



# 2016 VENDOR HANDBOOK

## **CONTACT INFORMATION**

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### **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.

The Market's mission: ***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 does its best 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 from/made/created 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 people of all ages and economic backgrounds to learn about the uses for and benefits of quality, locally-grown or locally-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.

### **Definition of Producer-Only**

Urbana's Market at the Square encourages the sale of a variety of goods and emphasizes fresh, local foods. **All items must be directly and personally homegrown, handmade, and/or created from locally-owned operations within the state of Illinois.** Examples of approvable items include produce, flowers/plants, meat, dairy, baked goods/prepared foods, art/crafts, wine, beer, and spirits.

### **Definition of Vendor Business Types:**

Urbana's Market at the Square does not offer exclusive rights to any one vendor to sell any one product. Customers generally benefit from having a choice, however, if the Market Director believes the number of vendors offering the same or similar products is excessive, duplicate products may be denied entry.

**A vendor is an owner/operator of a business entity approved to sell at Urbana's Market at the Square from May 7 to November 5, 2016.** All products must be grown, raised, produced, or gathered personally by the vendor in Illinois and must be pre-approved before being sold at Urbana's Market at the Square. The categories and definitions of products to be sold at Urbana's Market at the Square are below.

- **A Grower** is a person actively involved and invested in the planting, growing and harvesting of agricultural products. This definition includes ranchers and dairymen. If a grower farms on land(s) they rent or lease, they must provide Urbana's Market at the Square with a copy of the signed lease agreement(s). Agricultural products are fresh

fruits and vegetables, nuts, honey, eggs, fresh herbs and flowers. Certain certificates/licenses/permits may be required. Please see page 5 for more information.

- **A value added food vendor** sells products in which the physical state or the manner in which the agricultural products has been altered. Products may be cooked, canned, dried, baked, preserved or otherwise processed. Examples include meat, flour, cheese, ice cream, breads, pastries, chocolates, jams and jellies. Certain certificates/licenses/permits may be required. Please see page 5 for more information.
- **A mobile food vendor** sells food that is freshly made and available for immediate consumption on-site at Urbana's Market at the Square. Certain certificates/licenses/permits may be required. Please see page 5 for more information.
- **An arts, crafts and handmade goods vendor** sells products designed, fabricated and hand-crafted by the artisan vendor. Acceptance is based on originality of design, materials and production techniques. All crafts must be of excellent workmanship both in quality and design. The items must show evidence of manual skills obtainable through a significant period of dedication and experience.

#### **Eligibility to Apply to Participate as a Vendor**

- **All items must be directly and personally homegrown, handmade, and/or created from locally-owned operations within the state of Illinois.** No vendor is allowed to purchase products from a supplier and resell the items at the Market.
- **New growers to Urbana's Market at the Square must have an inspection** completed by the Market Director and/or inspection team prior to participation at the Market. There is a one-time fee of \$50 for the inspection. To schedule an inspection, please contact the Market Director at 217/384-2319. *Non-growers do not have to be inspected in order to attend the Market. However, if the origin of a product is ever called into question, an inspection may be scheduled.*
- **Established growers may be visited by the Director and/or an inspection team on a rotating basis throughout the seasons.** These visits are free of charge. Farm inspections and visits are done to provide evidence to the Director that the products sold at Market are grown by the vendor on his/her designated property, to provide the Director with context regarding farmer operations, and to gather information to better market the grower to patrons. *Vendors are not obligated to provide any trade secrets or personal growing methods to the Director or the inspection team.*
- **All food items must comply with appropriate local, state, and federal health regulations.** Please contact the Champaign-Urbana Public Health District, Environmental Health Division at 217/373-7900 to get up to speed on current regulations. Please allow *at least* 30 days working time for any health department reviews and inspections. All local, state, and federal food/health safety requirements must be met *prior to applying* to the Market. Food license, permit, and certification copies must be included with your Market application. (For more information, please see page 6.)
- **Products sold by weight must comply with the standards of the State of Illinois** for sales by weight. All scales must be legal and certified *prior to participation* at the Market. For a list of Illinois Registered Small Scale Service Companies, visit [www.agr.state.il.us](http://www.agr.state.il.us) or call 217/785-8466.
- **Sale of wine, beer and spirits at the Market.** Urbana's Market at the Square allows the packaged sale of wine, beer and spirits. All products must be made, processed, and bottled in Illinois.
- **All vendors must have an Illinois Business Tax (IBT) number before their first day of sales at the Market.** All vendors are required to collect and pay all sales tax related to items sold at the Market. These taxes *must* be reported to the Illinois Department of Revenue as collected in Urbana. For business registration forms, contact 217/785-3707

