

RRATFR 2017 Contract and Vendor Application
Return to: **Prairie Street brewing c/o Chris Manuel**
200 Prairie St, Rockford IL 61107
Or email to: chris@psbrewingco.com

***APPLICATION DEADLINE July 30, 2017**

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) Check made out to River District Association for booth fees (returned if not accepted.) (3) Signed Contract. To ensure a wide variety of goods at the market, the number of vendors in each category may be limited

Applicant Name: _____

Business Name: _____

Address _____

Email Address: _____

Cell Number (mandatory): _____ Alternate
Number _____

Preferred Method of Contact (Email or Phone) _____

Business Facebook/Website: _____

Illinois Sales Tax Number: _____

Please list all items you would like to sell:

Do you make/grow everything you wish to sell? (If no, please explain):

Is your business or product part of a franchise? _____

Do you have an existing store/business? _____

Do you have any electrical needs? If so, please list piece of equipment and amps required:

Each space is 10x10, vendors who exceed this will be charged for each space used, how many 10x10 spaces do you need? _____

Please list any vehicles and license plate numbers that you or your staff expect to use while at the raft race:

- I have read and understand the 2017 Rules and Regulations. If I have any questions I will email chris@psbrewingco.com or call Chris @ 815-218-3784
- I have enclosed a check payable to River District Association.
- I will provide proof of insurance by August 1, listing RRATFR, Rockford Park District and Prairie Street Brewhouse as additional insured.
- Signature _____
- Date _____

2017 Rock River Anything That Floats Race Vendor Contract

I have read the Rules & Regulations, Terms & Conditions and Vendor Contract of the 2017 Rock River Anything That Floats Race (RRATFR) and understand what is presented in them and hereby agree to abide by them. Further, I understand that any violation of these rules or potential hazard to the public may cause the immediate termination from the Rock River Anything That Floats Race.

I agree to sell only those products approved by the RRATFR Committee and listed on my application. Additional products cannot be added or sold without prior approval by the RRATFR.

I hereby acknowledge and accept full responsibility for all my activities and for the activities of those assisting me at the RRATFR. I understand that the RRATFR does not carry, provide or offer insurance coverage for individual vendors and that I am required to provide my own insurance coverage for myself and those assisting me. I also understand that I must obtain and provide to the RRATFR copies of insurance and have the required other permits prior to the start of the RRATFR. Copies of these documents will be kept with me at my booth.

I understand that the River District Association retains the right to collect any and all payments owed by the vendors per the Vendor Contract. I understand that all vendors must pay their fee for the booth space with their application as well as any fines they may accrue payable to River District Association.

I indemnify and hold harmless RRATFR Committee, Rockford Park District, and Prairie Street Brewhouse from and against any and all liability, claims, demands, damages, expenses, fees, fines, penalties, suits, proceedings, actions, including attorney's fees for trial and on appeal, of any kind or nature arising out of or in any way connected with this contract or my (the vendor's) use of the space(s), sale of goods or conduct of business by the vendor, its agents, servants, employees, customers, patrons or invitees or any act or omission of the vendor, its agents, servants, employees, customers, or invitees.

I agree that I am responsible for all monies collected from the sale of my goods, as well as collecting and reporting of sales tax. RRATFR Committee, Rockford Park District and Prairie Street Brewhouse are in no way responsible for any lost or stolen monies or items.

I agree to assume all costs arising from the use of patented, trademarked, or copyrighted materials, equipment, devices, processes, or dramatic rights used on or incorporated in the conduct of any vendor at or related to its operations at the market; and I agree to indemnify and hold harmless. RRATFR Committee, Rockford Park District and Prairie Street Brewhouse from all damages, costs, and expenses in law or equity for or on account of any patented, trademarked, or copyrighted materials, equipment, devices, processes, or dramatic rights furnished or used by the vendor in connection with this agreement and will defend RRATFR Committee, Rockford Park District and Prairie Street Brewhouse from any such suit or action, regardless of whether it be groundless or fraudulent

Signature _____ Date: _____

Rules/Regulations (for vendor to keep)

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Thank you for your interest in the 2017 Rock River Anything That Floats Race! The 2nd annual Raft Race is a benefit for the Fourth of July Committee and Holiday Lighting Committee, Rock River Trail Initiative, and the Ski Broncs. The original Rock River Anything That Floats Race occurred in 1990s by popular demand and the need to create a new nostalgia and more fun, a committee was formed in 2016 to recreate the event and add kayaks, canoes and SUPs to the rafts. We are back for our 2nd year.

