



## 2016 Informational Table Policy

Thanks for your interest in setting up an informational table at the City of Bloomington Community Farmers' Market. The City of Bloomington Parks and Recreation Department is committed to providing an environment where issues can be openly discussed and explored. In order to provide an atmosphere in which open communication can occur without disrupting the other activities of Market, please follow the guidelines below for the Saturday Market. There is no informational tabling at the Tuesday Market.

### Locations – Info Alley:

There are two areas where groups may set up to distribute information, one has a weekly fee associated with it and the other does not.

- **Fee area:** Groups may set up tables on the west side of Market, along the 8<sup>th</sup> Street entrance, near the Market B-Line Cafe (see map on agreement form), during the Saturday Market. There are boundary lines and numbers marked on the pavement indicating the spaces available for groups to use. Representatives of tabling groups may stand in the area immediately in front of their selected space when distributing literature, gathering signatures, or otherwise actively engaging the public. At no time may group members walk through the Market engaging in these activities.
- **Free area:** Groups may set up on the east side of the B-Line trail, just north of 8<sup>th</sup> Street (see map on agreement form), during the Saturday Market. There are no markings in the grass, but groups should limit their space to approximately 6' x 6' and situate it off the trail by at least two feet. If you need help identifying where to set up in the free area, please consult the staff at the Market Information Table by the stairs to City Hall.

### Registration and Cost to Participate:

- There is a one-time \$10 registration fee for all groups regardless of whether they use the fee or the free area.
- Any group interested in tabling in either area must submit the agreement form (attached), pay the \$10 registration fee and, if using the fee area, pay at least one week's fee of \$10 in advance.
- For groups using the fee area, there is an option to rent and reserve the same space week to week by paying the space fees for all remaining Saturdays in the Market season. There are 35 Markets in 2016 between April 2 and November 26. To reserve for every Market will cost \$350 plus the \$10 registration fee for a total of \$360. Any reservations after the start of the season will be pro-rated through the end of the Market season. **There will be a meeting for groups to select and reserve a space for the entire season on March 21 at noon in the Council Chambers.** Groups who participated starting in 2013, earned one point for each consecutive year of participation through 2015. Groups with the most points will reserve spaces first.
- When renting a space by the week, materials need to be turned in to the Parks office one week in advance of tabling or can be turned in to the staff at the Market Information Table on the first day the group participates. A Market staff person will collect your payment during Market. Groups may pay ahead for multiple weeks and the amount paid ahead will be recorded by Market staff. Please note: paying ahead in this manner does not guarantee a group the use of the same space from week to week. This is only possible when reserving for all the remaining Market Saturdays.

### How to Access a Space in the Fee Area:

- The Info Alley sign up board (located on the curb at the east end of Info Alley) will be available by 6:30 am (April - September) and 7:30 am (October and November). Groups arriving prior to 6:30 should keep track of their arrival time for establishing the order of space selection.
- To claim a space for weekly rental in the fee area, a representative of the group places the group name on the Info Alley sign up board next to the number that corresponds with the number marked on the pavement of the space desired. There are 22 spaces marked.
- Each group is limited to one 6' x 6' space.

- Groups with reserved spaces will have their name affixed to the board next to the space they reserved and are required to be in that space by 8:30 am (April - September) and 9:30 am (October and November) to secure it for the Market day.
- Groups must wait until 7:45 am (April - September) and 8:45 am (October and November) to access their space for the day, as prior to that time, Info Alley serves as vendor ingress.
- If all spaces have names next to them, the group name should be placed on the wait list on the opposite side of the sign up board. Then, at 8:30 am (April - September) and 9:30 am (October and November) a Market staff person will determine space availability and groups on the waitlist will select spaces in order of arrival.
- Groups must vacate their space by 12:45 pm each week.
- Groups are not allowed to save spaces for other groups not yet present.

#### **Unloading/Loading and Parking:**

- There is no vehicle access for informational groups to the Market and Info Alley area.
- Between 7:45 am and 12:45 pm groups may pull their vehicle just outside of the Market 'gates' near Info Alley to unload/load. Landscaping carts are also available by the Market shed located on the south side of the Market to assist in moving supplies in and out of the Market.
- City parking is enforced on Saturdays. Groups tabling at Market should park their vehicles during Market hours on the northwest side of the Showers Building near the recycling area.

#### **Equipment:**

- Groups must provide their own tables and chairs. Any type of shelter (tent, umbrella, etc.) and/or sign used by a group must fit within the 6' x 6' space and **be securely weighted/tied down**.

#### **Additional Guidelines:**

- Groups may not sell items or actively solicit donations at the Market. A passive donation receptacle is permitted.
- ***Any displayed items must be available free of charge.***
- Groups may not give away any items intended for human consumption.
- Groups may not amplify sound.
- Pets are not permitted in the Market (as defined by the paved area of Showers Common) or in the Market B-Line Cafe.
- Smoking is not permitted in the Market (including the Market B-Line Cafe and Info Alley).
- Restrooms are available in City Hall.
- On Saturday, June 18, The Taste of Bloomington will be held at Showers Common. To accommodate this event the Market will be closing one hour early at noon and groups will need to vacate their space by 11:45 am.
- Weather Policy:

