



## CRE8IV ARTS FESTIVAL 2024

Friday, May 31<sup>st</sup>, Saturday, June 1<sup>st</sup>, and Sunday, June 2<sup>nd</sup>

Downtown Rockford (E. State St. & Madison)

### Rules and Regulations – for vendor to keep

#### VENDOR/ARTIST & FOOD/BEVERAGE APPLICATION

Thank you for your interest in participating in the CRE8IV ARTS FESTIVAL! This festival will be a celebration of Rockford's community, culture, and public art. We are seeking vendors that reflect the Rockford community through food, beverages, and artistic wares. Preferred placement is given to vendors participating in all three festival days. Saturday participation is required for all vendors.

***NOTE: Submitting an application does not confirm vendor participation. The CRE8IV 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.
- Vendors must adhere to the space approved by the CRE8IV committee.
- CRE8IV reserves the right to disallow the sale of any merchandise CRE8IV deems offensive.
- Space assignments are issued by the CRE8IV Steering Committee and are subject to change.

##### Vendor Fees

###### Vendor Participation Fee – due after application approval

- 10x10 Tent Vendor = Option 1: \$125 Friday- Sunday Option 2: \$100 Saturday only
- Trailer Vendor = \$175 Friday- Sunday, \$150 Saturday only.
- Food Truck Vendor = \$200 Friday- Sunday, \$175 Saturday only.

*\*Preferred placement and selection priority goes to vendors participating all three days.*

*\*Vendors staying 3 days can leave tent, trailer, or truck on site.*

*\*For two-day vending, please inquire with [jhuber@gorockford.com](mailto:jhuber@gorockford.com)*



### Stall Assignments

Vendor placement assignments are made by the CRE8IV Selection Committee and managers based on the following criteria: packet completion, available space, number of spaces needed, electrical needs, complimentary 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 CRE8IV 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 CRE8IV management of their absence by Friday, May 17, 2024. Vendors who do not notify the CRE8IV management by May 17th will forfeit their booth fee.

### Weather and Other Emergency Plan

CRE8IV Arts Festival is a “Rain or Shine” event but in the rare case of severe or threatening weather or other emergencies, the CRE8IV 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 CRE8IV 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.

### Set Up / Tear Down- *times subject to change*

Friday set-up starts at 1 p.m. and must be completed by 3 p.m. Tear-down starts at 11 p.m.  
Saturday set-up starts at 8 a.m. and must be completed by 10 am. Tear- down starts at 11 p.m.  
Sunday set-up starts at 8 a.m. and must be completed by 11 am. Tear-down starts at 5 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

All vehicles must be moved to an assigned parking location after set-up. Details with a map will follow, if selected. After designated daily set-up times, moving vehicles within the festival 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** designated tear-down times, 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.

### 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 [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 Friday, May 17, 2024

### 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** – [environmental@publichealth.wincoil.gov](mailto:environmental@publichealth.wincoil.gov). 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 it to the Winnebago County Health Department, along with payment, prior to Friday, May 17, 2024 – 2 weeks prior to CRE8IV ARTS FESTIVAL.



## 2024 Vendor Application

Friday, May 31<sup>st</sup> , Saturday, June 1<sup>st</sup> , and Sunday, June 2<sup>nd</sup>

**Applications must be received on or before May 1, 2024.**

2024 CRE8IV: Transformational Art

Applications will only be accepted if completed and submitted by email or mail.

***This is only an application; it does not guarantee a space will be offered.***

*Late applicants may not be considered if all slots are filled.  
Early applications will be given priority consideration.*

Business Name: \_\_\_\_\_

Business Mailing Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_

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

Cell Phone Number: \_\_\_\_\_

Alternate Number: \_\_\_\_\_

On-Site Contact Name: \_\_\_\_\_

On-Site Contact Number: \_\_\_\_\_

Preferred Contact Method: \_\_\_\_\_

Business Website: \_\_\_\_\_

Business Facebook/Website/Instagram/Etsy: \_\_\_\_\_

Illinois Sales Tax Number (please see "Taxes" in Application Notes): \_\_\_\_\_

City of Rockford Assigned Business Number (5 digit #): \_\_\_\_\_



**VENDOR TYPE**

Please check your vendor type:                      Food/Beverage                      Retail

Please list all items you would like to sell: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Point of Sale System Used for Sales: \_\_\_\_\_

Do you have an existing brick-and-mortar location? If so, where? \_\_\_\_\_

Is your business or product part of a franchise? \_\_\_\_\_

Please send pictures of your product/setup to [jhuber@gorockford.com](mailto:jhuber@gorockford.com)

**SETUP/ELECTRICITY**

Please check the type of setup that you have:    10x10 Tent                      Trailer (size): \_\_\_\_\_

Food truck (size:) \_\_\_\_\_

If a Food truck or trailer, what side is the service window on? \_\_\_\_\_

Will you be providing your own electricity?    YES                      NO

    If YES please describe: \_\_\_\_\_

If CRE8IV Provides, please indicate your needs:

    Single Phase:    110-volt                      220-volt  
                            30 Amp                      50 Amp                      110 Amp

*Please note: all vendors are required to supply all their own electrical material (50ft+power cords, power strips, etc) to the electrical sources. Please be mindful of power you may need for phone chargers, point of sale systems, lighting, etc.*

Note if you have any additional special requests that you would like considered with the application:  
\_\_\_\_\_  
\_\_\_\_\_

CRE8IV Festival strives to maintain a product balance throughout the grounds. To ensure a wide variety of goods at the market, the number of vendors in each category may be limited.





**Note: CRE8IV Festival reserves the right to accept or reject any applicant based on uniqueness and/or quality of product or services, space availability and attractiveness of setup.**

**Vendor Participation Schedule** – see vendor fee section on the Rules and Regulations document

I will participate:

Friday, Saturday, and Sunday

Friday and Saturday only

Saturday and Sunday only

I have read and understand the 2024 Rules and Regulations. If I have any questions, I will email [jhuber@gorockford.com](mailto:jhuber@gorockford.com).

I have included/mailed pictures of my product, booth set-up and signage.

If selected, I will pay full Vendor/Booth Fee by check payable to RACVB by May 17, 2024. Credit Cards payments will incur a 3.5% processing fee.

If selected, I will contact the Winnebago County Health Department for any permitting/inspection needs with any questions regarding permitting before May 17, 2024 ([tfoster@publichealth.wincoil.gov](mailto:tfoster@publichealth.wincoil.gov))

If selected, I will submit my Certificate of Insurance to the CRE8IV Festival Committee by May 17, 2024.

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

Please Submit Applications to:  
Julie Huber at [jhuber@gorockford.com](mailto:jhuber@gorockford.com) (815.963-8111)  
Rockford Area Convention & Visitors Bureau, 102 N. Main St., Rockford, IL, 61101





## SCHEDULE

**Application Deadline:** May 1, 2024

**Review and Selection:** May 2, 2024 – May 10, 2024

**Vendor Notification:** No Later than May 15, 2024

## RETURN TO:

**Julie Huber**

[jhuber@gorockford.com](mailto:jhuber@gorockford.com)

OR

**RACVB / CRE8IV Vendor**

**Attn: Julie Huber**

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

**For Office Use Only:**

**Date Received:** \_\_\_\_\_ **Accepted/Denied:** \_\_\_\_\_

**Vendor Type:** \_\_\_\_\_ **Fee:** \_\_\_\_\_