

2024 North End City Market

Rules/Regulations –for vendor to keep

Thank you for your interest in the 2024 Season of North End City Market! The farmers market has been a weekly tradition for the people of the North End and surrounding neighborhoods for many years and in 2015, management started under the Rock River Development Partnership, Inc., a Not-for-Profit Corporation. The North End City Market is full of fresh, local products and food, and is a great place for the community to come shop, eat, and socialize with other community members.

Goals

- To increase traffic and patronage to the North End area and businesses
- To promote the sale and accessibility of locally grown and produced food and other goods to the neighborhood and community
- To grow jobs and businesses by offering the opportunity for local entrepreneurs to test and refine their products, thereby encouraging business incubation or expansion of local businesses in the north end and surrounding area

Location: Saturday mornings May 4 – October 26 from 8:30am-12:30pm at the southeast corner of Auburn and Main Street at the roundabout.

Fees: Fees are \$175.00 per space for the season due with application + a REFUNDABLE \$150 attendance deposit and an option to add on our *NEW* extended dates at a rate of \$10/day.

Products sold at the North End City Market

The North End City Market is committed to creating a diverse marketplace with the highest quality, locally grown and produced products available. NE City Market steering committee will not be bound to apply a particular set of selection criteria and reserves unconditional discretion to accept or refuse anyone as a vendor and will consider many factors when evaluating vendor applications. Vendors are selected through a committee approval process. Priority will be given to:

- Local farmers and producers who bring product to the market that is primarily grown on farmland they own, lease or operate.
- Vendors who create high quality, unique or unusual items
- Businesses with potential for growth into storefronts in local commercial districts
- Prepared food vendors with limited menus who offer foods made from fresh healthful ingredients. Approved menus must be adhered to unless pre-approved by committee.
- Vendors from the previous season whose continued presence at the market successfully aligns with the market's mission.

How stall assignments are made

Stall assignments are made by the market manager based on the following 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.

Booths

- Each vendor is responsible for providing their own tent, tent weights, necessary equipment and supplies to conduct business at their booth. Four (4) tent weights of at least 20 pounds each must be attached each week regardless of the weather unless weighted to the vehicle.
- All booths are 10' x 10' spaces. Vendors may rent multiple spaces.
- Vendors will be charged for multiple spaces if vendor space needs exceed 10' x 10'
- RCM reserves the right to disallow the sale of any merchandise the RCM deems offensive
- Subletting any stall space is prohibited

SNAP/LINK benefits

North End City Market uses an EBT machine to process SNAP/LINK cards. Customers purchase tokens at the information booth and then spend them at the eligible vendors. The Market matches tokens up to \$20 daily with coupons for fruits and vegetables. Vendors are responsible for turning in those tokens and coupons and getting a receipt to be reimbursed. The RRDP will reimburse via direct deposit on a weekly basis. **Vendors must fill out and return an ACH Form to receive direct deposit reimbursement payments each week.** Regarding SNAP purchases, all vendors with SNAP eligible products will be required to participate. It fits the market's mission to make locally grown and produced products available and accessible to our entire community.

Absence Policy

Vendors should be committed to being at the market weekly for their customers but we do understand that an occasional miss is needed. As a courtesy, vendors are asked to notify market management of their absence by 10:00pm Thursday of that week so that layouts can be adjusted if necessary. Vendors with excessive absences may be replaced, have their space moved, or not be allowed back in future seasons. **Vendors who miss more than four Market dates will not receive their \$150 attendance deposit back.**

Weather and Other Emergency Plan

The North End City Market is a "Rain or Shine" market but in the case of severe or threatening weather or other emergency the market management may choose to cancel or close the market.

Electricity

- There is very limited electricity at the North End City Market location. Electric will be given based on priority to prepared food vendors, market management, and then any leftover electric will be divided out 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 12 gauge outdoor commercial grade extension cords.
- Any vendor who causes power outages or issues due to incorrectly stating electric needs will be given a verbal warning on their first offense and given a **minimum of a \$50 fine for each offense thereafter.**

Set Up/Tear Down

Set up starts at 7:00am and must be completed by 8:15am. Tear down starts at 12:30pm. No early teardowns. Vendors are required to stay until closing. Vendors who sell out early must keep their stall set up and post a sign letting customers know they have sold out. There are no moving vehicles allowed on the grounds from 8:15am until 12:45pm.

Vehicles and Parking

Vendors may park one vehicle in their parking spots with their tents off the back. After 8:15am, there will be absolutely no moving vehicles on the market grounds. Vehicles may move again at 12:45pm after the market is over and patrons are clear.

Vendors and staff may not park in the spaces along Toner.

Cleanup and Garbage

Vendors are required to clean up after themselves. Vendor space must be maintained in a clean, safe and sanitary manner. 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, overripe or leftover produce, or boxes in any onsite garbage cans or dumpsters.

Booths/Signage

Booths and signage should look professional, clean and organized. Any products from other farms should be noted on the signage with their Farm name and location. (This is a Farm Bill requirement.)

Taxes

Applicable sales Tax and 1% Redevelopment City of Rockford tax (if applicable) are both the responsibility of the individual vendor. *The City of Rockford requires market vendors to pay the 1% redevelopment (metro) tax. **This affects vendors selling beverages or prepared (hot) foods for consumption on site. It does not affect sales of produce or other goods.** For more information, go to <http://www.ci.rockford.il.us/finance/revenue-division/metro-tax.aspx> or contact City of Rockford Revenue at (779)348-7165.*

Insurance, Permits, Licenses

Vendor shall obtain and maintain general liability insurance covering bodily injury, personal injury, or property damage with limits of not less than \$1,000,000 per occurrence and a \$2,000,0000 general aggregate. Certificates must list Rock River Development Partnership as certificate holder and additionally insured with the address of 116 N Madison Street, Suite 207, Rockford, IL 61107. Vendor shall provide RRDP certificate of insurance evidencing that vendor maintains the required insurance from a carrier reasonably satisfied by RRDP.

