



2023 Rockford City Market Activity Booth

May 19th – September 29th, 2023

3:45 pm - 8:45 pm (7:45 pm after Labor Day)

Responsibilities: Offer a free, fun, and kid friendly activity to the kids of the market

Volunteers: A *minimum* of 2 volunteers is required; 2-4 volunteers are recommended

Required Time Commitment: 3:45 – 8:45pm before Labor Day, 3:45pm-7:45pm after Labor Day

OPPORTUNITY OVERVIEW

Each week a nonprofit or school organization will volunteer to offer and supervise a **free, fun, (preferably educational) kid-friendly activity**. They will set up their activity, supervise their tent, and promote their organization or school from the vendor space provided by RCM. **A 10x10 tent, 6 foot table, and 2 chairs are supplied and set up by RCM.** *Any additional chairs or tables will be the responsibility of the volunteer group.*

VOLUNTEERS

There must be at least one volunteer that is **18 years or older** supervising the booth at all times. Younger volunteers may volunteer but must be supervised by someone 18 years or older.

OPERATIONS

Minimum amount of volunteers recommended is 2: this ensures that there will be supervision at the activity booth at all times. Volunteers can work the entire length of the market or the organization can rotate people through as they feel is appropriate as long as the booth is staffed the entire length of the market.

Booth volunteers may arrive as early as 2:30P.M. to receive instructions and begin set up of their activity. The event closes at 8:30P.M. before Labor Day and 7:30P.M. after Labor Day. **Volunteers are asked to stay at their booths until 15 minutes after the market closes** to avoid further congestion as all the patrons are leaving. However, they may use this time to tear down their activity. **Vehicles are not allowed on market grounds between 3:45pm until at least 15 minutes after closing** so please keep this in mind as logistics are planned. Volunteers **will not have access to electricity** and are prohibited from using speakers or other amplification at their booths.

PROMOTION

Participating organizations can use their booth to promote their organization and distribute information specific to their cause. Merchandise may not be sold unless given permission in advance from City Market management. ***All activities and distributions must be approved by Rockford City Market in advance. Walking through the market to distribute materials or solicit is NOT allowed.*** Supply of print materials is the sole responsibility of the organization. **Please note that the market does not allow distribution or solicitation of flyers with political or religious causes.** We encourage you to promote your participation in the market, asking your supporters to attend the market and promote attendance to their associates.

For more info, email Becca.Bartels@rrdp.org or call 815-315-1337.