

# INDOOR MARKETS - Vendor Guidelines

First Saturday of the Month: November to March (9 am - 1 pm)

**PURPOSE:** The five Indoor Festival and Markets builds community around food, music, craft items, books, coffee, jewelry, produce, art and kid activities. The Market is held in the Bitner Room at Katie's Cup and each vendor will be given an 8' table area (some outlets are available). Vendors must submit an application to Katie's Cup (501(c)3 organization) two weeks prior to the event.

**VENDORS:** Please fill out this application with a description of your product(s). To ensure a wide variety of goods at the market, the number of vendors in each product category may be limited. Vendor booths are for vendors with regional connections and products. We do not allow vendors for services, political organizations or campaigns, franchises, third party/direct sales or hostess companies. We do allow not-for-profit organizations or agencies that benefit the neighborhoods of Midtown. Vendors may bring table clothes and other displays that can stand in front of their table. The fee to participate in each Festival & Market is \$10.00 each time, payable to Rockford Midtown Market. Credit Card payment may be made and arranged with Market Manager.

**ACCEPTING SNAP?** We are partnering with the Rockford Midtown Market so that we can accept SNAP and credit card sales at the time of the event. It means that vendors that sell food products that can be purchased with SNAP will be reimbursed the Rockford Midtown Market at the end of the event. If you sell SNAP-eligible items, we will provide training and support as needed to help vendors feel confident accepting both SNAP and other forms of electronic payment (e.g., credit cards and debit cards) at the event.

**LICENSING?** It is the responsibility of the vendor to obtain and provide to Market Manager copies of all licenses and permits required for the sale of the vendor's products in addition to your application. You must also comply with the Health Department guidelines. Questions/concerns regarding food product regulations and/or licensing should be directed to the Winnebago County Health Department. Vendors selling food or beverage items or giving samples of these must meet current Winnebago County Health Department food guidelines and have applicable operating permits. Vendors must bring a copy of these permits to the market. All Winnebago County health permits must be acquired prior to the event. For more information on health permits, contact Brian Letton at WCHD at 815-720-4115 or [bletton@wchd.org](mailto:bletton@wchd.org).

**HOW ARE BUSINESSES ABLE TO PARTICIPATE?** We welcome those who would like to be a sponsor from any business or individual. For more information on sponsorship, please contact Market Coordinator, Michael Thomas. Sponsor information will be shared prior to the event and on the screens during the event.

Any questions? Contact Michael Thomas – [rockfordmidtownmarket@gmail.com](mailto:rockfordmidtownmarket@gmail.com) or 779-220-0240

Indoor Festival and Market  
c/o Katie's Cup  
502 Seventh Street  
Rockford, IL 61104

Revised 10-4-2024

# INDOOR MARKETS -Vendor Application

_____ November 2, 2024	Harvest Festival & Market	(\$10.00)
_____ December 7, 2024	Holiday Festival & Market	(\$10.00)
_____ January 4, 2025	Winter Festival & Market	(\$10.00)
_____ February 1, 2025	Valentines Festival & Market	(\$10.00)
_____ March 1, 2025	Spring Festival & Market	(\$10.00)

Applicant's Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Business phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Website Address: \_\_\_\_\_

Business Facebook Page: \_\_\_\_\_

Business Instagram: @\_\_\_\_\_ Business Twitter: @\_\_\_\_\_

I have liability insurance

**Vendor Fee Attached (\$10 for each Market)** \_\_\_\_\_

Please list the items that you intend to sell at Each Market:

\_\_\_\_\_  
\_\_\_\_\_

**Please find my deposit for the Market** (Checks made out to Rockford Midtown Market)

Terms and Conditions:

- Vendors will be selected to participate in the Market based on availability and type of product on our current market needs.
- All vendors intending to be a part of the Market must complete this application.
- Mail application and check to RMM c/o Katie's Cup at 502 Seventh Street; Rockford, IL 61104
- Email application to [rockfordmidtownmarket@gmail.com](mailto:rockfordmidtownmarket@gmail.com)
- Vendor applications will not be processed until we receive your payment.
- All products, including any new products, a vendor plans to sell must be approved by the Market.

By signing below, I acknowledge that I have read and agreed to the terms as described above and that this application does not guarantee or reserve space at the Indoor Market for me or my business; by submitting this application, my business will be considered for the event. I also acknowledge that I have read and will follow the Market Guidelines should I be allowed to participate. I also acknowledge that I am aware of the Winnebago County Health Department guidelines for COVID-19 and have (or will have before selling at Market) any of their necessary licenses and/or permits, and any necessary Liability Insurance.

Vendor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

(Revised 10-4-24) For Office Use Only:			
Date Rcvd: _____	Cash or Check#: _____	Amount Paid: _____	Initial: _____