

Artist in the Alley Program: Application, Terms & Conditions



YOUR NAME: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

EMAIL: _____ PHONE: _____

- Please tell us about yourself! There are no right answers. This is just a way for us to better understand your views and approaches as an artist. Thank you!
- How long have you been making art? _____
- What media do you like to work in? _____
- Briefly tell us where you've studied fine art (school, workshops, self-taught, etc.):

- Have you ever had an exhibition? Yes ___ No ___ Where? _____
- Have you ever taught or demonstrated? If so, where? _____
- Have you ever sold art in a public setting? Yes ___ No ___

REVIEWAL PROCESS FOR YOUR ARTWORK: To receive a license for the Artist in the Alley program, please provide the following to the Church Street Marketplace office:

- A. Complete and sign this application and terms and conditions.
- B. Submit 3 to 5 samples of your work, either in person or by email. Your work will be reviewed by the Artists in the Alley Committee: Kim Forney (Artist, www.kimforney.com); Maureen Short (Marketplace Cart Vendor & Marketplace License Committee Member); Mimi Gutchell, manager, permits & licensing for Marketplace. The Committee will review the work and make a recommendation to the Marketplace staff, seven business days in advance of receiving the work. Digital photos, PDF's or actual examples are acceptable.
- C. Please submit a photo of your actual Artists in the Alley display, as it will appear in the Alley. Your display space is 3' wide X 12 feet long. The Committee will evaluate and approve your proposed display. Alternatively, approved artists have the option to display instead in the designated spaces in the Firehouse Alleyway (located between City Hall and the Firehouse Center for Visual Arts) – but may never display in both locations (Marketplace Alleyway and Firehous Alleyway)at the same time.

PLEASE REVIEW AND SIGN: I understand the following terms and conditions of participating in the Artist in the Alley Program in the alleyway between Church Street and the Marketplace Parking Garage, and that the violation of any may subject my license to be revoked.

1. The Church Street Marketplace Artists in the Alley Program is for fine artists only. Fine art is defined as painting, drawing, photography and sculpture. I understand that I may not sell or display crafts or anything other than fine art; that the artwork must be my own original work or reproduction; and that I may not sell another artists artwork.
2. No property rights rights are created by the maintenance of the vending facility, and that the permitted location may be changed by the Marketplace Commission after not less than five days written notice to the vendor.
3. **DISPLAY SPACE: Each Artist in the Alley vendor space measures 3 feet wide X 12 feet long. Please occupy one of the spaces designated by painted markings on the walkway.**
4. **FEES: \$30 for first month. If at the end of the first month, there have been no violations (see below) the annual license fee is an additional \$300. Your fee will be pro-rated. Annual licenses expire December 31.**
5. The Church Street Marketplace Commission, through the Marketplace Staff, may designate an alternate temporary location due to parades, events, construction or other circumstances that require use of a vendor location. Such notice may be made orally. In case of an emergency, the vendor will move immediately upon oral notice from any City of Burlington representative. Except in the case of an emergency, I will not relocate from my permitted or assigned spot
6. I agree to:

- a. Provide the Commission with a one page certificate of insurance as provided by City Ordinance. Should the Certificate expire, my rights to vend on the Marketplace shall automatically lapse until and unless a new certificate is received by the Commission.
- b. At all times, operate my business in an orderly manner. I shall not, with the intent to cause public inconvenience or annoyance, engage in fighting or in violent tumultuous or threatening behavior, make unreasonable noise, use abusive or obscene language, make an obscene gesture, obstruct vehicular or pedestrian traffic, or engage in any conduct which is proscribed by Part 1 of 13 V.S.A.
- c. Except in the case of an emergency, I will not relocate from my permitted or assigned spot. Keep the area surrounding the vending facility clear of trash, debris, snow or ice for a distance of four feet. I will not use Marketplace litter receptacles for the disposal of packing containers, wrappers, or similar items.
- d. Have only one clean chair in my vendor location. No exceptions.
- e. Display paintings, drawings, photographs or sculpture of nudes or other images that could be construed as offensive to children in a notebook or covered display for adults only to view.
- f. Not use Marketplace trash receptacles for my business or personal trash.
- g. Not use a motor vehicle in the Marketplace District for the purpose of selling merchandise.
- h. Not keep animals of any kind near the vending facility.
- i. Not use parking meters, utility poles, trees, or property other than the my own facility to advertise in any manner.
- j. Not operate a motor vehicle on the pedestrian portions of the Marketplace at hours other than 7:00 - 10:30 a.m., Monday through Saturday.
- k. **Not leave my display unattended for more than 30 minutes. Barring unforeseen circumstances, I understand that the Marketplace prefers that I be present at all times at my location in the spirit of supporting the intent of the program – to promote local artists and their original work.**
- l.
- m. Operate my display between the hours of 7 a.m. and 11 p.m. only, Monday through Sunday.
- n. Display my license at all times while vending on the Marketplace.
- o. Have my dressing and grooming, and that of my employees, be appropriate to my work situation. Attire is to include a shirt, shoes, pants/shorts/skirt at all times. Bathing suits are not permitted. Clothes must be clean, in good condition, and with no offensive advertising or language on it.
- p. Not allow my friends and acquaintances to congregate at my cart in the interest of keeping the focus on attracting customers, keeping the view of my cart clear and maintaining the pedestrian flow. My friends are welcome to visit but will need to move on after 10 to 15 minutes.
- q. No soliciting and/or “hawking” from my location.
- r. Have cigarette smokers use Marketplace ashtrays or provide my own ashtrays.
- s. Provide the Marketplace office with all paperwork requested including:
 - i. Signed copy of “Artist in the Alley Terms & Conditions.”
 - ii. Completed “Conditions of Use for Vendors, Street Entertainers and Artists” forms for the vendor and all employees (background check);
 - iii. copies of photo IDs of the vendor and all employees.

