



SATURDAY, NOVEMBER 26, 2022



2022 RULES & REGULATIONS

● Term & Conditions

This application will be accepted only if completed and submitted via email or mail. Each vendor will be selected through a committee approval process. **YOUR SUBMISSION DOES NOT GUARANTEE A SPACE WILL BE OFFERED.**

MORE INFORMATION

102 N. Main Street, Rockford, IL 61101
(800) 521-0849
www.gorockford.com

Stroll Recap

Thank you for your interest in participating in the 10th Annual Stroll on State! Stroll on State (SOS) is a tradition in our community and, WOW, almost 90,000 attendees turning out for the event each year is amazing! Last year we faced unprecedented challenges but kept the spirit of the season alive! The outpouring of support for the in-person return of Stroll on State was truly overwhelming. We invite you to apply as a vendor and be a part of the magic of this event.

2022 Vendor Locations (Please note that all vendor locations will be outdoors.)

- Rockford City Market Pavilion
- Wyman Street District (located on Wyman Street, North and South sides of West State Street)

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.
- 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.
- Vendors must adhere to the space approved by the SOS committee. Failure to do so will result in loss of future participation.
- 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.

Vendor Fees

Food & Beverage Vendors

Any vendor selling an edible or drinkable item. Only non-alcoholic beverages are permitted to be sold.

***FEES ARE COLLECTED AFTER SELECTION PROCESS**

Vendor Participation Fee – Check made payable to RACVB or credit/debit card

***Due when acceptance letter is received. (Approx. October 17)**

***Credit/Debit cards will incur 3.5% processing fee**

- 10x10 Tent Vendor = \$200
- Trailer Vendor = \$250
- Food Truck Vendor = \$300

Commission Fee

- 10% of event sales, 2 weeks following event
- Must be submitted with corresponding sales report

Retail Vendors

Any vendor selling items that are not food or drink.

***FEES ARE COLLECTED AFTER SELECTION PROCESS**

Vendor Participation Fee – Check made payable to RACVB or credit/debit card

***Due when acceptance letter is received. (Approx. October 17)**

***Credit/Debit cards will incur 3.5% processing fee**

- 10x10 Tent Vendor = \$150
- 10x20 Tent Vendor = \$300

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.

Absense 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 11, 2022. Vendors who do not notify the SOS management by November 11 will forfeit their booth fee.

Weather & 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 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 may be responsible for the cost of fixing the issue and/or loss of deposit.
- It is preferred that vendors provide their own electric source. This source must be listed in the application and approved.

Water

- Vendors are responsible for supplying their own water.
- Rockford City Market Pavilion water access is not available, as it is winterized prior to the SOS event.

Setup/Teardown

Setup starts at 8 a.m. and must be completed by 11:30 a.m. Teardown starts at 9 p.m. Vendors are required to stay until closing. Vendors who sell 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 & Parking

Vendors will receive a parking assignment free of charge. Details with a map will follow, if selected. All vehicles must be moved to the assigned parking location by 11:30 a.m. After 11:30 a.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.

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.

Vendors that plan to receive deliveries during the event must coordinate with the SOS Committee prior to the event. An approved and safe delivery method/route will be identified.

Cleanup & 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.

Booth Signage

Photos of Booth setups 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 8.75% (or most current) 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 localsalestax@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 October 28, 2022.

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** – Gail Goldman (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 fax (815-720-4230) or by mail or in person at 555 N Court St., Rockford, IL 61103 in the Environmental Health Department, Room 302.

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 4, 2022 – 3 weeks prior to Stroll on State.