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**Saturday, November 24, 2018**

**2 – 9 p.m.**

**Downtown Rockford (E. State St. from 3rd – Main St.)**

**Rules and Regulations – for vendor to keep**

**VENDOR/ARTIST & FOOD/BEVERAGE APPLICATION**

Thank you for your interest in participating in the 6th Annual Stroll on State! Stroll on State (SOS) is a tradition in our community and, WOW, 82,500 attendees last year was amazing! We invite you to apply as a vendor and help bring a magical experience to the event.

**2018 Vendor Locations** (Please note that all vendor locations will be outdoors.)

* Rockford City Market Pavilion
* Main Street District (located on Main Street, north and south sides of West State Street)

***NOTE: Submitting an application does not confirm vendor participation. The SOS Vendor Selection Committee will select vendors according to quality, variety and presentation. The Committee will also place vendors based on product, needs, and other criteria listed below.***

APPLICATION NOTES

**Booths**

* Each vendor is responsible for providing their own tent, tent weights, and all necessary equipment and supplies to conduct business at their booth. Four (4) tent weights of at least 20 pounds each must be attached regardless of the weather, unless weighted to a vehicle.
* Each vendor must note on the application if a small gas or propane heater will be used, as this will be taken into consideration when placing vendors appropriately. Heaters must be approved and provided by the vendor, they are not available from the event organizer.
* All booths are 10' x 10' spaces. Vendors may rent multiple spaces.
* SOS reserves the right to disallow the sale of any merchandise SOS deems offensive.
* Subletting any stall space is prohibited.
* Space assignments are issued by the SOS Steering Committee and are subject to change. Vendors are not guaranteed the same booth space year to year.
* Holiday booth decorating, Santa hats, etc. worn by sales staff is encouraged. All holiday attire must be G-rated and family friendly.

**Fees**

* Fee for holiday market vendors (art, jewelry, clothing, craft, retail, and processed food (jellies/jams, canned foods, baked items, etc.) is $100 per space and a 2nd deposit check of $50.
* Fees for prepared food and beverage vendors are $100 per space, 2nd deposit check of $50 and 10% of gross sales. Fees will be returned if the vendor is not selected to participate in the 2018 event.
* All vendor/booth fees are due with the application – this includes the $100 fee and $50 deposit (2 checks please). The deposit check will not be cashed upon submission of application. Post-event, the deposit check will either be destroyed or cashed; this determination will be made by the committee and based on whether vendors followed all event policies. The sales percentage, along with the corresponding POS Sales Report, must be submitted no later than December 15, 2018 to:

**RACVB / SOS Vendor**

**Attn: Heidi Gee**

**102 N. Main Street**

**Rockford, IL 61101**

**Stall Assignments**

Vendor placement assignments are made by the SOS Selection Committee and managers based on the following criteria: packet completion, available space, number of spaces needed, electrical needs, complementary products placed near each other, and prior vendor performance. Performance includes: good product quality, good display and signage, ability to adhere to the Rules and Regulations outlined in this document, and fees being paid/current. All assignments are made by the SOS Vendor Selection Committee and are subject to change as needed.

**Absence Policy**

As a courtesy, if vendors are no longer able to make the event, they are required to notify the SOS management of their absence by Friday, November 16, 2018. Vendors who do not notify the SOS management by November 16 will forfeit their booth fee.

**Weather and Other Emergency Plan**

Stroll on State is a “Rain, Snow or Shine” event but in the rare case of severe or threatening weather or other emergencies, the SOS management may choose to cancel or close the market. A system for notification will be detailed prior to the event. If the entire event is canceled prior to the start, vendor fees will be returned.

**Electricity**

* There is very limited electricity at some of the Stroll on State Holiday vending sites. Electric will be given based on priority to prepared food vendors, and then any remaining electric will be divided among vendors noting their needs on their application.
* If a vendor requires electric, 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 may be responsible for the cost of fixing the issue and/or loss of deposit.

