



2020 Saturday Market 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 at the Market, please follow the guidelines. Tabling information for the Tuesday Market will be available before the season commences.

Locations – Info Alley (a designated free speech area for the Market):

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 8th Street entrance, near the B-Line Cafe (see attached map), 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 8th Street (see map), during the Saturday Market. Markers on the ground designate the boundaries of the 6' wide space that extends perpendicular from the B-Line to the tree line to the east. Groups may only occupy one space. There are a limited number of spaces available.

Registration and Cost to Participate:

- There is a one-time \$10 registration fee for groups using the fee area. Groups using the free area are not charged the registration fee.
- Any group interested in tabling in either area must submit the agreement form (attached). Groups using the fee area, pay the \$10 registration fee and 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 34 Markets in 2020 between April 4 and November 21 (There is no tabling during Holiday Market). To reserve for every Market will cost \$340 plus the \$10 registration fee for a total of \$350. Any reservations after the start of the season will be pro-rated through the end of the Market season. To be included in the initial assignments of spaces, **groups interested in reserving a space must have their registration forms turned in to the Parks office by Monday, March 16, 2020 along with payment. On the registration form, groups need to indicate their top three preferred spaces.** Groups who participated starting in 2013, earned one point for each consecutive year of participation through 2019. **Staff will assign spaces based on points earned by each group, with the group with the most points being assigned a space first.** Groups may rent more than one space. There is a \$10 fee associated with each additional space.
- When renting a space by the week, materials need to be turned in to the Parks office by Thursday in advance of Saturday tabling or these can be turned in to 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). This only indicates the time the sign-up board is available. Groups do not need to arrive at this time.

- 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.
- 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.
- Groups must vacate their space by 12:45 pm each week.
- Groups are not allowed to save spaces for other groups not yet present.

How to Access Space in the Free Area:

- Free area spaces are available first come, first served. There are a limited number of spaces available.

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 in the parking lot north of 10th St. at Rogers.

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**.
- Groups must not utilize the railing behind spaces 18-22 for securing signs.

Additional Guidelines:

