



2019-2020 Vendor Handbook

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Becoming a Vendor

A completed application must be submitted to the Urbana Business Association for consideration. **You will be notified by email when your application has been received. If you do not receive notification within two weeks of your submission, please contact the Urbana Business Association.** A one-time per season application fee of \$20 will be included on your first Market invoice.

Urbana's Market IN the Square reserves the right to deny or waitlist a vendor's applications for failure to pay fees owed it, or other area markets/community organization, until such time as those fees are paid.

SPACE ASSIGNMENTS

- Spaces are assigned after approval of the vendor application **AND RECEIPT OF FULL PAYMENT FOR THE NEXT MARKET DATE**. If payment is not received, the vendor will NOT be assigned a space until full payment of the upcoming market is received. NO EXCEPTIONS! (Please see Payment Policy Section of the handbook for full details)
- Any special space requests must be made in writing and clearly explained. We have over 100 vendors over the market season that submit special requests and while we would love to accommodate each special request, we cannot make any guarantees that your special request will be fulfilled.
- Regardless of the number of seasons that you have been attending the market, on your application, you MUST specify ANY AND ALL special requests, space set up requirements, or anything that affects the way you sell out of your space.
- All final placement decisions are made on WEEKLY basis and by the Market IN the Square manager and/or executive director of the Urbana Business Association.

Market IN the Square Operations

The 2019– 2020 season of Market IN the Square will run for **22 WEEKS**. There will be two editions of the market. The Holiday Edition and the Spring Edition.

The Holiday Edition will run from 8:00 a.m. -1:00 p.m. each Saturday and the dates are as follows: November 2, 9, 16, 23 & 30 and December 7, 14 & 21.

The Spring Edition will run from 8:00 a.m. - 12:00 p.m. and the dates are as follows: January 4, 11, 18 & 25, February 1, 8, 15 & 22, March 14 & 21 and April 4, 11, 18 & 25.

The Market will take place regardless of weather. The Market is located inside Lincoln Square in downtown Urbana. The Market IN the Square manager/coordinator is responsible for administering and enforcing all rules and procedures as well as public safety, space assignments, market data collection,

and more. The Market manager, coordinator, and/or executive director of the UBA have final authority in resolving issues in a civil and efficient manner.

- **ARRIVAL:** Lincoln Square doors will be unlocked starting at 6:30 a.m. Any space that does not have its assigned vendor present 30 minutes prior to the start of the Market *may* be reallocated or reassigned by the Market manager. Set-up *must* be completed prior to the start of the market.
- **VENDOR SPACE AND LAYOUT:** Each vendor must keep all items needed for a vendor booth, including sale items, within their purchased/designated space. If more space is needed, additional space may be purchased. Due to building code regulations, if any vendor does not keep their items within their designated booth space, they will be required to remove said items. Because other events may occur inside Lincoln Square, the layout and spacing are subject to change. Each space is marked and numbered in at least one corner with blue painter's tape.
- **BOOTH MATERIALS:** Products and goods may be sold from tables, carts, or other similar structures. All tables, chairs, and other booth infrastructure will be supplied by the vendor. The Market IN the Square does not provide and is not responsible for the set-up of any tables, tents, chairs or other booth materials for vendors.
- **ELECTRICITY:** Vendors who would like to use electricity must obtain approval from the Market manager in advance. Electricity provided by Lincoln Square is available on a limited basis and only within specific areas of the Market. Vendors utilizing electricity are responsible for supplying their own damage-free extension cords. Electric is \$5 per market date.
- **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 in regards to food sampling. To inquire about sampling procedures for your product(s) please call the Champaign-Urbana Public Health District, Environmental Health Division at (217) 373-7900.
- **SET UP/TEAR DOWN:**
 - All vendors are required to stay until the Market closes. It is important for the Market to be just as vibrant and exciting at the end as it is at the beginning. Vendors who are not set up by Market start time, leave the market before closing time, or do not notify the market manager of their absence at least 24 hours in advance will receive a \$25 penalty per infraction. This policy does not replace the Missed Market policy but is in addition to that policy.
 - Prior to leaving the Market area, all vendors must take any and all leftovers or waste with them.