or visit [www.revenue.state.il.us](http://www.revenue.state.il.us). The IBT number must be listed on the Market application. Applications lacking the IBT will be considered incomplete.

- **For vendors who prepare food on site at the Market**, an allowance to sell beverages such as soda may be given by the Market Director. Approval must be granted prior to selling these types of beverages at Urbana's Market at the Square.

### **Certificates/Licenses/Permits**

All products must comply with local, state, and/or federal health ordinances and the vendor must supply documentation of such compliance to Urbana's Market at the Square. **An application is not considered complete without the inclusion of all applicable permits for all listed products.** All permits and licenses must have been submitted prior to attending Market and must be kept current for the entire Market season. *The following is a summary of permits and licenses that may be required to sell certain products. It is provided as an example and is not all-inclusive.*

**CONTACT:** *Champaign-Urbana Public Health District (CUPHD), Environmental Health Division  
201 W. Kenyon Rd., Champaign, IL 61820, 217/373-7900 or [www.c-uphd.org](http://www.c-uphd.org)*

- **Bakers** must provide certificate for approved baking facility or Cottage Food Operator notation from the Champaign-Urbana Public Health District, Environmental Health Division.
- **Cottage Food Operator** is a business person who produces or packages non-potentially hazardous food in a kitchen at their residence for direct sale at a farmers market. Learn more and what's required at: <http://web.extension.illinois.edu/cottage/index.cfm>
- **Eggs** An egg license issued by the IDOA is required for anyone who transports and sells eggs anywhere except on the farm where the eggs were produced.
- **Herbs** that are chopped, blended, packaged, or otherwise processed must be prepared in an inspected facility. Dry herbs, dry herb blends, or dry tea blends are allowed under the Cottage Food Act if they are intended for direct to consumer sale.
- **Honey** from a producer selling more than 500 gallons must be extracted and bottled in an inspected facility.
- **Lotions, Creams and Cosmetic Makers** must provide documentation for processing facility.
- **Maple Syrup** must originate from an inspected facility.
- **Meat and Poultry Producers** are regulated by the IDOA, Bureau of Meat and Poultry Inspection and USDA, Food Safety and Inspection Service. For information please visit [www.agr.state.il.us](http://www.agr.state.il.us).
- **Milk and Cheese Products** must be processed in an IDPH-licenses facility. For specific information visit <http://www.idph.state.il.us/local/map.htm>.
- **Mobile Food Vendors** must provide any licenses that may be required by the city/state/county where they will be preparing food on-site.
- **Mushrooms** that are commercially-raised must have documentation detailing their source. "Wild mushrooms" picked in the wild shall not be offered for sale.
- **Pasta Maker** must provide certificate for approved processing facility.
- **Value Added Food Vendors** must provide all local and state licensing, certificates & permits required to sell value added products. Value added food products include: Canned goods, dried products, fermented products, fruit butters, jellies and jams, herb vinegars, garlic-in-oil and other flavored oils.
- **Winemaker, Distiller, Brewer** must provide an Illinois license to produce wine, beer, and/or spirits, and engage in packaged retail sales. *In addition to the Illinois licenses, a City of Urbana liquor license is required. To obtain an Urbana liquor license, please call the Mayor's office at 217/384-2456.*

### **“Carrying” Policy**

Occasionally a vendor will want to sell, or “carry”, a product made or produced by someone else who is not a seller at the Market. **This is not permitted unless approved by the Market Director.** If approved by the Market Director, the producer must register as a vendor by fully completing a vendor application and paying any and all applicable application fees. An Illinois Business Tax ID number is required. No exceptions. If the producer is a grower, their premise will be inspected. The Market Director reserves the right to reject any application for any reason. *Vendors who have concerns regarding other vendor compliance should contact the Market Director to complete a Vendor Concern Form.* Please contact the Market Director at 217/384-2319 or by email at [nmkennymarquez@urbanaininois.us](mailto:nmkennymarquez@urbanaininois.us).

