

**DOWNTOWN**  
GRAND RAPIDS INC.

downtowngr.org · 616.719.4610 · info@downtowngr.org · 29 Pearl St. NW, Suite 1

## POP-PERFORMER PROGRAM

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Downtown Grand Rapids Inc. (DGRI) engages in many efforts that make the Downtown a more livable, vibrant, and exciting place to be. Our goal for this Pop-Up Performer Program(P.U.P) is to activate the streets by creating a more enjoyable experience for passing pedestrians on City sidewalks. One of the ways our organization is striving to accomplish this goal is to have Downtown street performers (also known as “buskers”) activating the streets by performing their art of choice within public spaces as a fun, free, entertaining, and memorable experience in Downtown Grand Rapids.

DGRI encourages buskers to help activate our streets and in doing so, we are looking to hire buskers to perform at specific times, dates, and locations within the Downtown. DGRI has been given a City of Grand Rapids Permit for designated busking locations (also known as pitches) within the Downtown.

DGRI’s Pop-Up Performer Program is a year-round program that welcomes and encourages both local and touring, professional and amateur, buskers to perform within designated public spaces.

Busking performances may range in entertainment styles including, but not limited to;

- \* Music
- \* Dance
- \* Acrobatics
- \* Magicians
- \* Escapology
- \* Tarot readings/Fortune telling
- \* Clowning/Living statures/Mimes
- \* Live painting
- \* Chalk artistry
- \* Caricatures
- \* Comedians
- \* Puppeteering/Ventriloquism
- \* Live theatre/Acts
- \* Hula-hoop performances

In order to be a DGRI Pop-Up Performer, you will need to fill out an application, abide by the Certificate Policy, and display the Pop-Up Performer A-frame at all times while you are performing as a DGRI P.U.P.

## ABOUT DOWNTOWN GRAND RAPIDS INC.

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Downtown Grand Rapids Inc.’s (DGRI) mission is to make Grand Rapids the most admired, emulated, attractive, and well-run city of its size in the nation- with an unsurpassed reputation as a forward-thinking, bright spot to watch for how to do ‘Downtown’.

As a community-based organization, the foundation of DGRI is engaging the community and developing interorganizational partnerships that deliver successful outcomes. In addition to our staff, the DGRI model is one that involves more than 120 citizens of the greater Grand Rapids community in the organization’s fiduciary boards, oversight Alliances, and steering committees - each one, an individual with their own voice and vision for Downtown.

For more information visit [www.downtowngr.org](http://www.downtowngr.org).

## APPLICATION AND CERTIFICATE PROCESS

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Once you complete and submit the attached application, Downtown Grand Rapids Inc.'s (DGRI) Event Coordinator will follow up within 30 days upon receipt. If DGRI feels that you are a good fit to become one of the organizations go-to Pop-Up Performers (P.U.P), the Event Coordinator will reach out to you via email.

### WHAT WE'RE LOOKING FOR IN A POP-UP PERFORMER:

- \* Uniqueness of performance/act
- \* Professionalism
- \* Engagement/interaction with the audience

DGRI's Event Coordinator will contact you if DGRI is interested in having you as a P.U.P. If you are hired for a P.U.P Performance, DGRI will issue you a Pop-Up Performer Certificate and go over the specifics of dates, times, and locations with you.

\* It is at the discretion of the Downtown Grand Rapids Inc. Special Events Manager for each Pop-Up Performers schedule, payment, and invoicing.

## HOW TO APPLY

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Read this application form in its entirety. Fill out the application and return along with a copy of your photo I.D. to the Downtown Grand Rapids Inc. (DGRI) Event Coordinator via email or mail at:

Downtown Grand Rapids Inc.  
29 Pearl St. NW, Suite 1  
Grand Rapids, MI 49503  
Phone: 616.719.4610  
[mcatcho@downtowngr.org](mailto:mcatcho@downtowngr.org)

Business Hours:  
Monday-Friday 8:30am-5:00pm



## CERTIFICATE POLICY REQUIREMENTS & PERFORMANCE STANDARDS

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As a Downtown Grand Rapids Inc. (DGRI) Pop-Up Performer (P.U.P), you must represent DGRI in a professional manner. If you do not follow the Certificate Policy, you will not be hired to come back as a Pop-Up Performer in the future.

### PERFORMANCES

You are only allowed to perform in the manner for which you were hired. You are not allowed to change your performance or art form unless your new routine/performance/act has been approved by DGRI's Event Coordinator. You will need to display the P.U.P A-frame in front of your performance area each time you perform.

Please be careful you do not perform any dangerous acts or stunts you are not trained to do.

**\*Downtown Grand Rapids Inc. is not responsible for any injuries that you may acquire during your P.U.P.**

### PERFORMANCE A-FRAME

While you are performing as a P.U.P, you will need to display a P.U.P A-frame in front of your performance area that will distinguish your performance as one of DGRI's Pop-Up Performers.

