

## **2023 - 2024 Indoor/Holiday Markets**

**Rockford City Market, 116 N Madison Street, Rockford, IL 61107**

## **Rules/Regulations**

Thank you for your interest in our 2023-2024 Indoor Markets, Holiday Markets, and other pop ups inside the Rockford City Market building! Acceptance will be decided by committee vote - applications will be looked at on a first come, first serve basis and booth fees will be due upon approval.

### **Dates:**

- November 25th Stroll on State Merry Market - 2pm-9pm - \$100
- December 9th Merry Market Holiday Pop Up - 10am-3pm - \$100
- February 2nd Valentines Pop Up market - 4:30-7:30pm - \$75

Anyone wishing to become a vendor must submit this completed application and be selected through a committee approval process. A complete application includes

- (1) A filled out and signed application
- (2) Photos of the product, booth, and set-up which can be attached to the application or emailed to [Becca.Bartels@rrdp.org](mailto:Becca.Bartels@rrdp.org). (Past vendors do not need to submit photos)
- (3) Agreement to pay booth fee on acceptance
- (4) Signed Contract.

To ensure a wide variety of goods at the market, the number of vendors in each category may be limited.

### **How stall assignments are made**

Stall assignments are made by the market manager based on the following criteria: Available space, electrical needs, complementary products placed near each other, and vendor performance. Performance includes good product quality, good display and signage, ability to adhere to the Rules and Regulations outlined in this document, and market fees being paid/current.

### **Booths**

- Each vendor is responsible for providing their own necessary equipment, display pieces, product, chairs, and supplies to conduct business at their booth.
- All booth spaces are approximately 8x8 and include an 8" table
- Management reserves the right to disallow the sale of any merchandise deemed offensive
- Subletting any stall space is prohibited

### **Absence and Weather Policy**

Market fees are non-refundable. Please give management a courtesy call by Wednesday night if you are unable to make your date that week. These Pop Ups are indoors and are rain/snow or shine events. If management must cancel, postpone, or reschedule a market, vendors will be notified via email before the start of the event.

### **Electricity**

- Electricity is very limited and will be first come, first serve based on needs per vendor

- If a vendor requires electricity, needs must be clearly stated on the application listing the device or appliance and the amount of electricity it requires. Vendors must provide commercial grade extension cords.
- Any vendor who causes power outages or issues due to incorrectly stating electric needs will be given a **minimum of a \$50 fine plus any cost of repair.**
- Due to the limited amount of electricity available, requests for outlets for phone charging will not be accepted.

#### **Set Up/Tear Down for Saturday, November 25th Merry Market:**

- Please note that set up and tear down for the **Saturday, 11/25** event will be based on the rules for the grounds set by the Stroll on State event.
- Set up starts as early as 9:30am. All vehicles must be off the grounds by 11am due to the Stroll on State Dasher Dash. Set up continues until 12:30. Official start time is 2pm, but you may start to sell early if you choose.
- Tear down starts at 9:00 pm.

#### **Set Up/Tear Down for Saturday, December 9th Merry Market:**

- Set up starts at 8:30am and must be completed by 9:45am.
- Tear down begins at 3pm

#### **Set Up/ Tear Down for Friday, February 2nd Valentines Pop Up Market:**

- Set up starts at 1pm and must be completed by 4:15pm
- Tear down begins at 7:30pm

Vendors may pull up on Madison St or the alley way to unload and then park their cars in the vendor lot. Vendors are required to stay until closing. **Vendors who sell out early must keep their stall set up** and post a sign letting customers know they have sold out. **Vendors may not leave early.**

#### **Vehicles and Parking**

Vehicles may be parked in the vendor lot located at Trinity Lutheran Church, off of Madison St. Vendors are required to leave the pavilion and Madison Street open for customers. \$25 fines will be assessed for violating this parking rule.

#### **Cleanup and Garbage**

Vendors are required to clean up after themselves. Vendor space must be maintained in a clean, safe and sanitary manner. Vendors are responsible for taking with them any trash or garbage that is generated in or around their booth and sweeping up any product debris left on the ground. Vendors are not permitted to dispose of product waste, overripe or leftover produce, or boxes in any onsite garbage cans or dumpsters.

#### **Booths/Signage**

Booths and signage should look professional, clean and organized with pricing for products clearly listed. Any products from partner businesses should be noted on the signage with their Business name and location. Vendors will not be allowed to play music in their booth spaces. **Vendors will also not be allowed to hang or adhere anything to the walls or from pipes, hanging lights, or other building fixtures.**

#### **Food Vendors**

Please be aware that all spots are indoors and are not under commercial hoods so cooking equipment will not be allowed. Vendors interested in selling food will need to rely on warmers/coolers and limited electricity.

**Taxes**

Applicable sales Tax and 1% Redevelopment City of Rockford tax (if applicable) are both the responsibility of the individual vendor. Vendors are required to submit their Illinois sales tax numbers to management on their applications by the first market.

**Insurance, Permits, Licenses**

Vendor shall obtain and maintain general liability insurance covering bodily injury, personal injury, or property damage with limits of not less than \$1,000,000 per occurrence and a \$2,000,0000 general aggregate. Certificates must list Rock River Development Partnership as certificate holder and additionally insured with the address of PO Box 4244 Rockford, IL 61110. Vendor shall provide RRDP certificate of insurance evidencing that vendor maintains the required insurance from a carrier reasonably satisfied by RRDP.

Certificates can be mailed to RRDP, PO Box 4244 Rockford, IL 61110 or emailed to [Becca.Bartels@rrdp.org](mailto:Becca.Bartels@rrdp.org). We do not have a fax machine.