### **Cancellations**

Vendors who cancel providing 48 hours advance notice to the Market Director, are eligible to receive a refund in the form of a payment transfer to the following attended Market day. Vendors who cancel their space without at least 48 hours notice or by not showing up at the Market on their assigned day will be charged in full and are not eligible to receive a refund. Cancellations may be made by phone at 217/384-2319 or by email at [nmkennymarquez@urbanaininois.us](mailto:nmkennymarquez@urbanaininois.us).

### **Dogs/Animals**

For the safety of our patrons, dogs and other animals **are not permitted** within Lot 10X at the Market. There are two exceptions to this rule. Service Dogs are allowed. Subject to market Director approval, animal rescue community groups are permitted to bring animals to their assigned community group space located in row #5 of the Market space.

### **Smoking**

The City of Urbana is committed to making Market at the Square an environment that is safe, healthy, and pleasant for everyone. **Smoking of any substance is prohibited inside the perimeter of the Market.** Any violation of this policy may result in eviction from the Market.

### **Market Scratch – LINK Tokens**

Urbana’s Market at the Square provides an Electronic Benefit Transfer (EBT) service program, called Market Scratch. The Market Scratch program enables the Market to accept LINK cards from customers in payment for eligible food items, under the USDA’s Supplemental Nutrition Assistance Program (SNAP).

The Market promotes this program through on-site signage, brochures, press releases, and advertising. **To ensure consistency and clarity for customers, the Market requires that all eligible vendors participate in the Market Scratch program.** However, all vendors, including those selling items not eligible for LINK purchases, must be familiar with this program and comply with the requirements in this Agreement. Vendors selling items eligible for LINK will be provided with a “We Accept LINK Tokens” sign, which must be displayed at their booth.

There is no fee for vendors to participate in this program. The Market sells wooden tokens to customers using a point-of-sale machine located at the Market’s information tent (located at the northwest entrance to the Market).

Market customers will use these tokens to purchase vendors’ products. At the end of the day, vendors will count the tokens, place them in an envelope provided by Market staff, and turn the envelope in before leaving the Market. Please turn in the tokens at the Market tent (located at the northwest entrance to the Market). A check for the total value of tokens turned in at the end of the previous week’s market will be mailed or hand distributed during the following week’s Market. At the beginning of the next market, the Market Director will return the envelope to the each vendor to collect tokens.

To ensure consistency and compliance with regulations, vendors participating in Urbana's Market at the Square must certify in the vendor application that they are aware of and agree to the rules of this program.

## This is what the tokens look like:

LINK = GREEN

\*CREDIT/DEBIT = ORANGE

(\*no longer distributed but still exist)

**ACCEPT NO SUBSTITUTES!**



### **Market Operations**

The 2016 season of Urbana's Market at the Square runs for 27 weeks, beginning May 7 and ending November 5, 2016. The Market takes place every Saturday from 7:00 a.m. until 12:00 p.m., **RAIN OR SHINE**. The Market is located in downtown Urbana, at the corner of Illinois and Vine Streets, in the southeast parking lot outside of Lincoln Square Village (Lot 10X). Urbana's Market at the Square Market Director is responsible for administering and enforcing all rules and procedures as well as public safety, space assignments, market data collection, EBT redemption, and public education programming. The Market Director has final authority in resolving issues in a civil and efficient manner.

