



## RockYard Music Fest 2026

### Vendor Application

Space is limited. Application Deadline is July 1, 2026 Acceptance into the RockYard Music Fest will be made by July 10, 2026

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

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

**Email:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Website/Socials:** \_\_\_\_\_

#### Vendor Type

- |  |   |
|--|---|
| <input type="checkbox"/> Food Truck        | <input type="checkbox"/> Nonprofit          |
| <input type="checkbox"/> Food Vendor Booth | <input type="checkbox"/> Sponsor Activation |
| <input type="checkbox"/> Artisan/Maker     | <input type="checkbox"/> Other              |
| <input type="checkbox"/> Merchandise       |   |

**Description of Products/Services:** \_\_\_\_\_  
\_\_\_\_\_

#### Booth Size Needed

- |                                |   |
|--------------------------------|---|
| <input type="checkbox"/> 10x10 | <input type="checkbox"/> Food Truck Space |
|--------------------------------|---|

#### Electrical Needs:

- |                              |                             |
|------------------------------|-----------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|------------------------------|-----------------------------|

**Pricing & Fees-** upon acceptance into the RockYard Music Fest. Commission fees must be paid by August 30, 2026.

- |  |  |
|--|--|
| <input type="checkbox"/> 10X10 Tent -\$100 | <input type="checkbox"/> Food Truck- \$150 plus 10% commission |
|--|--|



**Previous Festival Experience:** \_\_\_\_\_

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**Terms & Conditions:**

By submitting this application, the vendor acknowledges that they have read, understand, and agree to comply with all RockYard Music Fest rules, regulations, policies, and participation requirements. The vendor further understands that all applicable vendor fees, certificates of insurance, permits, licenses, and Illinois sales tax documentation must be submitted by the stated deadlines outlined in the official festival rules and guidelines. Failure to provide required documentation or payments by the designated deadlines may result in forfeiture of vendor participation without refund. Please read through the vendor rules and regulations before submission.

**RockYard Music Fest**  
**Vendor/Artist, Community Partner, Food & Beverage Application**  
**Rules and Regulations**

Thank you for your interest in participating in RockYard Music Fest in Downtown Rockford! We are seeking vendors that reflect the Rockford community through food, beverages, and artistic wares, and community services. Preferred placement is given to vendors participating in both festival days. Saturday participation is required for all vendors.

**NOTE:** Submitting an application does not confirm vendor participation. The RockYard 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.

**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 RockYard Staff.



- RockYard reserves the right to disallow the sale of any merchandise RockYard staff deems offensive.
- Space assignments are issued by the RockYard Staff and are subject to change.

### **Vendor Fees**

Vendor Participation Fee – due after application approval

- 10x10 Tent Vendor = \$100
- Food Truck Vendor = \$150 plus 10% Sales Commission Fee

### **Stall Assignments**

Vendor placement assignments are made by RockYard Staff 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 RockYard Staff 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 RockYard Staff of their absence by Monday, August 10, 2026. Vendors who do not notify RockYard management by August 10th will forfeit their booth fee.

### **Weather and Other Emergency Plan**

RockYard Fest is a “Rain or Shine” event.

In the rare case of severe or threatening weather or other emergencies, the RockYard management may choose to cancel or close the event. 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 the RockYard 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 10 p.m. Saturday set-up starts at 8 a.m. and must be completed by 10 am. Tear- down starts at 10 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 GoRockford as an additional insured. Vendors that have employees must have Workers Compensation insurance and submit a waiver of subrogation rights. By signing the RockYard Fest contract, vendors that are sole proprietors and do not have employees acknowledge their independence from GoRockford. The deadline to submit the Certificate of Insurance is Friday, July 31, 2026.



## **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 by emailing **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, July 31, 2026 – 2 weeks prior to RockYard Music Fest.

### **Vendor Agreement:**

Please check the box that you have read through the vendor rules and regulations.

### **Submission Instructions**

Please email completed applications to [rockyard@gorockford.com](mailto:rockyard@gorockford.com) or click on the submit button below. **Please include the following attachments with your application: booth photo, menu (if food vendor), and logo.**