**Set Up / Tear Down**

Set up starts at 9 a.m. and must be completed by 1 p.m**.** Tear down starts at 9 p.m. Vendors are required to stay until closing. Vendors who sell out early, 100% of their items, must keep their booth set up and post a sign letting customers know they have sold out. Vendors who do not bring sufficient inventory and sell out very early will be noted as such.

**Vehicles and Parking**

Vendors will be supplied with a parking pass for free parking. Details with a map will follow, if selected. All vehicles must be moved to the assigned parking location by 12:30p.m. After 12:30 p.m., moving vehicles within the Stroll on State grounds is not allowed, in consideration of patron safety. Any vendor that does not follow this policy will risk being towed or lose the deposit.

Vehicles may move again after 9 p.m. when the Stroll on State event is over, provided patrons are clear. Specific route instructions will be provided in advance of the event.

**Cleanup and Garbage**

Vendors are required to clean up after themselves. Vendor space must be maintained in a clean, safe and sanitary manner throughout the event. 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 or boxes in any on-site garbage cans or dumpsters provided for guests. The garbage policy and instruction will be reviewed with all vendors prior to the event.

**Booths/Signage**

Photos of Booth set-ups and signage should be included in the application and will be considered in the approval process. Booths and signage should look professional, clean and organized. We encourage G-rated holiday themed booths.

**Taxes**

Vendors are solely responsible for collecting and remitting all applicable sales taxes to the appropriate authority. The State of Illinois imposes an 8.25% rate on qualifying purchases. This is to be remitted to the Illinois Department of Revenue (IDOR). Please direct all questions regarding State taxes to that agency. The City of Rockford separately charges a 1% rate on all qualifying food and beverage sales, including alcohol, made within the City. The tax is to be collected from the customer at the time of the sale. This tax is then reported and remitted directly to the City of Rockford on a City tax return form. ***Do not include the 1% City tax with your payment to the IDOR. Instead, this should be sent to the following address:***

**City of Rockford**

**Local Tax Collection Section**

**425 East State Street**

**Rockford, Illinois 61104**

If you have any questions regarding how to report and pay the 1% City tax or the items to be taxed, please call the City of Rockford at (779) 348-7165 or email [metrotax@rockfordil.gov](mailto:metrotax@rockfordil.gov) and they will be happy to assist you through the process. 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.

**Insurance Requirements**

Each vendor must provide a Certificate of Insurance indicating they have minimum general liability coverage in the amount of $1,000,000 per occurrence/$2,000,000 aggregate and naming the Rockford Area Convention & Visitors Bureau as an additional insured. Vendors that have employees must have Workers Compensation insurance and submit a waiver of subrogation rights. By signing the Stroll on State contract, vendors that are sole proprietors and do not have employees acknowledge their independence from the RACVB. The deadline to submit the Certificate of Insurance is November 9, 2018.

**Winnebago County Health Department Permits & Licensing Requirements**

Questions/concerns regarding food product regulations and/or licensing should be directed to the **Winnebago County Health Department** – Michael Wood (MWood@wchd.org) or Gail Goldman ([ggoldman@wchd.org](mailto:ggoldman@wchd.org)). All Winnebago County health permits must be applied and paid for two weeks prior to the event – the event organizer will be collecting permit applications and payment to submit as an event package. 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 Event Permit Applications can be found online through the WCHD website (<http://www.wchd.org/>). Scroll down the home page to the blue e-pay box on the left side, click on the box then click on Public Facilities. Applications may be submitted by mail (WCHD P.O. Box 4009, Rockford, IL 61110-0509), fax (815-720-4230), or in person at 401 Division Street, Rockford, IL 61104 on the 2nd floor in the Environmental Health Department, Room 205.

Vendors will be responsible for completing the necessary and appropriate application and submitting to the Winnebago County Health Department, along with payment, prior to Friday, November 9, 2018 – 2 weeks prior to Stroll on State.