- **INFORMATION BOOTH:** Booth is located at the northwest corner of the Market. The booth is set-up and operated by Market Staff and has someone to answer questions during Market hours. The booth assists with specific vendor locations, selling of merchandise, promotional materials, dates and times of events, and general information about Urbana.
- **ARRIVAL:** Vendors are asked to arrive and check in with Market staff by 6:30 a.m. Any space that does not have its assigned vendor present by 6:30 a.m. *may* be reallocated or reassigned by the Market Manager. Vendors arriving after 6:30 a.m. will not be permitted to enter the Market with their vehicle, but may park and walk their booth materials into the Market. Vehicular traffic through the Market between 6:30 a.m. and noon is strictly prohibited. Vendors may drive their vehicles into the Market after noon only after the safety barricades at the Market entrances/exits have been removed by staff. Any vendor wishing to leave the Market early must walk their items out of the Market. Vendors must load in and out of their spaces as quickly as possible, leaving clearance for other vehicles. Please do not unload vehicles and set up at the same time. The City of Urbana prohibits vendors from driving over sidewalks and medians.
- **SET-UP & TEAR-DOWN:** All vendors must off-load their products and supplies out of the way of traffic, near their space, park their vehicles in the parking lot south of the Market on Illinois Street (see PARKING below), and then return to unpack their product and set up the booth space. Vendors must not set up their booth until they have parked their vehicle outside of the Market in the approved parking location. The reverse is true for load-out.

Vendors must not bring their car in until their booth is broken down. *Please see the map on the last page of this handbook for details.*

- **SPACE ASSIGNMENTS:** All vendor space assignments are issued by the Market Director upon application approval. Spaces are located in Rows 1 through 5, along Illinois Street at the south end, and along the north end of the Market. The highest priority for space assignments is given to vendors who have committed to the entire market season, who have pre-paid for the entire season and have had no unexcused absences in prior years. Space changes adhere to the same criteria/considerations/etc. Vendors committing to less than half the season and who pay week-to-week may have a different space assignment each week that they attend.
- **VENDOR SPACE DIMENSIONS:** Most vendor spaces are approximately 9.5 feet wide by 17 feet deep. There are some vendor spaces that measure 18 feet wide by 10 feet deep. Vendors may use 10 x 10 tents, but should be aware of their neighbors and shift as needed. Space will be assigned at the discretion of the Market Director. Some spaces at the Market may be purposely left vacant to allow for overlap of tents and to ease crowding within the rows. *If a vendor wishes to sell out of their vehicle they must rent two consecutive spaces or have the advance approval of the Market Director prior to parking the vehicle within the market area.*
- **TENT AND SPACE DETAILS:** Vendors must set up their booths/tents/etc. perpendicular to the curb, spaced according to the spray painted markings at the curb line. Please ask Market Staff for assistance if you are unsure how to set-up your booth. Booth space frontage should be consistently lined up with neighboring vendors along the row. Aisles must be kept clear for crowds and access. All tents and canopies must be weighted down with at least 25 pounds per leg, regardless of forecast weather conditions. Market Staff may require that a tent be taken down if proper weights are not used and securely fastened to the tent legs.
- **BOOTH MATERIALS:** Products and goods may be sold from tables, carts, or other similar structures. All tables, chairs, tents, and other booth infrastructure must be supplied by the vendor. Urbana's Market at the Square does not provide and is not responsible for the set-up of any tables, tents, chairs or other booth materials for vendors.
- **SIGNAGE:** Urbana's Market at the Square requires that all vendors, no matter what products they sell must prominently display signage noting their business name and their product origin. We suggest signage be at least 11"x17" in size. Signage is important not only for promotional purposes but for tracking vendor attendance and location. Please keep signage within assigned booth space(s).
- **ELECTRICITY:** City-provided electricity is available on a limited basis and only in specific rows within the Market. Vendors who would like to use electricity must obtain approval from the Market Director in advance. Electricity will be charged \$5 per plug per week of use. Cords must be tightly and safely secured to the ground using 4" wide tunnel tape or plastic cord covers provided by the vendor. Duct tape and/or rubber matting will be allowed ONLY with the Market Director's approval.
- **PARKING:** Vendor parking is in Lot 24, across Illinois Street just to the south of the Market site. Please use this lot for parking. Vendor parking in "patron" spaces is discouraged and bad for business.

