

2025 Information Table Policy

Thanks for your interest in setting up an information table at the Bloomington Community Farmers' Market. Information tables are available each Saturday of every month, April through October. The Parks and Recreation Department is committed to providing an environment where issues can be openly discussed and explored. In order to provide an atmosphere in which open communication can occur without disrupting the other activities at the Market, please follow the guidelines below for the Saturday Market. There is no information tabling at the Tuesday Market or the November Market.

Locations – Info Alley

There are two areas where groups may set up to distribute information. One area has a fee associated with it, and the other does not. The space reserved for information tables is known as "Info Alley."

- Fee area: Groups may set up tables on the west side of the Market, along the 8th Street entrance, near the Market B-Line Café (see map) during the Saturday Market. There are boundary lines and numbers marked on the pavement indicating the spaces available for groups to use. Group representatives may stand in the area immediately in front of their selected space when distributing literature, gathering signatures, or otherwise actively engaging the public. At no time may group members walk through the Market engaging in these activities.
- Free area: Groups may set up on the east side of the B-Line Trail, just north of 8th Street, outside of the Market boundaries during the Saturday Market. There are no markings in the grass, but groups should limit their space to approximately 6' x 6' and situate it off the trail by at least two feet. If you need help identifying where to set up in the free area, please consult the staff at the Market Information Table.

Registration and Cost to Participate

- There is a one-time \$15 registration fee for all groups regardless of whether they use the fee or the free area.
- Any group interested in tabling in either area must submit the agreement form and pay the \$15 registration fee.
- For groups using the fee area, there is an option to rent and reserve the same space month to month by paying the space fees for all remaining Saturdays in the Market season. There are 30 Markets in 2025 (April 5 through Oct. 25). Note



tabling is not permitted during November Market or the Holiday Market. Reserving an information table space at every Saturday Market will cost \$300 plus the \$15 registration fee for a total of \$315. Any reservations after the start of the season will be prorated through the end of the Market season.

- When renting a space by the month, materials need to be turned in to the Parks and Recreation office one week in advance of tabling, or can be turned in to the staff at the Market Information Table on the first day the group participates. A Market staff person will collect payment during Market. Groups may pay ahead for multiple months and the amount paid ahead will be recorded by Market staff. Note that paying ahead in this manner does not guarantee a group the use of the same space from month to month. This is only possible when reserving for all the remaining Market Saturdays.

How to Access a Space in the Fee Area

- The Info Alley sign-up board (located on the curb at the east end of Info Alley) will be available by 7:30 a.m. (April through September) and by 8:30 a.m. in October. This only indicates the time the sign-up board is available; groups do not need to arrive at this time.
- To claim a space in the fee area, a representative of the group places the group name on the Info Alley sign-up board next to the number that corresponds with the number marked on the pavement of the space desired. There are 10 marked spaces.
- Groups with reserved spaces will have their name affixed to the board next to the space they reserved and are required to be in that space by 8:30 a.m. (April through September) and by 9:30 a.m. in October to secure it for the Market day.
- Groups must wait until 7:45 a.m. (April through September) and 8:45 a.m. in October to access their space for the day. Prior to that time, Info Alley serves as a vendor entry point.
- Groups must vacate their space by 12:15 p.m.
- Groups are not allowed to save spaces for other groups not yet present.

Unloading/Loading and Parking

- There is no vehicle access for information groups to the Market and Info Alley area.
- Between 7:45 a.m. and 12:15 p.m. groups may pull their vehicle just outside of the Market bollards near Info Alley to unload/load. Carts are available by the



Market shed located on the south side of the Market to assist in moving supplies in and out of the Market.

- There is no vehicle access for information groups to the Market area. Info Alley group participants should park their vehicles during Market hours at the Trades District Garage on the northwest side of City Hall for 50 cents per hour, or in the free Monroe County parking lot on the north side of City Hall. All parking meters and parking regulations are enforced on Saturdays. A limited number of parking spaces on Morton Street are reserved for vehicles displaying a disabled parking permit.

Equipment

- Groups must provide their own tables and chairs. Any type of shelter (tent, umbrella, etc.) and/or sign used by a group must fit within the 6' x 6' space and be securely weighted/tied down.
- The railing behind spaces 6-10 may NOT be used for securing signs.

