

### Overview:

Some of the ways we promote Musicians is by providing the following marketing:

- a. Your band name 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.
- a) 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.
- b) Musicians must refrain from handing out any literature or selling items that do not directly relate to their music. (Musicians are encouraged to hand out information about their music and/or performance schedule).
- c) Payments:
- Musicians must provide a copy of their W-9 to receive payment for their services.
  - If you do not perform your scheduled session, payment will not be issued.
  - Current Payment Rates:
    - a. *Farmers Market* - \$100 for a 2-hour performance. This payment amount is the same regardless of the number of performers in your group.
    - b. *Friday at the Flats* - \$200
    - c. *Other Events* – Price to be discussed with the Event Manager.
- d) If attending the Farmers Market, you must also abide by the Farmers Market Rules & Guidelines.

### General Vendor Rules & Regulations:

- a) All musicians, including those on the waitlist, must have an up-to-date application on file with Portage Parks and Recreation.
  - a. Musicians must fill out the musician application.
  - b. Submitting an application does not guarantee placement. Portage Parks & Recreation will select vendors for each event / market based on the needs of those events.
- b) 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.
- c) No musician 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.
- d) 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.

### 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) Musicians must be fully set up 15 minutes before their scheduled start time.
  - a. The musician will inform the Market Manager / Event Manager of delays or cancellations by cell phone or text message in emergency situations.
- b) Musicians must play the entire duration of their scheduled time, play time cannot end early.
- c) Musicians are expected to drive slowly and carefully on designated paths when setting up and tearing down. 4-way hazard flashers must be on.
- d) Musicians 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.

*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](mailto:MyPark@portagemi.gov)*