- **TRAFFIC CONTROL:** Please see the attached traffic control map which indicates how vehicles may enter and exit the Market site, both at arrival and departure of the Market. This route will be strictly enforced by the Market Director and Market Staff. The route is important to follow to ensure the safety not only of yourself and your vehicle, but for vendors already setting up at the Market site.
- **ABSENCES:** Any vendor absent for two or more assigned Market days without providing 48 hours advance notice forfeits the right to his/her current space assignments for the season and loses those days' pre-paid fees. **Vendors who cancel providing 48 hours advance notice to the Market Manager are eligible to receive a refund in the form of a payment transfer to the following attended Market day. Vendors who cancel their space without appropriate notice (at least 48 hours) or by not showing up at the Market on their assigned day, will be charged in full and are not eligible to receive a refund.**
- **LIABILITY:** The vendor is liable for any incidents, accidents, or injuries resulting during setup, teardown, and during the hours of operation at the Market.
- **SAMPLES:** Samples are allowed and encouraged. However, before producing samples please be sure that you are familiar with and abide by any and all Champaign-Urbana Public Health District regulations regarding food sampling. For questions about sampling procedures for your product(s), please call the Champaign-Urbana Public Health District, Environmental Health Division at 217/373-7900.
- **GENERATORS:** Vendors using generators will be placed on the south and east perimeters of the Market. Generators must be kept to minimum noise level, with deflectors/enclosures used as needed.
- **VENDOR EMPLOYEES/STAFF:** Vendors are responsible for the actions of their employees at the Market. Vendors should remind staff about preferred parking locations and to not park in spaces reserved for Market patrons.
- **INTERFERENCE:** Vendors shall not interfere with pedestrian traffic to or from or within the Market, nor shall a vendor interfere with the business of other vendors.
- **HAWKING AND OTHER DISRUPTIVE BEHAVIOR:** Vendors shall refrain from disorderly, impolite, or disruptive activities. *Hawking of wares is prohibited.* Use of sound-amplifying or sound-producing equipment within vendor space is prohibited without prior approval by the Market Director.
- **SANITATION:** Vendors must maintain their stands and spaces in a clean and sanitary condition. Each vendor is responsible for bringing a broom and trash bags and keeping the Market area free of debris.
- **WASTE DISPOSAL:** Before leaving the Market area, each vendor must take all leftovers and waste with them. Discarded boxes must be taken with the vendor or deposited into the City of Urbana garbage or recycle barrels. For oversized items, please take them to the appropriate dumpsters behind the City building at 400 S. Vine Street. Please **DO NOT USE THE DUMPSTERS** located in the loading dock of Common Ground Food Co-op. Any vendor caught leaving trash in the Market area, disposed of in the Lincoln Square or Common Ground Food Co-op dumpsters, or outside the Market trash barrels will receive a written warning for a first offense. A \$50 fine will be levied if the infraction is repeated a second time. A vendor's booth and any pre-paid fees will be revoked if the infraction is repeated a third time.
  - **Mobile Food Vendors:** Must provide at least one trash barrel and are responsible for disposing their waste. If trash is found around the area of the food truck/cart after the Market day, the vendor owner will receive a written warning. A

\$50 fine will be levied if the infraction is repeated a second time. A Mobile Food Vendor's space and any pre-paid fees will be revoked if the infraction is repeated a third time.

- **RESTROOMS:** Public restrooms are located in the City of Urbana building across Vine Street from the Market. Doors to the City building open at 6 a.m.
- **HANDWASHING:** Vendors must maintain their own temporary handwashing station if they plan to slice, cut or prepare food on-site (as required by IDPH). Water is provided for vendors via a spigot located at the northwest entrance to the Market. Please call the Champaign-Urbana Public Health District, Environmental Health Division at 217/373-7900 for details on permitted temporary handwashing stations.
- **MAINTENANCE AND APPEARANCE:** Tables and other fixtures should be in good repair. All produce must be kept off the ground. Market products should be of a high quality. Products that do not meet the quality criteria may be removed at the Market Director's discretion. Vendors who fail to comply with this requirement are subject to suspension or termination from Urbana's Market at the Square.
- **WEATHER:** Urbana's Market at the Square is an outdoor market that takes place rain or shine. There are no refunds given for inclement weather.
- **COMMUNITY GROUP BOOTHS:** Urbana's Market at the Square is proud to offer community group booths as a resource to community-based not-for-profit organizations. Sales are only permitted from community group booths if approval is granted in advance by the Market Director. An application, pre-approval, and payment are required for Community Group booths. Community Groups booths are located on the west side of row # 5.
- **MUSICIANS/BUSKERS:** Live music at Urbana's Market at the Square provides enjoyable, family-friendly entertainment, creates a festive atmosphere, and builds community. All performers/buskers must complete an application prior to performing. The Performer/Busker Application is available for anyone to submit and is located [www.urbanaininois.us/market](http://www.urbanaininois.us/market). Vendors may request a performer to relocate if needed, but must notify the Market Director before doing so.
- **ATM:** An ATM is located against the brick wall at the main east entrance to Lincoln Square Mall, roughly 75 yards away from the northwest corner of the Market.