Market Communication

All communication for the Market will be done via e-mail, and vendors are required to know all information given via e-mail. A *Vendor Informational Email* will be sent out the Thursday prior to each Market to all vendors attending that Weekend's Market(s). Vendor space assignments are provided and finalized weekly and will be found in this email. The Market asks that vendors check their e-mail after 5 p.m. on the Friday before the Saturday Market for any updates or changes. Market space assignments are subject to change throughout the season at the discretion of the Market manager and/or executive director.

Restrictions on Selling

Market IN the Square and the UBA reserve the right to approve or reject a vendor application. No trailers are allowed inside the mall. Selling products outside the mall is prohibited.

Carrying & Space Sharing

Occasionally a vendor may 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. Sharing of space is not permitted either.** Each vendor must register individually by fully completing a vendor application. The application must be approved by the Market manager, and the Market manager reserves the right to reject an application for any reason.

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 Market IN the Square. Below is a basic summary of potentially required permits and licenses. 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.

- **Cottage Food Operator:** a business operated by a person at the farmers market who produces or packages non-potentially hazardous food in a kitchen of that person's primary domestic residence for direct sale by the owner or family member.
- **Baker:** must provide certificate for approved baking facility or Cottage Food Operator notation from the Champaign-Urbana Public Health District, Environmental Health Division.
- **Milk and Cheese Products:** must be processed in an IDPH-licensed facility.
- **Food Concession:** must provide licenses that may be required by the city/state/county where they will be preparing food on-site.
- **Herbs:** herbs that are chopped, blended, 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 it is intended for end-use only. (direct to consumer).

- **Honey:** from a producer selling more than 500 gallons must be extracted and bottled in an inspected facility.
- **Maple Syrup:** must originate from an inspected facility.
- **Mushrooms:** commercially-raised mushrooms must have documentation detailing their source and wild-type mushrooms picked in the wild shall not be offered for sale or distribution.
- **Shell eggs:** an egg license must be issued by the IDOA and is required for anyone who transports and sells eggs anywhere except on the farm where the eggs were produced.
- **Meat and Poultry:** must be regulated by the IDOA.
- **Wine, Beer, and Spirits:** 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 contact the Mayor's office at (217) 384-2456.

Sales Tax

All vendors must provide an Illinois Business Tax Number or Social Security Number and are required to collect and pay all sales taxes related to items sold at the Market. These taxes must be reported to the Illinois Department of Revenue (Springfield, 1-800-732-8866) as collected in Urbana.

Entertainment

The UBA has the authority to schedule entertainment during the Market. If you are interested in providing entertainment there is a separate application that you may complete.

Liability Statement

All vendors agree to hold harmless and indemnify the City of Urbana, the owners of Lincoln Square, the Urbana Business Association, agents, representatives, and employees of these organizations, from any and all responsibilities, losses of income, claims, damages, suits, 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 Market IN the Square.

Insurance Policy

The Urbana Business Association strongly suggests that all market vendors obtain liability insurance while attending the market. Again, this is only a suggestion to protect the vendor but not a requirement of the UBA.

Conduct Expectations

Vendors shall refrain from disorderly, disruptive, or impolite conduct, including refraining from loud, obscene, or coercive activities. Use of sound-amplifying or sound-producing equipment is prohibited unless approved in advance. Complaints regarding a vendor should be directed to the UBA. The UBA has the authority to approach a vendor to inform them of any complaints. If the complaint is serious and warranted, the UBA may immediately revoke a vendor's privilege to participate in the current Market. UBA also reserves the right to revoke your privileges to attend any market date at any time without notice or refund.

Fees/Payments

After approval to participate in the Market, please view your invoice(s) and check your account balance by logging in to your vendor profile and clicking on the ACCOUNT tab. All payments must be made in advance and there are no refunds. Fees are non-transferable.

VENDOR FEE SCHEDULE

- Daily drop-in rate: \$35 per single 10x10 space
- Full season Discount - (Pre-payment is required. Please see below.)
 - 22 weeks/22 market dates
 - \$650 per single 10x10 space (~15% discount)
 - Waived application and electric fees
 - Business bio and photo featured on website for the entire season.
- Additional fees
 - \$10 for each additional 5 ft of space.
 - Application fee: \$20
 - Electricity: \$5 per market date

NOTE: Full Season payments must be received by October 30, 2019. If full payment is not received by that date, then the vendor will be re-invoiced at the daily drop in rate for all market dates.

