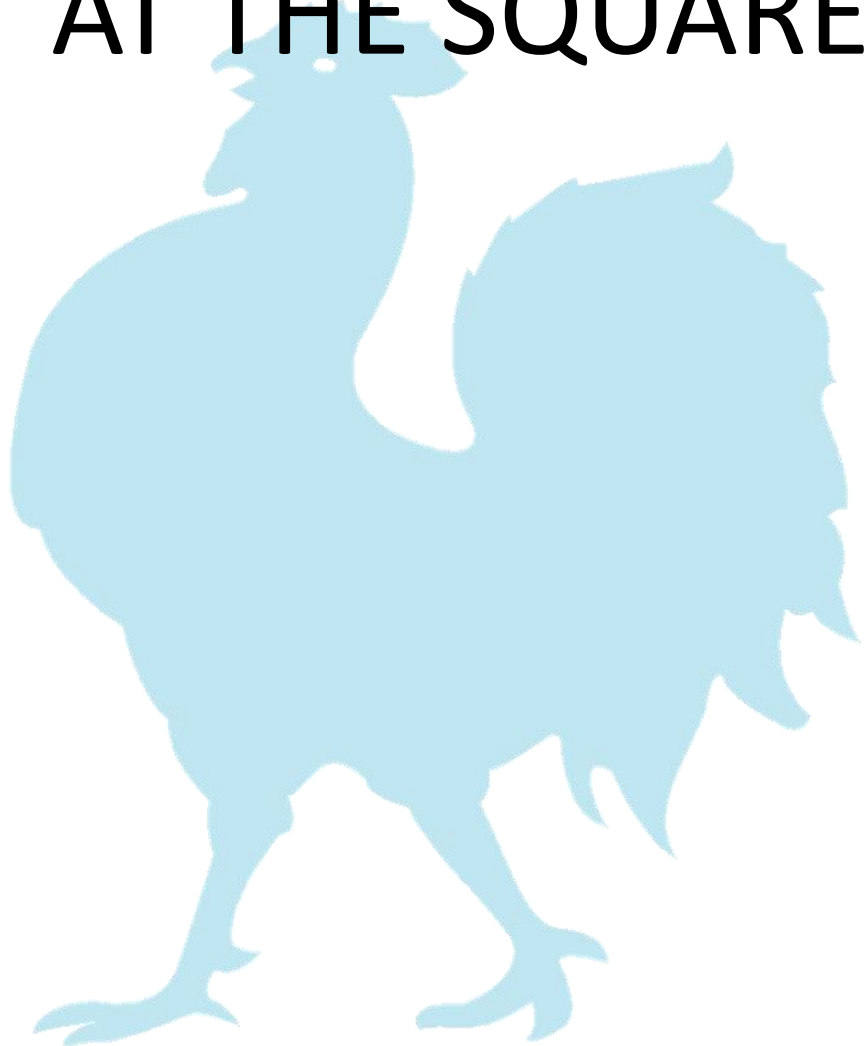


URBANA'S MARKET AT THE SQUARE



PERFORMER handbook
HANDBOOK & APPLICATION

MARKET AT THE SQUARE

PERFORMER RULES AND REGULATIONS

While the mission of Market at the Square involves the promotion of supporting local Illinois growers and artisans, the Market also allows acoustic performers to perform during Market hours as a service to the community. Performers are encouraged to read the Vendor Regulations packet as well, in order to gain insight into the primary concentration of the Market. Homegrown, handcrafted, and created items from vendors all across Illinois are sold at the Market.

DATES/TIMES OF OPERATION

The Market's season begins the first Saturday in May and runs through the last Saturday in October, 7AM—Noon.

LOCATION/PERFORMER SPACES

- The Market takes place every Saturday from 7 AM until noon, rain or shine.
- 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).
- A performer application must be submitted and approved PRIOR to participating at Market. All applications are approved by the Market Director and as space permits. Applications are located in the back of this guide. Performers must check in at the City of Urbana tent near the northwest corner of the Market each Saturday prior to setting up.

