

ROCKTON RIVER MARKET

WEDNESDAYS
SETTLERS PARK
5PM-8PM
MUSIC STARTS
@ 6PM



2024 Vendor Application



Business name

Contact name

Address

City State Zip

Cell phone Email

Emergency contact Emergency contact cell

Website/social media sites

Products to be sold (food vendors MUST list their complete menu)

1. I am registering for the FULL SEASON (14 dates).
I am registering for the FIRST HALF SEASON (7 dates: May 22, May 29, June 5, June 19, June 26, July 3 & July 10).
I am registering for the SECOND HALF SEASON (7 dates: July 17, July 24, July 31, Aug. 7, Aug. 14, Aug. 21 & Aug. 28).
2. I can supply proof of registration & applicable permits if requested.
3. I need a larger space than 10' x 10'. Yes No
If yes, provide needed dimensions (e.g. food truck, BBQ booth)
4. I require electricity.* Yes No
**Food trucks - electricity will most likely not be provided due to a revised 2024 vendor layout. All attempts will be made to accommodate your needs, but you must be able to operate off a generator if needed.*
5. I would like to sell alcohol: BEER On-site mixed drinks READY TO DRINK CANNED BEV. (e.g. alcoholic seltzers)
I have enclosed the additional required documents:
Village of Rockton Liquor Special Use Permit application
Copy of State of Illinois liquor retailer license
Municipal liquor license (if not Village of Rockton)
6. Upon acceptance to the 2024 RRM season, I will add the Village of Rockton to my Certificate of Liability insurance and email/mail a copy to the Village prior to May 15, 2024. Yes No

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For the following, please initial those applicable to your business as your agreement to abide by the statement.

- 7. **If I am selling food and/or drink products, I understand that it is my responsibility to apply for and receive the appropriate food permit from the Winnebago County Health Dept.,** and I am not allowed to set up or vend without having the food license on display for consumers.
- 8. If I am a food truck, I understand I must be inspected by a fire department within Winnebago County and display their inspection/approval sticker (as of June 2023).
- 9. **I and/or my employees will not smoke by my booth/food truck.**
- 10. I will be set up by 4:45 pm and not begin tearing down until 8 pm.
- 11. **I and/or my employees will park in the designated vendor parking area.**
- 12. I will notify the market manager of my absence as early as possible in case of emergency; if known ahead of time, at least 24 hours notice. I understand I may only have one planned absence.

FEES (14 weeks for full season/7 weeks for half season)

FOOD VENDOR (prepared foods/food trucks) - FULL SEASON	\$350
PARTIAL SEASON	\$175
FOOD AND/OR ALCOHOL VENDOR - FULL SEASON	\$500 (includes \$100 SUP app fee)
- PARTIAL SEASON	\$250 (includes \$50 SUP app fee)
GOODS VENDOR (artisan goods, jewelry, etc. including baked goods and packaged foods)	
- FULL SEASON	\$200
- PARTIAL SEASON	\$100

Vendors will be billed upon acceptance into the River Market.

I agree to abide by all the Rockton River Market, Village of Rockton, State of Illinois and Winnebago County Health Department.

Signature

Date

Completed applications should be emailed as a pdf to Tricia Diduch at diduch@rocktonvillage.com or mailed to Tricia Diduch's attention at the Village of Rockton, 110 E. Main St., Rockton, IL 61072.

Emailed photos of completed applications will not be accepted.

2024 Vendor Regulations

ROCKTON RIVER MARKET

Vendor Regulations and General Information

- Vendors will be emailed their booth location in early May. Vendor assignments are made by the market manager based on the following main criteria: available space, number of spaces needed, electrical needs, complementary products placed near each other, and vendor performance. Performance includes good product quality, good display and signage, ability to adhere to the Rules and Regulations outlined in this document, and market fees being paid/current. The manager will make every attempt to keep layout consistent throughout the season; however, there may be occasional slight adjustments to assigned spaces due to absences or other occurrences.
- Regarding vendor acceptance, preference is given to artisan products, locally grown/made, Rockton-based businesses and/or positive past RRM vendor history.
- Any issues can be brought to the market manager Tricia Diduch in person or via email at diduch@rocktonvillage.com.
- **You must provide your own material for your booth**, e.g. table, chairs, tent, tent weights, etc. Selling out of a vehicle is prohibited.
- **There are no refunds for missed market dates.**
- Booth sites must be clean with no litter or damage at or around it.
- **Multi-level marketing (MLM) companies are not permitted.**
- The market is “rain or shine” and is only canceled due to severe weather or other emergency at the market manager’s discretion. The market manager will attempt to give as much advanced notice as possible to vendors.
- **FOOD VENDORS:** You must apply for the applicable permit from the Winnebago County Health Department separately - the Village of Rockton does not process individual vendor WCHD permits. You will be sent home from the market if you do not have the appropriate WCHD permit.

Questions can be sent to Tricia Diduch, RRM manager, at diduch@rocktonvillage.com or 815-624-0935.