

# The Market at 15<sup>th</sup> and High

## Student and Neighborhood Outreach Table Guidelines

The Wexner Center for the Arts and the Wayward Seed Farm will be partnering this spring, summer and fall to offer a farmers' market on the plaza at 15 and High Street every Thursday from 4-7pm, May 27, 2010 through October 28, 2010. Student groups registered with the university and neighborhood nonprofit organizations are invited to apply for space to promote their organizations. Food items may not be sold. The primary purpose of the Market at 15<sup>th</sup> and High is to make local, fresh produce available to the campus and neighborhood community and to support the presenting farmers' livelihood. The Student and Neighborhood Outreach Tables are ancillary to the market's primary purpose.

### The following types of organizations may apply for an Outreach Table:

- OSU student organizations registered through the Union. The organization must appear on the SOURCE directory ([http://ohiounion.osu.edu/get\\_involved/student\\_organizations/directory](http://ohiounion.osu.edu/get_involved/student_organizations/directory)) **prior** to application.
- Neighborhood organizations officially recognized as nonprofits by the IRS whose primary service area (75% or more of clients) are residents of the University District as defined by Campus Partners. The boundaries of the University District are Fifth Avenue on the south, Glen Echo Ravine (just north of Arcadia Avenue) on the north, the railroad tracks on the east, and the Olentangy River on the west.
- Organizations focused on canvassing for a political cause or candidate will not be permitted.

### Rules:

- A single space will be available each week.
- A six or eight foot table will be provided, but a tent will **not** be provided and may not be used by the organization. The market will convene, rain or shine, but outreach organizations are not expected to appear if the weather is poor. If the organization does not appear, their date is forfeited and they may apply for a future date, first come first served. The Wexner Center contact ([scasto@wexarts.org](mailto:scasto@wexarts.org)) must be notified by noon on the day of market if a group does not intend to appear due to weather.
- Electricity is not available and may not be used.

- Parking is available for a fee in the Union Garage.
- Signage must be confined to the table. Banners may not be hung on trees, buildings or adjacent tents.
- Food and plants may not be sold.
- If art related or other non-food related items are to be sold, the guest organization is responsible for all cash handling.
- The group must be in place by 4:00pm on the day of the market and must remain until at least 5:30pm.
- The group must “close” table by 7:00pm, and clean-up should conclude within 30 minutes of market closure.
- Animals are not permitted (except service animals).
- All containers, signs, debris and/or trash must be taken with you.
- No loud radios or shouting is permitted.
- If a group does not appear for their scheduled date, they will be refused the ability to register for future dates during the current calendar year.
- The primary purpose of the Market at 15<sup>th</sup> and High is to make local, fresh produce available to the campus and neighborhood community and to support the presenting farmers’ livelihood. Any ancillary activity that interferes with this primary activity will not be permitted.

### **Application Process:**

- The attached application must be sent to [scasto@wexarts.org](mailto:scasto@wexarts.org) via email only.
- Groups may request and reserve up to 2 dates per calendar year.
- Groups may request additional dates after their final scheduled event has transpired.
- Qualified groups will be granted spots on a first-come, first-served basis.

## **The Market at 15<sup>th</sup> and High**

### Student and Neighborhood Outreach Table Application

Please email the following information to [scasto@wexarts.org](mailto:scasto@wexarts.org). Incomplete applications will not be accepted.

1. Name of qualified student or neighborhood organization:
2. Description of organization's primary purpose:
3. Website, if available:
4. If a student group, include the link to SOURCE listing:
5. If a neighborhood group, indicate the organization's address and verify that at least 75% of the organization's clients reside in the university district:
6. Name of contact person:
7. Email address of contact person:
8. Phone number (cell preferred) of contact person:
9. Materials to be distributed – please list:
10. List of non food-related items to be sold, if any: