

## URBAN HARVEST 2017 Market Guidelines

1. This is a juried market we are looking vintage, retro, hip and cool style of living products, makers, artisans, and healthy food, regional/local foods. Priority will be given to handmade local items. We reserve the right to refuse any application. All makers, artisans must go through an application and review process to be approved for the market.
2. Artisan and makers shall comply with all applicable federal, state and local rules and regulations relating to the products they sell and will submit a signed statement that they have been so informed. Vendors are required to collect and report sales tax as required by law.
3. The market will be held in Bismarck Downtown on the corner of 4<sup>th</sup> and Broadway, every Thursday from July 13 through August 17 for a total of six weeks. Day Market hours are from 11am-2pm. Setup is 9am Night Market hours are 5pm-9pm Setup is 3pm If you are attending both markets you may zip up or secure your booth and take a break from 2 to 5 or you can stay open. Urban Harvest is not responsible for lost, stolen, or damaged items.
4. With changing to two markets all take down of items/booth must be completed before any vehicle will be given access and guided in to pack up your items and booth. For safety and security reasons, barricades will be moved by volunteers and you will be directed to your unload and loading area. **No driving through street barricades is allowed during market hours, except for emergency vehicles.** Violators will be given a single warning, and a second offense will result in forfeiture of all fees paid.
5. Your non-refundable application fee of \$5 is due by June 19, upon acceptance an invoice will be emailed to you and payment will be due for the number of markets you have signed up for by July 1. We monitor weather during the event; we may decide it is in the best interest and safety to close the market for the remainder of the day or delay opening. All cancellations or closures; the fee for the day is non-refundable. If an emergency arises please give a 24 hours notice if possible through [www.facebook.com/groups/UHartisansmakers](http://www.facebook.com/groups/UHartisansmakers) or emailing [urbanharvestbis@gmail.com](mailto:urbanharvestbis@gmail.com) or call/text 920-740-0480 or 701-516-6987. If you are a no show and have not contacted us one half hour prior to show starting; your space will be available for another to rent. At 10:30am and 4:30pm unfilled spaces for the day or evening markets can be rented by filling out an application and paying the fee of \$25 for either market. Our two directors Melissa and Jessica will be at the Urban Harvest booth where forms and inquiries are handled, along with general market information, first aid, and lost and found. New this year we will also have market liaisons.
6. Please check in with the volunteer at the north barricade on 4<sup>th</sup> Street prior to setting up at the beginning of each market day. The map of your booth location will be posted on [www.facebook.com/groups/UHartisansmakers](http://www.facebook.com/groups/UHartisansmakers). Your space may change from week to week; priority and spaces will be filled first for those who have signed up for both markets on the same day or all 12 markets.
7. Booth space is 10' x 10'. Vendors must stay within their permitted space and will not be allowed to block walkways or set up in any portion of another vendor's space. Vendors are responsible for providing their own canopies, canopy weights, tables, chairs, signs, money for change and any other supplies they need. No electricity is available please plan accordingly.
8. Because of the urban setting and the configuration of 4<sup>th</sup> Street the wind can swirl between the buildings; canopies and any large displays must be weighted; a minimum of 30 lb per canopy leg to keep them from blowing over in the wind. Canopies can act like an umbrella and can take off unexpectedly. This is a safety issue and will be enforced.
9. The market is run by volunteers and the Urban Harvest Associate Directors. Makers and artisans are encouraged to reach out to our liaison for the day to help improve and make our market a great community experience. Booths should be staffed during the day or night market hours. Between markets your space must be secured and signed closed till night market. Urban Harvest is not responsible for theft or damage if a booth is unattended. Use the buddy system; inform a neighbor if you have to step away to use the restroom. Port-a-potties are located in the alley on the east side of the Wells Fargo Bank. The garbage bin labeled Urban Harvest is also located in this alley. **Smoking is not allowed in the market area during market hours.**
10. Artisans and makers must provide a certificate of individual liability insurance with Urban Harvest listed as additional insured before participating in the market. Other attendees of past markets have purchased insurance through their homeowners or renters policy or an affordable priced policy can be obtained from [www.actinsurance.com](http://www.actinsurance.com).
11. URBAN HARVEST PARKING POLICY: Handicap parking spots cannot be used to load or unload, only those with a state parking permit are allowed to utilize. Parking is 90 minutes in the downtown area please use the ramps located downtown, the green ramp on 3<sup>rd</sup> Street and the new ramp on 6<sup>th</sup> Street. Half price parking passes are available for purchase with your booth fees or on the day of market at the Urban Harvest booth. If you are staying for booth markets the parking in the Radisson ramp is currently free (the bar at the gate of ramp is up all day & you do not have to insert the parking ticket; this is owned by the city) Rev.5/19/2016
12. LODGING: A Urban Harvest room rate of \$68 is available for any Urban Harvest participant or customer at the Bismarck Motor Motel <http://www.bismarckmotormotel.com/> or 20% off your room at the Bismarck Radisson Hotel book with Lara [lara.radisson@midconetwork.com](mailto:lara.radisson@midconetwork.com) or 701-323-3934