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**2018 STROLL ON STATE VENDOR APPLICATION**

***Application Deadline is Friday, October 20***

Applications will only be accepted if submitted by mail or in person and must be complete. Anyone wishing to become a vendor must submit this completed application and be selected through a committee approval process. A complete application includes the following:

1. A filled out and signed application
2. Photos of the product are mandatory (photos of the booth and set-up are preferred)
3. Full vendor/booth fee, checks made payable to RACVB (Total of 2 checks – fee & deposit)
4. Signed contract

All completed applications should be submitted either by mail or in person to the Rockford Area Convention & Visitors Bureau (Attn: Heidi Gee, 102 N Main St., Rockford, IL 61101). To ensure a wide variety of goods at the market, the number of vendors in each category may be limited. Vendors returning from 2017 must fill out a new application and include a complete list of the items they would like to vend.

Applicant Name:

Business Name:

Address:

Email Address:

Cell Phone Number:       Alternate Number:

Email is the preferred method of communication. If this is a problem, please note here:

Business Facebook/Website:

Illinois Sales Tax Number:

Point of Sale System Used for Sales:

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 equipment used and amps required:

Each space is 10’ x 10’. Vendors who exceed this will be charged for each space used. How many 10’ x 10’ spaces do you need?

Note if you have any additional special requests that you’d like considered with the application:

Vehicles/trailers are not allowed in the vending area. If a vehicle/trailer is part of your operations, please note the make/model and use of the vehicle here:

I have read and understand the 2018 Rules and Regulations. If I have any questions I will email Jenny at [jcaiozzo@gorockford.com](mailto:jcaiozzo@gorockford.com).

I have enclosed a check payable to RACVB for the full Vendor/Booth fee. Those not selected will receive a full refund. Fees will be processed by the end of October.

I have enclosed a 2nd check payable to RACVB in the amount of $50, for the Vendor Deposit Fee. Deposits will be destroyed after the event **IF** the vendor agreement is followed.

I will contact the Winnebago County Health Department with any questions regarding permitting prior to November 9, 2018 (MWood@wchd.org) or ([ggoldman@wchd.org](mailto:ggoldman@wchd.org)).

If approved, I will submit my Proof of Insurance to the Stroll on State Committee by November 9, 2018, if I am selected for the event.

I will send pictures of my product, booth set-up and signage.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Return to:**

**RACVB / SOS Vendor**

**Attn: Heidi Gee**

**102 N. Main Street, Rockford, IL 61101**

***Vendor announcements made October 25, 2018***

**2018 STROLL ON STATE CONTRACT**

I have read the Rules & Regulations, Terms & Conditions and Vendor Contract for Stroll on State 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 Stroll on State event.

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

   I hereby acknowledge and accept full responsibility for all my activities and for the activities of those assisting me during Stroll on State.  I understand that Stroll on State (Rockford Area Convention & Visitors Bureau) 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 Stroll on State management copies of insurance and have the required other permits by November 1, 2018.  Copies of these documents will also be kept with me at my booth.

 I understand that Stroll on State (Rockford Area Convention & Visitors Bureau) retains the right to collect any and all payments owed by its vendors per the Vendor Contract. I understand that all vendors must pay their fee for the booth space with their application as well their deposit and percent of profit for food/beverage vendors according to the contract.

    I indemnify and hold harmless Stroll on State (Rockford Area Convention & Visitors Bureau) and Stroll on State Managers, 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.  Stroll on State (Rockford Area Convention & Visitors Bureau) and Stroll on State Managers 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 Stroll on State (Rockford Area Convention & Visitors Bureau) and Stroll on State Managers 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 Stroll on State (Rockford Area Convention & Visitors Bureau) and Stroll on State Managers from any such suit or action, regardless of whether it be groundless or fraudulent.

I agree that as a Vendor I am an independent contractor of the RACVB. This Agreement does not create a partnership or joint venture. I am not, therefore, covered by the RACVB’s Workers Compensation insurance. Neither party nor their respective employees are to be construed as the agent, employer, or employee of the other.  Each party shall be solely responsible for all wages, taxes, expenses, and other obligations arising from or related to its own employees.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_