THE NAMES OF YOUR TEAM MEMBERS AT THE MARKET (all members must know the Market regulations and abide by them):

DESCRIBE THE TYPE OF WORKSHOP:

LIST ALL INSTRUMENTS, TOOLS, PROPS, DISPLAY ITEMS, ETC.:

PLEASE INITIAL BELOW:

____ I have read, understood, and agreed to abide by the Market's Participant Rules & Regulations and Participant Policies

SIGNATURE _____ DATE _____