



ARTISTS IN THE ALLEY RULES & REGULATIONS

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

- A. Complete the online application form and review all program Rules & Regulations.
- B. Submit 3 to 5 samples of your work in the online application form. Digital photos, PDFs, or actual examples are acceptable.
- C. Please submit a photo and measurements of your Artists in the Alley display, exactly as it will appear in the Alley. The display space is 3' wide x 12 feet long. Marketplace staff will then review your proposed display.

Once approved, artists have the option to alternatively display in the designated spaces in the Firehouse Alleyway (located between City Hall and the Burlington City Arts Center), and the Marketplace Alleyway (located between Church Street and the Marketplace Parking Garage) – but may never display in both locations (Marketplace Alleyway and Firehouse Alleyway) at the same time.

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; the artwork must be my own original work or reproduction; and that I may not sell another artists artwork.
2. No property rights are created by the maintenance of the vending facility, and that the permitted location may be changed by the Marketplace Commission after no less than five days written notice to the vendor.
3. **DISPLAY SPACE:** Each Artists in the Alley vendor space measures 3 feet wide x 12 feet long. Please occupy only one of the spaces designated by painted markings on the walkway.
4. **FEES:** The annual license fee is \$400. The license will automatically expire 12 months from the date of issuance. However, should a vendor be in regular violation of the terms and conditions they risk revocation of their license.
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.



6. I agree to:
- a. Not relocate from my permitted or assigned spot, except in the case of an emergency.
 - 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. 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 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 to 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. Operate my display between the hours of 8 a.m. and 10 p.m. only, Monday through Sunday.
 - m. Display my license at all times while vending on the Marketplace.
 - n. Have my dressing and grooming, and that of my employees, be appropriate to my work situation. Clothes must not include offensive advertising or language on it.
 - o. Not allow my friends and acquaintances to congregate at my display in the interest of keeping the focus on attracting customers, keeping the view of my display clear and maintaining the pedestrian flow. My friends are welcome to visit but will need to move on after 10 to 15 minutes.
 - p. No soliciting and/or “hawking” from my location.
 - q. No smoking in the alleyway.
 - r. Provide the Marketplace office with all paperwork requested including:
 - i. Signed copy of “Artists 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.



CHURCH STREET
M A R K E T P L A C E

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 vendor violates any of the provisions of the rules and regulations.

8. No license may be revoked unless the Church Street Marketplace Commission discusses the revocation in their monthly public meeting, written notice of which has been given to the vendor no 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.