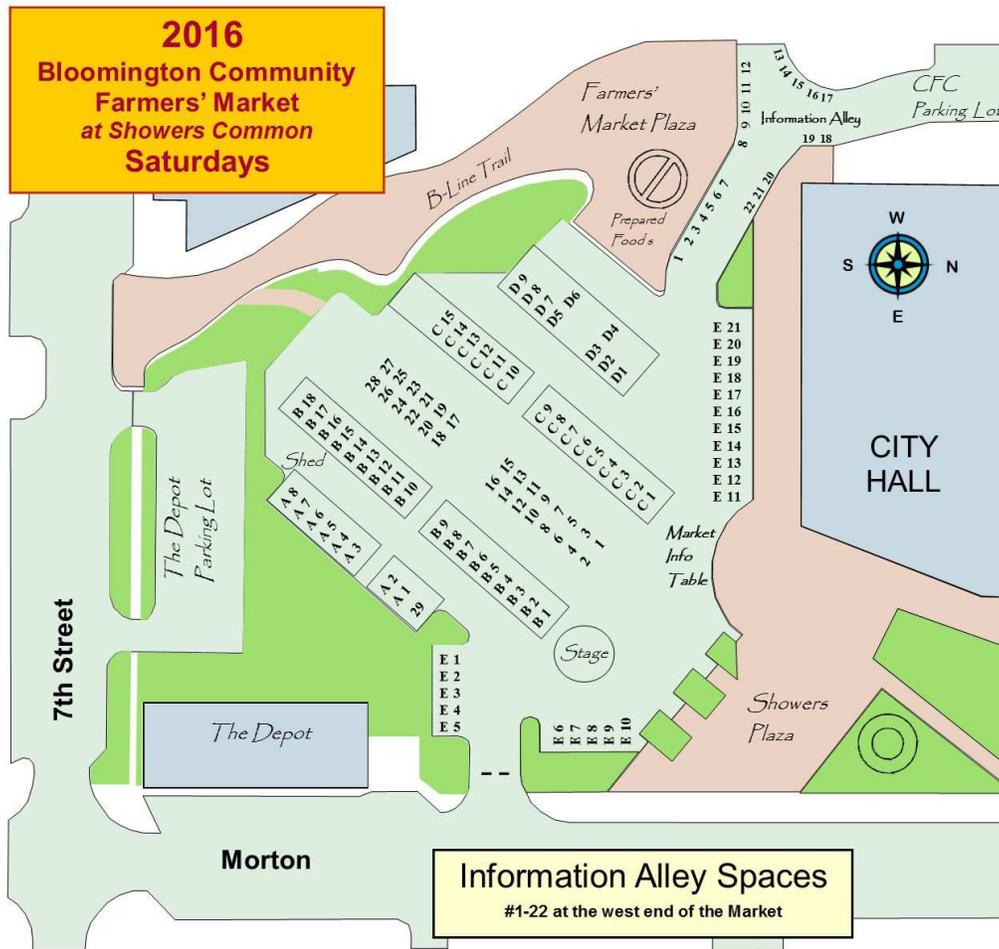
During Market hours, the staff member inside City Hall will monitor the weather radar. If severe weather is imminent, the Market Master will then notify the Info Alley participants. At any time participants can go into City Hall and ask the Market staff for a weather update.

In the event of thunder, lightning, high winds, tornado, hail or other severe weather at the Market site, participants are advised to take shelter in the lower level of City Hall. In the case of heavy rain, thunder or lightning, if participants cannot take cover in the building, then move to an enclosed vehicle with a metal roof and closed windows, taking care not to touch the metal frame of the vehicle until the threat has passed.

The Monroe County emergency sirens sound with a steady tone in the event that the National Weather Service has issued a tornado warning for the county or if emergency personnel have sighted a funnel cloud or tornado. At the time of the siren sounding, the Market Master will alert Market patrons that the downstairs interior hallway of City Hall is the safest nearby location to seek shelter until the threat has passed. The tornado siren will sound for 5 minutes, but the cessation of the siren does not necessarily mean that the threat of tornado has passed. Market staff will notify participants in City Hall when it is safe to return to the Market.

#### **IMPORTANT:**

**The registering group representative is responsible for ensuring this information is shared with all members of the group who may be assisting with the informational table.** If you have any questions or concerns, please contact Robin Hobson at 812-349-3738 or [hobsonr@bloomington.in.gov](mailto:hobsonr@bloomington.in.gov).



**I HAVE READ AND AGREE TO ABIDE BY  
THE CITY OF BLOOMINGTON COMMUNITY FARMERS' MARKET 2016 INFORMATIONAL TABLE POLICY**

Organization \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Return this form to Market staff with \$10 registration fee and, for groups using the fee area on a weekly basis, at least one week's \$10 stall fee.

Reservations for the same space week to week are taken **only if accompanied by payment in full for the entire remainder of the season**. Any reservations received after the start of the season will be pro-rated. There are 35 weeks of Market in 2016; it will cost \$360 to reserve a space at the beginning of the season (35 weeks @ \$10/week plus \$10 registration fee). No refunds will be issued. If reserving in this way, please indicate your top three space selections in order of preference: 1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_

**Check here if you are reserving a space at the Info Alley reservation meeting on March 21, by proxy and include payment in full with this agreement form.**

Forms and payments can be handed in at the Market Info Table, mailed to Robin Hobson, City of Bloomington Parks and Recreation Department, P.O. Box 848, Bloomington, IN 47402, faxed to 812-349-3705 or delivered to the Parks office in Suite 250 of City Hall. **Checks should be made payable to the City of Bloomington.**

If paying with a credit card by mail, provide the following information: Card type:  Mastercard or Visa  Discover

Name as shown on card: \_\_\_\_\_ Card # \_\_\_\_\_ Expiration: \_\_\_\_\_

Amount to be charged to your card: \$ \_\_\_\_\_ Signature: \_\_\_\_\_

For Staff Purposes Only (please indicate): Payment Amount Received \_\_\_\_\_ Date Received \_\_\_\_\_ Initials \_\_\_\_\_