

Overview:

- a. Mission: To create a strong sense of community by connecting community members, supporting, and helping to grow local businesses, artisans, crafters, musicians, food trucks, sport leagues, entertainers, non-profit organizations, etc.

Some of the ways we do that is by providing the following marketing for you:

- a. Your business name, offerings, and business story may be posted on our website and social media.
 - b. The event/market listed in the Parks & Recreation Guide and in the City of Portage newsletter "The Portager" that goes out to 24,000 households.
- b. Required Documents - Must submit a copy of your 501 (c) (3) determination letter.
- c. Portage Parks and Recreation reserves the right to update these Rules & Guidelines at any time. All vendors will be made aware of any changes in writing within 7 business days.
- d. Organizations must refrain from soliciting donations at all markets / events.
- e. All materials for display or distribution must be pre-approved by the Market Manager / Event Manager.
- f. If attending the Farmers Market, you must also abide by the Farmers Market Rules & Guidelines.

Vendor Spaces:

- a) Space size (approximate):
 - a. Indoor markets: an 8' x 2.5' table (tables provided by Portage Parks & Recreation)
 - b. All other markets / Events: enough space for a 10' x 10' canopy (vendor provides their own canopy and furniture)
- b) Space locations are assigned based on several factors, including participation and attendance in markets / events in the previous year; variety and diversity of services; adherence to Vendor Rules & Guidelines; meeting the theme / mission of the events / markets.
- c) Space sharing must be pre-approved by Portage Parks and Recreation.
- d) There shall be no refunds for any participation payments. If the City of Portage has to cancel an event and cannot move or re-schedule, a credit or refund will be issued.
- e) Fees per space (space is limited): \$25 per day per space— Once you are scheduled for specific dates, an invoice will be generated for each date. Full payment of the invoice is due 30 days before each event. No refunds will be given if you cancel, so please be sure you can attend before you confirm dates.

General Vendor Rules & Regulations:

- a) All vendors, including those on the waitlist, must have an up-to-date application on file with Portage Parks and Recreation.
 - a. Vendors must fill out an application for each event or market they wish to attend. Applications are located at <https://portagemi.gov/643/Vendor-Opportunities>
 - b. Submitting an application does not guarantee placement. Portage Parks & Recreation will select vendors for each event / tournament / market based on the needs of those events.
- b) All vendors and their employees and volunteers must sign the "Release of Liability" and are encouraged to sign the "Publicity Release."
- c) All Portage Parks & Recreation events are family friendly. As a result, vendors are expected to:
 - a. Refrain from obscene or suggestive language, discriminatory language, and/or politically fueled language or content.
 - b. Wear family-friendly attire, free of offensive or suggestive language.
- d) No raffles are allowed, unless the organization has obtained a raffle license and submitted a copy of the license at least 30 days prior to the event.
- e) Waste receptacles in the market / event area are for shopper use; dumping of excess product or waste is prohibited.
- f) No vendor shall refuse to permit the purchase of any produce, goods or participation based on race, religion, color, creed, gender, political affiliation, sexual orientation, national origin, sex, age, marital status, gender-identity, height, weight or mental or physical ability.
- g) Hawking (the calling out to market customers) for the purpose of selling or promoting a vendor's product or luring customers away from another vendor are prohibited.
- h) All canopies or pop-up tents must be weighted down with at least 25 pounds per tent post (no stakes allowed). Portage Parks & Recreation does not have supplies available for rent.

Attendance and No-Show Policy:

- a) Attendance is vital for the success of all markets and events, and for your business. Customers and the Market Manager / Event Manager count on you to be present. Missing without notice has a negative effect on all.
- b) Cancellations are expected to be made 48 hours before the event / market opens. Unless alternative arrangements have been made ahead of time, you must call or text the Market Manager.

- c) Portage Parks & Recreation events are “rain or shine”. Despite rain, attendance will be expected unless the market is cancelled by the Market Manager / Event Manager.

Setup / Teardown:

- a) Vendors must be fully set up 15 minutes before the start of the market / event.
 - a. The vendor will inform the Market Manager / Event Manager of delays or cancellations by cell phone or text message in emergency situations.
- b) Vendors must not leave or start tearing down until the market / event is closed. Tearing down early makes customers feel uncomfortable and gives the impression that the market / event is already closed, which has a negative impact on other vendors. Tearing down or leaving early also results in added safety concerns due to the presence of crowds, including children.
 - a. If a vendor has a need to leave early, they must discuss it with the Market / Event Manager ahead of time.
- c) Vendors are expected to drive slowly and carefully on designated paths when setting up and tearing down. 4-way hazard flashers must be on.
- d) Vendors who leave early or who are not set up on time may forfeit future events/ markets.

Enforcement and Disputes:

- a) Portage Parks and Recreation shall be charged with the responsibility of interpreting and enforcing these rules and maintaining order at the market / event.
- b) Any issues should be directed to the Market Manager / Event Manager and Portage Parks and Recreation.

Signage Requirements:

As a family friendly market that serves people of all ages, Portage Parks & Recreation has put in place standards to ensure that all signs display the minimum information necessary to create a clean and more user-friendly environment. Signs will be limited to printed words and numerals, and will not display any symbols, images, or logos that have not been pre-approved. These standards will assist in providing visual equality among vendors and accurate information for visitors to the market / event.

- a) All signage must be approved by the Parks and Recreation Department Director before being placed in use.
- b) No signage may display any non-pre-approved images, logos or symbols.
- c) Vendors must display a sign identifying the name and location of the business.
- d) Vendors must have signs with prices or price tags clearly posted for each product in a place visible to patrons.
 - a. All prices must be in full view of the public with lettering clearly legible.
 - b. Signs listing prices for products will display the price and the name of the product only, and may not display any images, logos, or symbols.
- e) Other than the above-mentioned name/location/pricing signs, additional signage can be requested but must adhere to the above stated signage requirements and approval.
- f) Any Vendor displaying a sign in violation of these rules shall immediately remove the noncomplying sign upon request. Failure to do so may result in removal from the event / market and forfeiture of future bookings at City of Portage events / markets.

Failure to adhere to any of the above rules may result in forfeiture of your space or removal from the markets / events without a refund.

For questions or clarification, please contact Portage Parks and Recreation at 269-329-4522 or email mypark@portagemi.gov