

**URBANA'S MARKET AT THE SQUARE
PERFORMER
HANDBOOK**





Statement of Purpose

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 performing artists. It's a tremendous asset to central Illinois, and its vitality is very important to the City of Urbana.

Mission of Urbana's Market at the Square

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.



HOW IT WORKS

There are no fees charged to performers.

No equipment, tents, or tables are available to performers. Performers may bring these items but are solely responsible for their set up and breakdown.

There are no electric connections available to performers.

There are 2 locations available within the Market where performers may set-up. There are 5 time slots, lasting 1 hour each. Slots start on the hour at 7AM and end at 12PM. Online sign-ups close at 4 AM Saturday.

Performers can sign up in advance on the Market website: urbanamarket.org > Performers & Buskers

New sign-up sheets are posted on Tuesdays.

Check in at the City tent prior to your sign up time.

Performers may sign up for one slot in advance. Signing up for more than one slot will result in your name being removed from all slots.

Performers may sign up for one additional slot when they arrive at the Market. If there are open slots when the performer has finished the second slot, they may sign up again.

If you are more than 10 minutes late, your slot may be given to another performer.

Market Staff reserves the right to alter performance locations.

WHEN AND WHERE

The UMATS season begins the first Saturday in May and runs through the last Saturday in October.

The Market takes place from 7 AM until 12PM, 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).

In the event of inclement weather, you are not required to perform nor do you need to notify us that will not be performing.



PERFORMANCE REGULATIONS

All lyrics and actions must be kept “clean”. Entertainment must be appropriate for a family-oriented event.

Performers shall refrain from disorderly, disruptive or impolite conduct. Soliciting outside of the assigned performance space is prohibited.

Performances are meant to enhance the environment, rather than overpower the activities of the Market.

Performances are required to be performed live and be acoustic/unplugged. Amplification (microphone, bullhorn, amplifier, speaker, etc.), instruments that have electronically controlled volume, and other music players are not allowed without prior approval by Market Staff.

Performers failing to comply with Market staff request to turn down amplified equipment/instruments will be banned from performing at the Market.

Performers may accept tips, display informational brochures, and offer sales of their own recorded music. Any promotional information and/or signs must be kept within the performer’s allowed space.

Performer are liable for any incidents, accidents, or injuries resulting during setup, teardown, and during the hours of operation of the Market.

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.

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.

Performers are limited to the designated performance areas unless express permission has been granted by Market Staff to use an alternate location within the Market.

Vehicles are not allowed to drive through the Market between 6:30 AM and 12:10 PM. All Market participants should park their vehicles in Lot 24, (south of the Market, across Illinois Street). Parking within the Lincoln Square or Common Ground lot is prohibited.

Performers consent to have their likeness used in promotional materiels for Urbana’s Market at the Square. This includes electronic, printed materials, and social media.



CONDUCT

A performer may be prohibited from participating in the Market when the Market Director determines that the performer does not fit 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 to be disruptive in any way shall be cause for eviction of the performer from the Market and possible legal action.

No performer shall use any action or language to insult another group, vendor, performer, shopper, or Market staff.

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 Market Staff.

1st Offense/Complaint: Verbal Warning issued by the Market Coordinator.

2nd Offense/Complaint: Suspension of Market privileges.

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.



CONDUCT CONT.

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. 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.

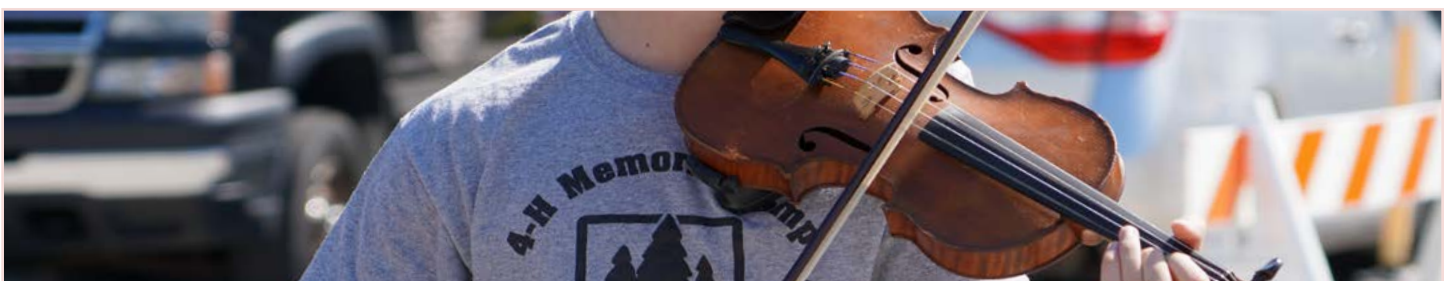
ANIMALS

For the safety of our patrons, dogs and other animals are not permitted within Lot 10X at the Market. Exceptions are made for service animals. Please notify staff if you will be bringing a service animal with you.

NO SMOKING

The City of Urbana is committed to making the 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 Market Staff.



EMERGENCY PROTOCOL

The Market does not have a speaker system. Open communication with Market Staff regarding any potential emergency situation is necessary. Please call 9-1-1 if an emergency situation is taking place then notify Market Staff. Here are some examples of an emergency situation:

- Explosion or an accident involving multiple victims and there is potential danger to the public
- A firearm(s) being discharged
- A suspicious package is found
- Fire that is not under control
- There is a chemical spill with fire or fumes
- Severe weather is imminent (i.e. tornado)

Our evacuation plan at Urbana's Market at the Square in case of an emergency is the following:

Remain calm.

EVERYONE must immediately evacuate the Market site through the nearest exit/gateway.

In the event of severe weather (lightning, hail, tornado) please evacuate the Market and go inside Lincoln Square Mall or the Urbana City Building. Market Staff will assist in directing individuals indoors. This is not to set-up booths to conduct sales during inclement weather. This is only to act as protection from severe weather.

Do not return to the Market site until directed by Market Staff or public safety officials.

Some weather events (aside from rain) may not be severe enough to evacuate or cancel the Market but should you feel your personal safety is in jeopardy you have two options:

Wait out the weather event in the Urbana City Building, Lincoln Square, or your vehicle until such time you feel safe returning to finish the time remaining in your slot.

Pack up and go home, forfeiting any remaining time in your slot.

HOLD HARMLESS AND IDEMNIFICATION

Market at the Square is an arrangement whereby space at the Market is leased by the City of Urbana to vendors 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 performers 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 vendors at the Market.



Market Coordinator: Bryan Heaton
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Website: urbanamarket.org
Email: urbanamarket@urbanailinois.us
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Every Saturday from May - October | 7 a.m. to 12 p.m. | RAIN or SHINE.

The Market at the Square takes place in the City of Urbana parking Lot 10X located at the corner of Illinois and Vine Streets in downtown Urbana.