Additional Discounts

-UBA Member Discount 25%

-Full Season and UBA Member Discounts cannot be combined.

-Discounts will be applied by whichever discount is greater.

-Community Groups may participate in the market at no cost as long as the group provides a kid's activity and all the supplies for each activity.

Vendor Demonstrations: During the SPRING PORTION of the Market (January through April), if a vendor offers an activity or demonstration, they will receive an additional 10 x 10 space to utilize for that demo or activity at no charge. The following policies and restrictions apply.

- The purpose of the demos is to make the Market more lively and exciting to attend as well as highlight the processes or products that a vendor provides.
- Must be approved by Market staff at least two weeks in advance.
- The demo or activity must be FREE to the patrons. A vendor cannot charge to participate in the activity but has the option to charge for the end product that result from the demo.
- This space is not to be used as additional space to sell your product or service.
- If complimentary space is not used for demos or activities, the vendor will be charged for the additional space and will not be granted free demo space for any future markets.
- It is the vendor's responsibility to provide all of the tables, chairs, supplies, equipment, staffing, etc for the activity or demo.
- There is no limit to the number of Saturdays that you can provide a demo.

PAYMENT POLICY & INSTRUCTIONS

Payment Policy:

1. Spaces are assigned after approval of the vendor application **AND RECEIPT OF FULL PAYMENT FOR THE NEXT MARKET DATE. If payment is not received, the vendor will NOT be assigned a space until full payment of the upcoming market is received. NO EXCEPTIONS!**
2. Payments must be submitted in full by the Wednesday prior to the market at 5:00 p.m. to receive a guaranteed space assignment.
3. If payment is not received by 5:00 p.m. the Wednesday before the Market, then the space will be released back into inventory to sell to new inquiries or wait list vendors.
4. If a vendor payment is not received by 5 p.m. the Wednesday prior to the Market and your space assignment is released to back into inventory to be sold, the vendor is still financially responsible for the reserved Market date as per payment policy number six and seven below.
5. Once space is released back into inventory due to non-payment, vendor will be assigned to remaining available space in the market. If there is no available space remaining, then the vendor will not be assigned space at the upcoming market and is still financially responsible for the reserved Market date as per payment policy number six and seven below.
6. **Any vendor that signs up for a market date is financially responsible for that date. If you do not attend a market, payment is still required for the missed or cancelled market date. Once payment is received, no refunds will be issued for cancellations or missed markets for any reason.**
7. The market will run rain, snow, sleet, ice or shine! Therefore, even if you miss a market due to weather, you are still financially responsible for that date.

8. Fees are non-transferable (fees cannot be transferred to another vendor, nor may they be transferred from one season to the next or to another date in the current market season.)
9. We understand that sometimes, unexpected circumstances may arise in which a vendor may not be able to attend a market that they have committed to. Therefore, each season, each vendor is given ONE opportunity to transfer to another date without any penalty. No refunds will be given.
10. If an application is denied, any payment made will be returned.
11. Urbana's Market IN the Square reserves the right to deny or waitlist a vendor's applications for failure to pay fees owed it, or other area markets/community organizations, until such time as those fees are paid.
12. A onetime application fee of \$20 will be included on your first Market invoice.

Payment Instructions:

- If paying by mail: please remit via check and make payment out to the Urbana Business Association, 111 W Main St. Urbana, IL 61801
- If paying in person: Please do so at Urbana Business Association, 111 W Main St. Urbana, IL 61801 Office hours are Tuesday-Friday, 9AM-5PM.
- If paying by credit/debit card: Payments may be made by credit/debit card using the PayPal function accessible through the ACCOUNT tab of your vendor profile.

Paypal Partial Payment Instructions:

- If you are making a partial payment on your account via PayPal please follow these steps:
 - 1. Log in to your PayPal account and click on the "Money" Tab.
 - 2. Click "send or request money".
 - 3. Click " Pay for Goods or Services".
 - 4. Type in "ed@urbanabusiness.com" and then the amount you'd like to send.
 - 5. **MAKE A NOTE OF YOUR BUSINESS NAME!**
 - 6. Send money.
 - Once these steps have been completed I will then link your payment to Manage My Market.
- If you have questions about making a payment or using the online PayPal function please contact the UBA office at 217-344-3872