



Rockford City Market Nonprofit Organization Opportunity Market Greeters

**May 19th – September 29th, 2023
3:45 pm - 8:45 pm (7:45 pm after Labor Day)**

Each week a nonprofit organization will volunteer to greet attendees as they arrive and leave the Rockford City Market. They will welcome and monitor guests at each of the four gates, track attendance with counters, communicate rules to guests if needed, and promote their organization from a booth provided and set up by the market staff.

Overview of Volunteer Group Responsibilities:

- A **minimum of 6 volunteers must be present at all times.** We recommend doing 2 shifts and having 10-12 volunteers over the timeframe. Ideal number of volunteers during a shift is 6 to accommodate 1 person at each of 4 gates from 3:45 pm until 8:45 pm (7:45 pm after Labor Day), 1 person at your organization's booth, and 1 person to provide breaks
- If volunteer numbers fall short of the 6 minimum at any time, gatekeeping is the priority and the nonprofit's promotional booth will have to go unsupervised until enough volunteers arrive
- Have someone **18 years or older at each gate** at all times due to alcohol sales
- Greet every guest coming into the market and count them on the market-provided counter
- **Enforce market rules** including no smoking/vaping, no alcohol beyond the gates (no outside alcohol in and no market alcohol out), no pets (service dogs only), no biking/skating/skateboarding, no weapons, etc.
- Direct vehicles away from the market grounds during market hours (this includes Vendors)
- Call or text management for any issues; cell phone numbers will be provided
- Volunteers must be able to sit or stand outdoors for a period of time and will be expected to dress or plan accordingly for weather conditions
- Use management-provided maps to direct customers to bathrooms, ATM, and exits
- Promote their awesome organization from the gates as well as at their promotional booth

DAY OF OPERATIONS

Organizations will receive flyers with instructions and contact information, clicker counters, and maps to give to their volunteers on the day of the event. An email will be sent to organizations closer to the market date which will include parking, meet up, and other day of event instructions.

PROMOTIONAL BOOTH

Market will provide and set up a 10x10 tent, 6 foot table, and 2 chairs for organization use. Organizations may bring their own tablecloths, signage, etc. to use but everything must fit within 10x10 space.

Participating organizations can use their booth to distribute information specific to their cause, collect pledges, or sell tickets to an event. Merchandise sales are not allowed unless approved by the Rockford City Market. ***All sales and activities must be approved by the Rockford City Market in advance.*** Additionally, one printed item may be handed out at the gates by your volunteers. *The printed item must be submitted for approval to the Rockford City Market in advance. **Walking through the market or "hawking" outside your booth 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 information or religious beliefs.**

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 at Becca.Bartels@rrdp.org or call 815-315-1337.