### **Emergency Protocol**

As with any large public event, it is necessary to establish an emergency/crisis management plan and ensure that all vendors and community groups are aware of this plan. Here are some examples of an emergency situation:

- There is an 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
- There is fire that is not under control
- There is a chemical spill with fire or fumes
- Severe weather is imminent (i.e. tornado)

The Market does not have a speaker system. Therefore, it is necessary that there is open communication with Market staff regarding any potential emergency situation. **As always, please call 9-1-1 if an emergency situation is taking place.** 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, please immediately evacuate the Market and go inside the nearest entrance of Lincoln Square Mall. Market staff will assist in directing individuals indoors. *This is not to set-up booths for sale during inclement weather. This is only to act as an indoor location for physical protection from severe weather.*
- Do not return to the Market site until directed by public safety officials.

### **Conduct**

Market at the Square is a public market, and as such is a special event. A vendor may be prohibited from participating in the Market if the Market Director determines that a vendor does not fit any of the criteria of the Market as set forth in this handbook. 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 status. Any behavior deemed by the Market Director to be disruptive in any way shall be cause for eviction of the vendor and possible legal action. Common courtesy and mutual respect are essential for a successful Market. No vendor shall use any action or language to insult another vendor, shopper, Market staff, or to intimidate a shopper into purchasing the product being sold. Any complaints regarding a vendor should be directed to the Market Director, who will investigate the complaint.

- **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 vendor privileges/cancellation of lease with vendor

It is the policy of the City of Urbana's Market at the Square to afford a marketplace that is free from harassment of a sexual or provocative nature. All vendors and staff shall project the necessary attitudes and behaviors to ensure that sexual harassment does not occur. The following acts are deemed to constitute sexual harassment:

- Unwanted physical contact or conduct of any kind, including sexual flirtations, touches, advances or propositions
- Verbal harassment of a sexual nature such as lewd comments, sexual jokes or references, offensive personal references, and/or false and malicious statements
- Demeaning, insulting, intimidating or sexually suggestive comments to or about an individual
- The display in the Market or vendor stall of demeaning, insulting, intimidating, or sexually suggestive objects, pictures, or photographs
- Demeaning, insulting, intimidating, or sexually suggestive written, recorded, or electronically transmitted messages
- Any other conduct or words that are deemed to effectively create a hostile work or shopping environment for any employees or patrons.

If the Market Director believes that any violations of any criminal statute have occurred, the police shall be notified immediately. **Upon a determination by the Market Director that a vendor has committed a violation of the sexual harassment policy articulated above, the**

**Director shall have the authority to eject immediately said vendor from the Market for the remainder of the day, without refund for the day's vendor fees.** If multiple incidents have occurred or in the event that the nature of the violation was either deemed egregious or one that could present a threat of safety to either other vendors or patrons of the Market, a suspension from the Market for the remainder of the season or a permanent ban, **with no refunding of vendor fees**, from the Market may be imposed by the Market Director after consultation with the Legal Division of the City of Urbana. After such a determination, letters of appeal may be submitted to the Market Director for review in consultation with the Legal Division.

#### **Hold Harmless and Indemnification**

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 vendors 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.