PERFORMANCE REGULATIONS

- A. All lyrics and actions must be kept "clean" and all sound must be kept at a low to moderate level. Entertainment must be appropriate for a family-oriented open-air market.
- B. Music and performances are required to be performed live and be acoustic/unplugged in nature. Amplification (microphone, bullhorn, amplifier, speaker, etc.), instruments that have electronically controlled volume, tape players, compact disc players, or MP3 players are not allowed without prior approval by the Market Staff. Performances are meant to enhance the environment, rather than overpower the activities of the Market.
- C. Performers may display a location for tips, informational brochures, and sale of their own recorded music. Any promotional information and/or signs must be kept within the performer's allowed space.
- D. The performer is liable for any incidents, accidents, or injuries resulting during setup, teardown, and during the hours of operation of the Market.
- E. Performers are responsible for the actions of their ensemble at the Market. All members are responsible for knowing Market Performer regulations and abiding by them.
- F. Performers shall not interfere with pedestrian traffic to or from and within Market at the Square, nor shall a performer interfere with the business of other performers, groups, vendors, and staff.
- G. Vehicles are not allowed to drive through the Market between 6:30 AM until noon. All Market participants should park their vehicles in Lot 24, (south of the Market, across Illinois Street). Parking within the Market lot is prohibited.
- H. To provide a successful Market and pleasant shopping atmosphere, performers shall refrain from disorderly, disruptive or impolite conduct. Soliciting outside of the assigned performance space is prohibited.

HOW IT WORKS

There are **3 locations** available within the Market where performers may set-up. We offer **3 time slots: 7-9 AM, 9-10:30 AM, 10:30-NOON** per Market available either through advanced reservation (allowed on a week-by-week basis) or by checking in at the City Tent on Market days to determine available space.

MARKET AT THE SQUARE

PERFORMER RULES, REGULATIONS, POLICIES

CONDUCT

- 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). All participants agree 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 enforcement of any rules or from the sale or consumption of goods sold by the groups at the Market.
- A performer may be prohibited from participating in the Market when the Market Director determines that the performer does not fit any of the criterion 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.
- Any behavior deemed by the Market Director to be disruptive in any way shall be cause for eviction of the performer from the Market and possible legal action.
- Common courtesy and mutual respect are essential for a successful Market. Any complaints regarding a vendor, group, or performer should be directed to the Market Coordinator or Staff.
 - 1st Offense/Complaint:** Verbal Warning issued by the Market Coordinator .
 - 2nd Offense/Complaint:** Written Warning issued by the Market Coordinator .
 - 3rd Offense/Complaint:** Suspension of Market privileges/cancellation of lease with the group.
- No performer shall use any action or language to insult another group, vendor, performer, shopper, Market staff, or to intimidate a shopper into purchasing the product being sold.

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.

If the Market Director determines that a performer has violated this policy, the performer will be ejected for the remainder of the day. Any performer (1) who engages in repeated violations of this policy or any Market policy, (2) engages in any conduct of an egregious nature or (3) engages in any conduct that could present a threat to the safety of others, will be subject to indefinite suspension without refunding of vendor fees. After such a determination, a written appeal may be submitted to the Market Director for review in consultation with the Legal Division. **Suspected violations of any federal, state or local laws shall be reported immediately to the police.**

ANIMALS

For the safety of our patrons, dogs and other animals **are not permitted** within Lot 10X at the Market.

SMOKING

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, e-cigarette, vaping, or any other smoking product or equipment used to burn any tobacco products, marijuana, 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.

**MARKET AT THE SQUARE
PERFORMER APPLICATION**

OFFICE USE ONLY:

Date rec'd: _____

Rec'd by: _____

HOW IT WORKS:

The following application must be approved in order to perform. There are 3 fixed locations available within the Market where performers are allowed to set-up. To accommodate the growing number of performers at the Market, streamline the check-in process, and maximize the time you can perform, we offer 3 fixed times per Market available either through advanced reservation (allowed on a week-by-week basis) or by checking in at the City Tent on Market days to determine available space. The fixed times are: 7-9 AM, 9-10:30 AM, 10:30-NOON.

PERFORMER/ENSEMBLE NAME: _____

ADDRESS: _____ CITY: _____

STATE: _____ ZIP: _____ PHONE NUMBER: _____

EMAIL: _____

WEBSITE/FACEBOOK (optional): _____

PRIMARY CONTACT PERSON: _____

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

DESCRIBE THE TYPE OF PERFORMANCE YOU WOULD LIKE TO PROVIDE:
(examples: "indie rock", "juggling", "poetry reading", etc)

LIST ALL INSTRUMENTS, PROPS, DISPLAY ITEMS, ETC.

PLEASE SIGN BELOW:

SIGNED _____ **DATE** _____

Please return completed applications to:
MARKET AT THE SQUARE, City of Urbana, 400 S. Vine St., Urbana, IL 61801
For more information, contact the Market Director at 217/384-2319 or urbanamarket@urbanaininois.us.