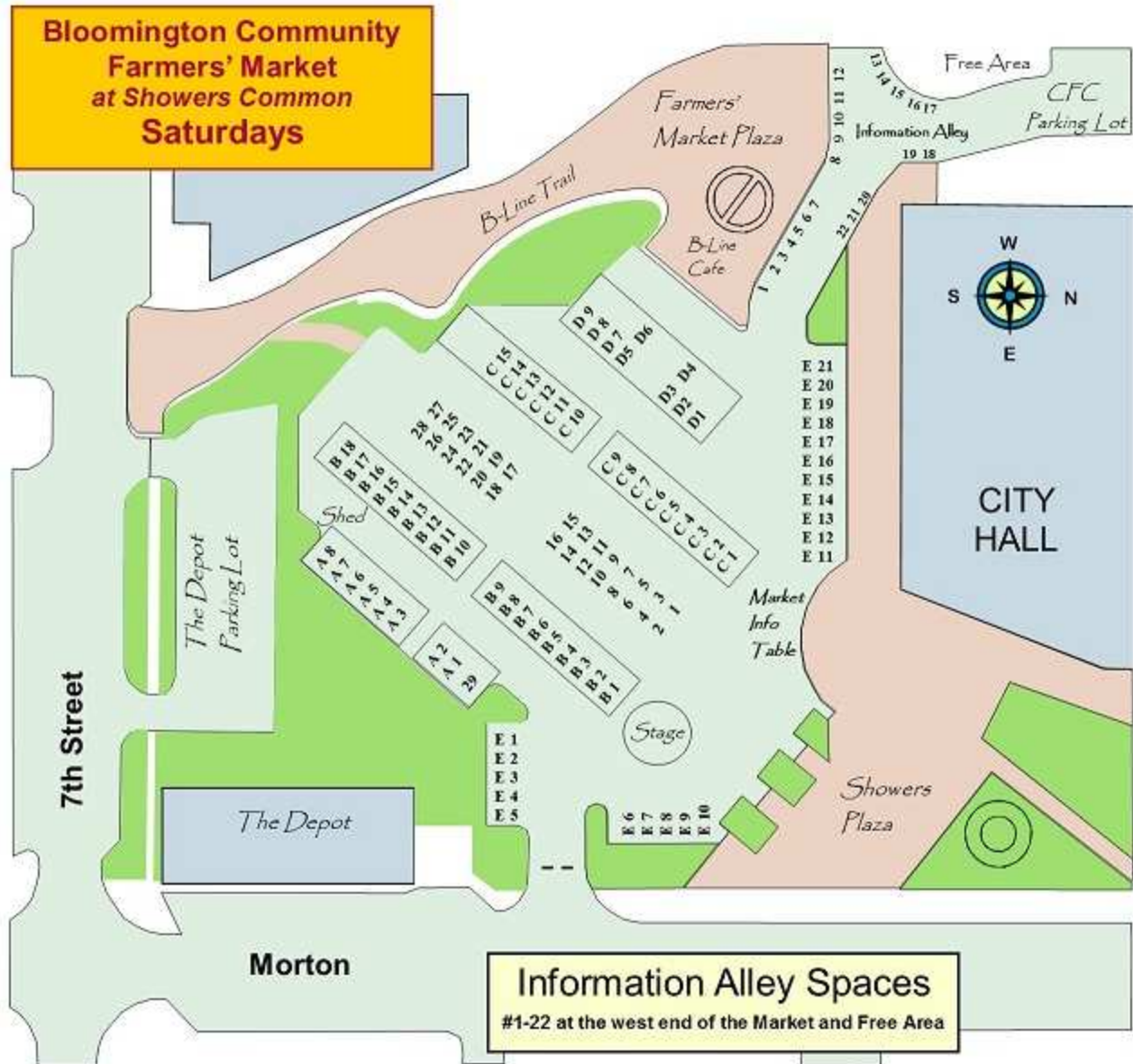
- Groups may not sell items or actively solicit donations at the Market. A passive donation receptacle is permitted.
- **Any displayed items must be available free of charge.**
- Groups may not give away any items intended for human consumption.
- Groups may not give away balloons.
- Groups may not amplify sound.
- Pets are not permitted in Showers Common (the blacktop area where farm vendors set up), the B-Line Café and the fee area of Info Alley.
- Smoking and vaping are not permitted in Showers Common, Showers Plaza during events, the B-Line Café and the fee area of Info Alley.
- Restrooms are available in City Hall.
- On Saturday, June 20, The Taste of Bloomington will be held at Showers Common. To accommodate this event the Market will close one hour early, at noon, and groups will need to vacate their space by 11:45 am.
- Weather Policy:

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 staffing the informational table. If you have any questions or concerns, please contact Sarah Mullin at 812-349-3738 or mullins@bloomington.in.gov



**I HAVE READ AND AGREE TO ABIDE BY
THE CITY OF BLOOMINGTON COMMUNITY FARMERS' MARKET 2020 INFORMATIONAL TABLE POLICY**

Organization _____

Contact Person _____

Phone _____ Email _____

Address _____

City _____ State _____ Zip _____

Signature _____ Date _____

Return this form to Market staff. For groups using the fee area, include the \$10 registration fee and 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 34 weeks of Market in 2020; it will cost \$350 to reserve a space at the beginning of the season (34 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)_____

To be included in the initial assignment of spaces, registration forms and payment need to be in the office by Monday, March 16, 2020.

Forms and payments can be handed in at the Market Info Table, mailed to Sarah Mullin, 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.**

Credit card payments for Informational Table fees can be made with the Parks and Recreation front office staff once your signed Informational Table Policy is received. If mailing your signed policy to our office, please allow 3 days to elapse and contact a front office staff person to take your card data by calling 812-349-3700. Only cash or check payments can be accepted on Market days.

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