#### **Application Procedures**

Applications are available on the Market's website at [www.urbanainillinois.us/application](http://www.urbanainillinois.us/application). There is a one-time \$15 per application fee charged for all applications. Applications should not be considered approved until an approval notification is given by the Market Director. 2016 season applications will be available beginning February 1, 2016. Returning vendors are encouraged to apply before February 28, 2016 in order to receive a location comparable to the 2015 season (*although this is pending space availability, past attendance records, and if the vendor's account is in good standing, and with priority given to vendors committing to and paying for the entire season in advance*). Any application received after February 28, 2016 may be placed on a waiting list pending space availability.

#### **General Application Acceptance**

*Listed in order of priority.*

##### **1. Agriculture**

- Farmers and growers who bring product to market must be 100% grown and harvested on farmland in Illinois that they own and/or operate
- Farmers and growers have priority over all other vendors
- Farmers who use environmentally responsible and sustainable methods will also have priority
- 

##### **2. Product Quality**

- Priority is given to vendors who use *at least 3* local ingredients to produce food product
- Consistently high product quality
- Clean and attractive displays
- Visible signage (see page 8 for signage details)

##### **3. Conduct, Compliance & Customer Service**

- History of compliance with market rules and federal, state, and local regulations

- Positive vendor conduct toward customers, fellow vendors, market staff and volunteers
- Courteous, strong customer service and knowledgeable staff
- Timely submission of application, licenses and other market correspondence
- Billing and payment history according to Fees & Payment Procedures

#### 4. Product Balancing

- Products that are unique or unusual
- Products not already represented in the market
- Product not readily available through national distribution channels
- Duplicate products MAY be denied entry

#### 5. Record as a Previous Urbana's Market at the Square Vendor

- Number of years vendor has sold at Urbana's Market at the Square
- Attendance record
- History of compliance with market rules

#### Product List

A current product list must be submitted with the application to Urbana's Market at the Square. Only items listed in your completed application can be sold at Urbana's Market at the Square. You must list all products that you plan to bring to market. If you wish to add products to your list you must do so by logging in to your vendor profile at [www.managemymarket.com](http://www.managemymarket.com). Any new items added to your product list must first be approved by the Market Director before bringing these products to Market.

#### Payments

All payments must be made in advance unless prior approval is granted by the Market Director. A vendor will be asked to leave if their payment for that day was not made. **FEES ARE NON-TRANSFERABLE** (they cannot be transferred to someone else, nor can they be transferred from one season to the next). If an application is denied, any payment made will be returned.

- **If paying by mail:** please remit payment the City of Urbana, ATTN: Market at the Square, 400 S. Vine St. Urbana, IL 61801.
- **If paying in person:** Please do so at the Community Development Services Office (main floor of City of Urbana Building, 400 S. Vine St. Urbana, IL 61801). Office hours are Monday-Friday, 7:30 a.m. to 5 p.m.
- **If paying by credit/debit card:** Payments may be made by credit/debit card using the PayPal function as part of our online application system. Please log in to your vendor profile at [www.managemymarket.com](http://www.managemymarket.com) and click on your ACCOUNTS tab. Please contact the Market Director if there are questions regarding this process.

**2016 Vendor Fee Schedule**

Vendor spaces are charged at \$25 per space per weekend. Payments must be received in advance. There are no refunds. *Note: a 10% discount is only given to Vendors that pay in advance for the entire 27-week season.*

Number of Weeks	Fee
1	\$25
2	\$50
3	\$75
4	\$100
5	\$125
6	\$150
7	\$175
8	\$200
9	\$225
10	\$250
11	\$275
12	\$300
13	\$325
14	\$350
15	\$375
16	\$400
17	\$425
18	\$450
19	\$475
20	\$500
21	\$525
22	\$550
23	\$575
24	\$600
25	\$625
26	\$650
27	\$675

### Traffic Control

The map below indicates how vehicles may enter and exit the Market site, both at arrival and departure of the Market. This route will be strictly enforced by the Market Director and Market Staff. The route is important to follow to ensure the safety not only of yourself and your vehicle, but for vendors already setting up at the Market site.

## MAP OF MARKET AT THE SQUARE

