

# ROCKTON RIVER MARKET

EVERY WEDNESDAY

5PM - 8PM @ SETTLERS PARK - ROCKTON, IL

BROUGHT TO YOU BY  
THE VILLAGE OF ROCKTON

# ROCKTON RIVER MARKET

## RULES & REGULATIONS

### Location, Set-Up & Booth Regulations

- Settlers Park, Rockton, IL (See map below marked by orange circle). Vendors will be emailed their booth location.
- Parking will be allowed only in the designated vendor parking area.
- **Parking is not allowed by any booth.**
- **No smoking** is allowed at any booth. Please step away from your booth to smoke, and dispose of butts properly.
- You must provide your own material for your booth, ie. table and chairs. A pop up tent is highly recommended.
- Selling out of a vehicle is **prohibited**. You may store inventory in your vehicle to restock your booth as needed.
- Set up is to be completed **no later** than 4:45pm. Please arrive with enough time to begin selling @ 5pm.
- Tear down of your booth is not to start until **8pm**, unless otherwise approved.
- Booth site must be clean with **no litter or damage** at or around it. Leave the area better than you found it.

### Licenses, Certificates & Health Regulations

- **COVID-19:** all regulations required by the Winnebago County Health Department shall be followed.
- You must have all **licenses and registration** for your booth available and current at time of market.
- You are responsible for your own revenue certificates, licenses and appropriate taxes, including the appropriate Winnebago County Health Department permit.
- Preference is given to produce & product grown / made by local vendors.
- Preference is also given to Rockton-based businesses and/or positive past vendor history.
- **Multi-level marketing companies are not permitted.**
- **Alcohol vendors: list out specifically which type of alcohol you want to sell. Additional information will be requested upon application submittal.**

### Other Regulations

- Product photos may be requested by RRM Committee to process your application
- Vendors may have one excused absence from market dates, and 24 hour notice to RRM manager is required. A 2nd absence may result in forfeiture of assigned booth space or space itself.
- Appropriate attire and common courtesy to fellow vendors and attendees is expected.
- Any complaints can be brought to the attention of the RRM Manager.
- There will be **no refunds** for any missed market dates.
- **FOOD VENDORS:** the Village would like to increase food variety while also keeping a cap on food vendors to ensure vendors' profitability. If more food vendors apply than available spots, the Village may ask similar menu-type trucks to do a partial season instead of full season (if applicable).



Questions about Rules & Regulations: **Tricia Diduch** @ (815) 624-0935

# ROCKTON RIVER MARKET

REGISTER TO BE A RIVER MARKET VENDOR

BUSINESS NAME

CONTACT NAME

ADDRESS

CITY

STATE

ZIP

PHONE

EMAIL

EMERGENCY CONTACT

PHONE

WEBSITE / FACEBOOK PAGE

PRODUCT TO BE SOLD

Food vendors: please list your menu items. Alcohol vendors: please list out what you would like to sell, and manager will contact you for additional information required.

I CAN SUPPLY PROOF OF REGISTRATION & APPLICABLE PERMITS IF REQUESTED?

☐ YES

☐ NO

I AM REGISTERING FOR THE FOLLOWING DATES

☐ FULL SEASON - 12 WEEKS

For partial season, please rank in order of preference, #1 & #2. All attempts will be made to accommodate your preference for partial season choice.

☐ PARTIAL #1 • 6/7, 6/21, 6/28, 7/5, 7/12, 7/19

☐ PARTIAL #2 • 7/26, 8/2, 8/9, 8/16, 8/23, 8/30

FULL SEASON - \$200 (\$150 WITHOUT ELECTRIC)

PARTIAL SEASON - \$100 (\$50 WITHOUT ELECTRIC)

Applicants: any enclosed payment will only be processed upon approval into the 2023 market season.

☐ CHECK ENCLOSED

☐ BILL ME

☐ CALL ME

PLEASE MAKE CHECKS PAYABLE TO:

VILLAGE OF ROCKTON

110 E. MAIN ST. ROCKTON, IL 61072

Food trucks: see note on page 2.

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☐ I WILL REQUIRE ELECTRICITY

☐ I WILL BE SELLING FOOD PRODUCTS

I agree to abide by all the RRM, IL State, and Village of Rockton rules and regulations related to my product and company in a public market space.

SIGNATURE

DATE

COMPLETED APPLICATIONS MAY BE SENT TO:

DIDUCH@ROCKTONVILLAGE.COM OR TO VILLAGE OF ROCKTON ATTN: TRICIA DIDUCH

Applications may be submitted as a pdf via email or printed and mailed. We will not accept an emailed photo of a completed application.