Location: A 1.65 mile course from the Auburn Street Bridge to the northern most dock at the Prairie Street Brewhouse.

Race Times: 9:00 am – 3:00 pm (Set up approx. 8:00 am – will confirm)

Vendor Fees: \$50/arts/jewelry/craft/food items

\$100 hot prepared food

2nd space 20% discount

Products sold at the RRATFR

The RRATFR Committee is committed to acquiring vendors with the high quality, locally made and prepared items, and water recreation related businesses. RRATFR Committee will not be bound to apply a particular set of selection criteria and reserves unconditional discretion to accept or refuse anyone as a vendor and will consider many factors when evaluating vendor applications. Vendors are selected through a committee approval process. Priority will be given to:

- Locally made items
- Water recreation related businesses
- A variety of prepared food vendors. Food vendors must adhere to menu items submitted an application. Commercial beverages sold must be Pepsi products including water (Aquafina), sports drinks (Gatorade) and energy drinks (Amp). No alcoholic beverage sales allowed.

How Stall Assignments are made

Stall locations are made by RRATFR committee based on the following criteria: available space, number of spaces needed, electrical needs, complementary products placed near each other. Vendors should have products of good quality, nice display and signage, the ability to adhere to the Rules and Regulations outlined in this document and pay vendor fees by deadline.

Booths

- Each vendor is responsible for providing their own tent, four (4) tent weights of at least 20 pounds each, and necessary equipment and supplies to conduct business at their booth
- All booths are approximately 10' x 12' spaces. Vendors may rent multiple spaces.
- Vendors will be charged for multiple spaces if vendor space needs exceed 10' x 10'
- RRATFR reserves the right to disallow the sale of any merchandise the RRATFR deems offensive
- Subletting any stall space is prohibited

Weather and Other Emergency Plan

The RRATFR vendors will be notified in the rare case of severe or threatening weather or other emergency. A cell phone is mandatory on your application. If event has to be rescheduled, rain date is August 27.

Electricity

- There is limited electricity along the race route and it is not guaranteed. Electric will be given based on priority to prepared food vendors, market management, and then any leftover electric will be divided among vendors noting their needs on their application.
- 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 **assessed a \$50 fine.**

Set Up/Tear Down

Vehicles and Parking Specific info will be sent to you after August 1, 2017

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.

Taxes - State of IL and City of Rockford - Applicable State of Illinois sales tax is the responsibility of the vendor. For purposes of downtown redevelopment, the City of Rockford assesses and collects a 1% tax on sales of all qualifying food and beverage, including alcoholic liquor, made within the City. The tax is to be collected from the customer at time of sale. The reporting and payment of this tax is made directly to the City of Rockford - Local Tax Collection Section. In order to properly determine if your business activity is subject to this tax, you must contact the City for a final determination to be made based on the information you provide them. Applicability of this tax to your business activity is at the sole discretion of the City and all decisions made by the City will be considered binding and final. You are strongly encouraged to contact the City prior to initiating any sales activity so that they can make a proper determination. If you fail to do so and it is later determined that this tax did apply, you will be responsible for payment of all unremitted back taxes from the date the relevant sales activity began. Penalties and interest may also be assessed. Please direct all inquiries and questions to: City of Rockford, Local Tax Collection Section, 425 East State Street, Rockford, Illinois 61104, (779) 348-7165, Metrotax@rockfordil.gov

Insurance, Permits, Licenses

Each vendor must provide a certificate of insurance proving they have coverage in the amount of \$1,000,000 per occurrence/\$2,000,000 aggregate listing RRATFR, Rockford Park District and Prairie Street Brewhouse as additional insured.

Questions/concerns regarding food product regulations and/or licensing should be directed to the Winnebago County Health Department –at 815.720.4115. All Winnebago County health permits must be acquired at least two weeks prior to the event. Vendors selling food items, baked goods, or giving samples must meet current Winnebago County Health Department Food guidelines and have applicable operating permits. Vendors must keep a copy of these permits at their market stall at all times. The website for the Winnebago County Health Department is www.wchd.org. To apply for a food permit the office is at 401 Division Street, Rockford, IL 61104 on the 2nd floor in the Environmental Health, Room 205. Here is a link to the application for temporary food permit: http://www.wchd.org/images/documents/Food_Inspection_Program/Temporary_Event_Application_2017.pdf

Contact from Health Department: Karen Hobbs – khobbs@wchd.org or (815) 720-4115