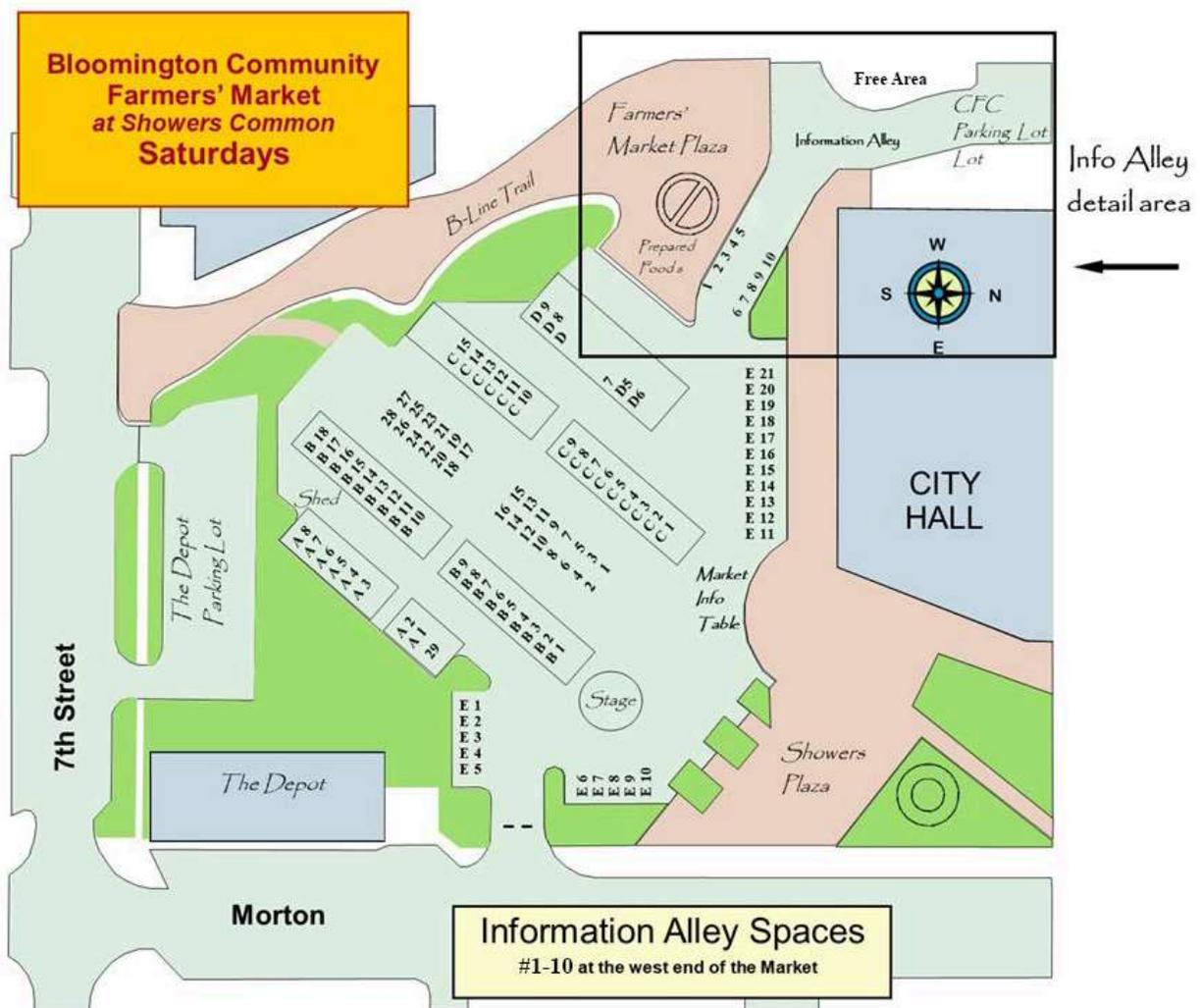
Additional Guidelines

- Groups may not sell items or actively solicit donations at the Market. A passive donation receptacle is permitted.
- Any displayed items must be available free of charge.
- Groups may not give away any items intended for human consumption.
- Groups may not amplify sound.
- Pets are not permitted in Showers Common (the blacktop area where farm vendors sell), the B-Line Café and the fee area of Info Alley.
- Smoking and vaping are not permitted in Showers Common, Fernandez Plaza if events are taking place, the B-Line Café and the fee area of Info Alley.
- Restrooms and an ATM are available inside City Hall.

Adverse Weather Policy

In the event of thunder, lightning, high winds, tornado, hail or other severe weather at the Market site, participants are advised to take shelter on the lower level of City Hall. In the case of heavy rain, thunder or lightning, if participants cannot take cover in the building, then move to an enclosed vehicle with a metal roof and closed windows, taking care not to touch the metal frame of the vehicle until the threat has passed.

The Monroe County emergency sirens sound with a steady tone in the event that the National Weather Service has issued a tornado warning for the county or if emergency personnel have sighted a funnel cloud or tornado. At the time of the siren sounding, the Market Supervisor will alert Market patrons that the downstairs interior hallway of City Hall is the safest nearby location to seek shelter until the threat has passed. The tornado siren will sound for 5 minutes, but the cessation of the siren does not necessarily mean that the threat of tornado has passed. Market staff will notify participants in City Hall when it is safe to return to the Market.





IMPORTANT

The registering group representative is responsible for ensuring this information is shared with all members of the group who may be staffing the information table. If you have any questions or concerns, contact Clarence Boone at clarence.boone@bloomington.in.gov or 812-349-3738.



I HAVE READ AND AGREE TO ABIDE BY THE BLOOMINGTON
COMMUNITY FARMERS' MARKET 2025 INFORMATION TABLE POLICY

Organization _____

Contact Person _____

Phone _____ Email _____

Address _____

City _____ State _____ Zip _____

Signature _____ Date _____

Return this form to Market staff with the \$15 registration fee and, for groups using the fee area on a weekly basis, at least one week's \$10 table space fee.

Reservations for the same space week to week are taken only if accompanied by payment in full for the remainder of the season. Reservations received after the start of the season will be prorated. There are 30 Markets in 2025 (April 5 through Oct. 25). Reserving an information table space at every Saturday Market will cost \$300 (30 weeks @ \$10/week) plus the \$15 registration fee for a total of \$315. No refunds will be issued.

If reserving in this way, indicate your top three space selections in order of preference:

1) _____ 2) _____ 3) _____

Briefly state what you're promoting _____

Forms and payments can be handed in at the Market Info Table; mailed to Clarence Boone, Parks and Recreation, P.O. Box 848, Bloomington, IN 47402; or delivered to the Parks office in Suite 250 of City Hall. Make checks payable to the City of Bloomington. Credit card payments for information table fees may be made once your signed Information Table Policy is received. If mailing this signed document, please allow three days before calling 812-349-3700 to make a credit card payment.

For Internal Use Only

Payment Amount Received _____ Date Received _____ Staff Initials _____