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**Saturday, November 30, 2019**

**2 – 9 p.m.**

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

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

Thank you for your interest in participating in the 7th Annual Stroll on State! Stroll on State (SOS) is a tradition in our community and, WOW, 87,500 attendees last year was amazing! We invite you to apply as a vendor and help bring a magical experience to the event.

**2019 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.***

**VENDOR FEES**

**Food & Beverage Vendors**

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

**Deposit – 1 check made payable to RACVB.**

* $100, due with application submission.

**Vendor Participation Fee – 1 check made payable to RACVB (if selected).**

* 10x10 Tent Vendor = $100
* Trailer Vendor = $125
* Food Truck Vendor = $150

**Commission Fee**

* 10% of event sales, paid night of event prior to load-out.
* Must be submitted with corresponding sales report.

**Retail Vendors**

Any vendor selling items that are not food or drink.

**Deposit – 1 check made payable to RACVB.**

* $50, due with application submission.

**Vendor Participation Fee – 1 check made payable to RACVB (if selected).**

* 1 retail vendor slot = $100

\*\*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\*\*

**PERMITS & LISCENSING REQUIREMENTS**

**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** – Christopher Plath (cplath@wchd.org) or Gail Goldman (ggoldman@wchd.org).

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**2019 STROLL ON STATE VENDOR APPLICATION**

**Saturday, November 30, 2019**

***Application Deadline is Friday, October 4, 2019***

**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. **Payable deposit to RACVB**

**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 previous years 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 circle your vendor type: Food/Beverage Retail

Please circle the type of set up that you have: 10x10 Tent Trailer Food truck

Please list all items you would like to sell:

Is your business or product part of a franchise?

Do you have an existing store/business?

**Please list every electrical need in the box below. Please be specific with the amount of electric needed, as this is crucial in determining layout and securing enough electric for you. If you do not need electric and plan to use your own generator, please note below.**

How much space do you require?

\*Note – if you exceed the approved/allotted space, deposit will be lost\*

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 below. Vendor parking is provided.

[ ]  I have read and understand the 2019 Rules and Regulations. If I have any questions I will email Jenny at jcaiozzo@gorockford.com.

[ ]  I have enclosed a check payable to RACVB for the deposit. Those not selected will receive a full refund.

[ ]  If selected, I understand I will be notified and will then complete the Vendor Agreement and will submit vendor fees in order to participate.

[ ]  I will contact the Winnebago County Health Department with any questions regarding permitting prior to November 15, 2019 (cplath@wchd.org) or (ggoldman@wchd.org).

[ ]  If approved, I will submit my Proof of Insurance to the Stroll on State Committee by November 15, 2019, if I am selected for the event.

[ ]  I have included 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 24, 2019***