Certificates can be mailed to PO Box 4244 Rockford, IL 61110 or emailed to Becca.Bartels@rrdp.org. We do not have a fax machine.

Questions/concerns regarding food product regulations and/or licensing should be directed to the Winnebago County Health Department –at 815.720.4119. All Winnebago County health permits must be acquired at least two weeks prior to the event. 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 website for the Winnebago County Health Department is www.wchd.org. Their office is at 555 N Court Street- Rockford, IL.

North End City Market

2024 Contract and Vendor Application

Return to : RRDp

PO Box 4244

Rockford, IL 61110

***APPLICATION DEADLINE APRIL 20, 2023**

Anyone wishing to become a vendor must submit this completed application and be selected through a committee approval process. **A complete application includes** (1) A filled out and signed application (2) Photos of the product, booth, and set-up which can be mailed with the application or emailed to rockfordcitymarket@rrdp.org. (3) Check made out to RRDp for booth fees (returned if not accepted.) (4) Signed Contract. To ensure a wide variety of goods at the market, the number of vendors in each category may be limited. *Vendors returning from 2023 must fill out a new application and include a complete list of the items they would like to vend but do not need to submit pictures unless a new item is being added.*

Applicant Name: _____

Business Name: _____

Address _____

Email Address: _____

Cell Number: _____ Alternate Number _____

Preferred Method of Contact (Email or Phone) _____

Business Facebook/Website: _____

Illinois Sales Tax Number: _____

Please list all items you would like to sell:

Do you make/grow everything you wish to sell? (If no, please explain):

Is your business or product part of a franchise? _____

Do you have an existing store/business? _____

Do you have any electrical needs? If so, please list piece of equipment and amps required:

Each space is 10x10, vendors who exceed this will be charged for each space used, how many 10x10 spaces do you need? _____

Please list all vehicles and license plate numbers that you or your staff expect to use while at the market:

- I have read and understand the 2023 Rules and Regulations. If I have any questions I will email Becca at Becca.Bartels@rrdp.org or call 815.315.1337
- I have enclosed a check payable to RRDp
- I will provide proof of insurance by May 1
- I will send pictures of my product and booth set-up (if new)

• Signature _____ Date _____

2024 North End City Market Contract

I have read the Rules & Regulations, Terms & Conditions and Vendor Contract of the North End City Market (NE) and understand what is presented in them and hereby agree to abide by them. Further, I understand that any violation of these rules or potential hazard to the public may cause the immediate termination from the North End City Market.

I agree to sell only those products approved by the NE City Market Steering Committee and listed on my application. Additional products cannot be added or sold without prior approval by the NE City Market.

I hereby acknowledge and accept full responsibility for all my activities and for the activities of those assisting me at the NE City Market. I understand that the NE City Market does not carry, provide or offer insurance coverage for individual vendors and that I am required to provide my own insurance coverage for myself and those assisting me. I also understand that I must obtain and provide to the NE City Market management copies of insurance and have the required other permits prior to the start of the NE City Market. Copies of these documents will be kept with me at my booth.

I understand that the Rock River Development Partnership retains the right to collect any and all payments owed by its vendors per the Vendor Contract. I understand that all vendors must pay their fee for the booth space with their application as well as any fines they may accrue payable to Rock River Development Partnership.

I indemnify and hold harmless North End City Market, Rock River Development Partnership, and Market and Vendor Managers and staff, from and against any and all liability, claims, demands, damages, expenses, fees, fines, penalties, suits, proceedings, actions, including attorney's fees for trial and on appeal, of any kind or nature arising out of or in any way connected with this contract or my (the vendor's) use of the space(s), sale of goods or conduct of business by the vendor, its agents, servants, employees, customers, patrons or invitees or any act or omission of the vendor, its agents, servants, employees, customers, or invitees.

I agree that I am responsible for all monies collected from the sale of my goods, as well as collecting and reporting of sales tax. NE City Market, Rock River Development Partnership, and Market Management are in no way responsible for any lost or stolen monies or items.

I understand that NE City Market accepts LINK. I agree to the acceptance of the LINK card benefits at my booth, providing my goods are eligible. I agree to follow all rules and procedures regarding the acceptance of LINK in order to prevent fraud and any loss of revenue from my booth

I agree to assume all costs arising from the use of patented, trademarked, or copyrighted materials, equipment, devices, processes, or dramatic rights used on or incorporated in the conduct of any vendor at or related to its operations at the market; and I agree to indemnify and hold harmless NE City Market, Rock River Development Partnership, and Market Management from all damages, costs, and expenses in law or equity for or on account of any patented, trademarked, or copyrighted materials, equipment, devices, processes, or dramatic rights furnishes or used by the vendor in connection with this agreement and will defend NE City Market, Rock River Development Partnership, and Market Management from any such suit or action, regardless of whether it be groundless or fraudulent

I recognize that the Event poses known and unknown risks of serious personal injury, death and/or damage to or loss of property, including but not limited to, exposure to and infection with COVID-19. I have voluntarily agreed to participate in the Event despite the recognized and inherent dangers existing and despite the known and unknown risks of serious personal injury, death and/or damage to or loss of real or personal property. I further acknowledge that through this Agreement I have been fully and adequately warned of the risks. Finally, I agree to follow all Event rules and protocols related to COVID-19, even when the rules and protocols exceed minimum requirements under federal, state, and local law. I acknowledge that the Event organizer can prohibit attendance at the Event or remove me or guests from the Event premises at any time if I fail to adhere to all Event rules and protocols.

Signature _____ Date: _____