A Downtown Ambassador will drop one off to you in the area of your scheduled performance. You can move it to another location around that area if you want, just keep your performance on the City sidewalk (public space).

If you have any questions the day of, please contact the Downtown Ambassadors. Their information is on the back of your performance card. You can reach them at 616.250.8263.

### AMPLIFICATION

Although you are not permitted to amplify your Pop-Up Performance, you are allowed to have a radio for music to play but cannot exceed 20 decibels (should not be heard over a half block away).

### PROPS

You may use props that have been approved by DGRI's Event Coordinator that coincide with your Pop-Up Performance. Under no circumstances can fire or dangerous props be used during your performance.

### TIPS / GRATUITIES

In addition to being paid by DGRI for your performance, you are also allowed to put out a container such as a hat, instrument case or box for tips and/or donations. As a DGRI P.U.P, you are not permitted to solicit tips and/or donations by asking the public for contributions.

### CLEAN-UP

You must leave the area in the same form (if not better) than the way you found it. You will be responsible for cleaning up any litter or props that were used during your Pop-Up Performance (P.U.P).

### WEATHER

In the case of bad weather on the scheduled date/time of your hired Pop-Up Performance, DGRI will contact you if we will need to cancel your performance. You will be notified by DGRI's Event Coordinator via email up to 2 hours before your scheduled Pop-Up Performance.

## BEHAVIOR

You must treat members of the public with respect. Performers must acknowledge that they are performing for a family-friendly audience and must refrain from the use of lewd or offensive conduct and/or language during the course of their performance.

P.U.P's are not permitted to conduct preaching religious or political activities such as speeches, pamphlet distribution or signage display unless it has been approved by DGRI's Special Event Manager.

## POP-UP PERFORMER PAYMENT

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The P.U.P Program is a reimbursement program. If you are hired as a P.U.P for Downtown Grand Rapids Inc., this means you will need to set up as a City Vendor and send us an Invoice for payment. You are welcome to busk Downtown outside of your designated Pop-Up Performance hours, but you will only receive payment for the dates and times that have been assigned by the Event Coordinator.

### COMPENSATION

You will be paid by DGRI at the rate of \$25.00 per hour plus any tips you may receive by the public. Payment may vary depending on the type of act.

\*Payment is at the discretion of the DGRI Event Coordinator

### CITY VENDOR

You will need to set yourself up as a City Vendor by going to the following link. This link will take you to the website and directions needed to register in the City's purchasing system:

<http://grcity.us/fiscal-services/Purchasing-Department/Pages/Supplier-Registration-Instructions.aspx>

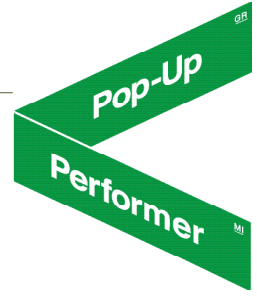
Once you are set up as a City Vendor, you will let DGRI's Event Coordinator know what business name was used in your registration.

### INVOICING

You can submit multiple performances in one invoice or separate for each one. DGRI's Event Coordinator will provide you with an invoice template that needs to be used for your invoices in order to receive payment. After your performance, you will submit your invoice to the Event Coordinator

Once an invoice is received, your invoice will be processed, and you will receive your check in the mail. Payment may take up anywhere from 4-6 weeks. \*Invoicing method is at the discretion of the DGRI Event Coordinator.

# POP-UP PERFORMER APPLICATION



Downtown Grand Rapids Inc.'s Pop-Up Performer Program adds vibrancy Downtown Grand Rapids by showcasing a range of diverse talent through a variety of art forms.

Applicants Full Name: \_\_\_\_\_

Race/Ethnicity: \_\_\_\_\_

Gender: \_\_\_\_\_

Email Address: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Website: \_\_\_\_\_ Facebook URL: \_\_\_\_\_

Name of Pop-Up Performance (your act): \_\_\_\_\_

Description of the talent and/or act that you will be performing for your Pop-Up Performance:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are you 18 years or older? (Please circle one)      Yes                      No

**\*Please provide a copy of your driver's license or other form of photo identification to this application.**

By signing this document I \_\_\_\_\_, hereby understand the Downtown Grand Rapids Inc. Pop-Up Performing Program requirements and standards explained within this document. I will perform in accordance with the rules and regulations of DGRI's Pop-Up Performer Program. I understand that if I violate any of these terms and conditions, I will forfeit my Certificate and payment for my performance and will not be hired in the future for any other performances. Consent and release for story, likeness, and voice: I give permission to Downtown Grand Rapids Inc. to use materials of my performance including, but not limited to, taking photographs, audio and/or visual recordings for any marketing materials for the organization.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date