7. I understand that the License Committee or the Executive Director of the Church Street Marketplace District Commission may deny a license, if:
- a. Vendor violates existing City ordinances, including Noise Ordinance, Truancy Ordinance, public decency ordinances and the ordinances on the sidewalk obstruction and aggressive panhandling.
 - b. The results of background checks determine that past misdemeanor and/or felony convictions pose a threat or potential threat to the public’s safety on the Marketplace.
 - c. Vendors have not complied with a request to follow written guidelines from either Marketplace personnel or from Burlington Police Officers.
 - d. If there is a violation of rules and regulations, licensee will be provided with a verbal and written warning, and asked to correct the violation within 2 business days. License Committee or Executive Director may suspend a license for not more than 60 days if a cart vendor violates any of the provisions of the rules and regulations.
8. No license may be revoked unless the Commission holds a public hearing concerning that revocation, written notice of which has been given to the vendor not less than 7 days prior to said public hearing. Such notice shall set forth the facts constituting the basis for the proposed revocation. After revocation of a license, the vendor may apply for a new license in one year from the date of revocation.

Your Signature: _____

Date: _____

TO: Street Entertainers, Vendors (A.K.A. Peddling) and Artists

FROM: Church Street Marketplace District Commission

Photo ID Included _____

RE: Conditions of Use for Vendors, Street Entertainers and Artists

Per approval by the Church Street Marketplace District Commission on June 27, 2001 please fill out this form if you are applying for a license with the Church Street Marketplace pertaining to vending, street entertaining, or artist.

Name: _____ Business Name (if applicable) _____

Address: _____ Social Security Number: _____

City: _____ State _____ Zip _____

Phone: _____

If address you have lived at the above address for less than five (5) years, please list previous address also.

Address: _____

City: _____ State _____ Zip _____

Date of Birth: _____ Place of Birth: _____ Sex _____

Photo ID required (license preferred.) If ID address different from present, why: _____

Have you ever been convicted of any misdemeanor, felony or violation of any municipal ordinance: _____

If yes, please explain: _____

Have you ever had a license with the City of Burlington (including Church Street Marketplace)? _____

If yes, has this license ever been revoked for any reason? _____

If revoked, please explain why and when: _____

Types of Goods Being Sold or Street Entertainment Performed: _____

Conditions of My Church Street Marketplace License:

- 1) I will display my license at all times.
- 2) I will comply with all requirements of my license, as described by the Church Street Marketplace Commission.
- 3) I will be courteous to nearby businesses and neighbors.
- 4) I will not interfere with pedestrian traffic flow.
- 5) If I sell food, I will provide a trash receptacle and broom-clean the area around my cart each day. In addition the vendor will keep the area up to four feet around their cart clear of trash, debris, snow or ice. I will not discharge any grease, ash or other form of refuse onto any street or sidewalk. I will not deposit my trash (packing containers, wrappers or similar items) into any city Receptacles.
- 7) I will understand at times if the location I am assigned by the Marketplace is not available due to circumstances beyond the Marketplace Office control.
- 8) I will abide by all local, state and federal laws at all times.

I hereby certify that the information I provided on this application is true and complete to the best of my knowledge and belief and I understand that any false or incomplete statements can lead to the revocation of my license. I also authorize the Burlington Police Department to release any information to the City Attorney's office relevant to the truth of this application. I have also read the conditions of my license and I understand that failure to abide by them and all other ordinances pertaining to vending or street entertaining may lead to the revocation or denial of my license.

Your Signature

Marketplace Representative

Date

Parent or Guardian signature required if applicant is under 18 years of age

Rev 8/24/05

