

# VENDOR RULES & DETAILS

SUMMER SPLASH - 6/24-6/25

EVENT HOURS: FRI. 6/24 11A-9PM AND SAT. 6/25 11A-3PM

RB&W RIVERFRONT PARK - ROCK FALLS, IL

## Here for Community & Keeping it Positive

## CODE OF CONDUCT

The mission of Summer Splash is to bring joy & fun to attendees and celebrate the best our community has to offer. Vendors are expected to: Have a good attitude towards everyone. Follow the event rules and direction of staff without argument. Their decisions are final. Speak positively about the event. Any vendor who does not follow the code of conduct and event rules may be asked to leave.

## VENDOR RULES PAGE 1

### FAMILY FRIENDLY

All products and displays must be family-friendly and appropriate for viewing by children. Products for sale - AND GIVEAWAY - must be pre-approved.

### FOOD & DRINK

All food and drink items given away or sold must be pre-approved by the Chamber in order to prevent competition. This will help ensure your success and the success of others. Food and drink vendors pay extra and have different accommodations. Any vendors giving or selling food or drink without approval may be asked to leave without a refund.

### LOADING / SETUP

Vendors may load in from 8 am to 10 am at the event site. You will not be able to drive down into the vendor area. You will need to bring your own carts and equipment for loading. ONLY 15 minutes in the loading zone, PLEASE! Volunteers will be on-site for questions, but you do not need to check in.

### 10X10 BOOTH

Booth spaces are 10x10. Additional spaces may be purchased. Pre-approved sales trailers may have drive-up access while space and weather allow.

### SUPPLY YOUR OWN STUFF

You must supply your own tables, chairs, tents, etc as you would like your booth setup. Bring a cart and maybe a friend to help you bring items to your booth space. There is no electricity available.

### TENTS & TENT ISSUES

All tents must be weighted down for safety concerns. THIS IS NOT OPTIONAL. The Riverfront is always breezy and storms are common. TENTS ARE DANGEROUS WHEN NOT WEIGHED DOWN. You are liable for any damage caused by your tent. No stakes allowed, due to low-level underground piping. Event staff will remove tents that are not properly weighed down by cement blocks, sand bags, etc.

## VENDOR RULES PAGE 2

### COME & GO

Vendors are welcome to come and go at any time throughout the event. Vendors are responsible for managing their own booths during the event. There will be no overnight security provided for your items. Any items left overnight must be secured against wind damage.

### MAKE \$ AND CONNECTIONS

The Rock Falls Chamber wants all of our vendors to be successful. Feel free to run contests, sell items, do give-aways, bring marketing materials, and show off what your business has to provide. Get us your pics and info early and we will even promote it - while we can!

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### SPECIAL REQUESTS

If you have special requests, submit EARLY. Spaces will be given on a first come first serve basis. We cannot guarantee your space placement. Priority is given to Chamber Members, because of their long-standing support of the community, the Chamber, and this event.

### TWO OF THE SAME BRAND

Limit of one vendor per business brand at event. (i.e only one Mary Kay vendor will be accepted, but more than one make-up company may attend.)

### CHANGE HAPPENS

We do our best to plan for safety, efficiency, and fun. YES - there are probably 100 ways to setup things up and realize there are other options. WE HAVE CHOSEN A PLAN THAT FITS EVENT NEEDS AND THE MAJORITY OF VENDORS TO THE BEST OF OUR ABILITY. Changes may occur right up to the start of the event for the safety, weather issues, and functionality of the event.

### YOU ARE RESPONSIBLE FOR YOU & YOUR CREW

By attending this event you agree to the rules and code of conduct. You are 100% responsible for your booth space, activities, and those working with you. You are liable for any damages, or injury associated with your participation. The Rock Falls Chamber and the City of Rock Falls assume no liability for vendor activities. You must provide your own insurance.

VENDOR / BUSINESS NAME: \_\_\_\_\_

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

Sign online - [www.rockfallschamber.com/ssvendorsrules](http://www.rockfallschamber.com/ssvendorsrules)

# FOOD VENDOR REGISTRATION - SUMMER SPLASH - June 24th & 25th, 2022

Please complete this form with as much information as possible. You may call in changes at any time 815-625-4500. Payment must be made to reserve your space. We will not accept more than any one seller of a specific food type (ie. popcorn). If you prefer to mail in a form, you can print and send in a form with a check payment.

\*\*\*\*WE ARE ONLY ACCEPTING SNACK / DESSERT / NON-ALCOHOLIC DRINK VENDORS AT THIS TIME.\*\*\*\*

## PLEASE NOTE:

- There may be adjustments to the guidelines based on COVID and social distancing requirements.
- PAYMENTS are made on the Chamber's website, or in person after you fill out this form.
- You will be contacted to receive approval for your vendor space.
- There are two different food vendor packages, based on location and upgraded services.

## REGULAR PACKAGE - \$200 -

- No access to electricity and water.
- Spaces are 10x20 unless you request something different. We can accommodate trailers / trucks.

## ELECTRICAL PRIME LOCATIONS - \$250

- Includes electrical access - 4 - 110 outlets on 2 circuits. Limited 220 locations available.
- Includes water access by hose 100 foot minimum.
- You may choose your location.
- Spaces are 10x20 unless you request something different. We can accommodate trailers / trucks.

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### \* Required

1. Email \*

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2. Contact Person / People \*

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3. Phone Number / Cell # \*

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4. Address/ City / State / Zip \*

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5. Business / Organization Name \*

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6. Type of vendor \*

*Check all that apply.*

Desserts

Snacks

Drinks

Other:  \_\_\_\_\_

7. What menu items would you like to sell? \*

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8. Do you have - or - have you recently had a permit with the Whiteside County Health Department? --- (It is not required today. A permit will be required when your space is confirmed and payment is received.) \*

Mark only one oval.

- Yes
- No
- Other: \_\_\_\_\_

9. What other types of events have you sold at before? \*

Check all that apply.

- Community Events under 100 People
- Community Events under 500 People
- Community Events under 1000 People
- Community Events under 5000 People
- Other:  \_\_\_\_\_

10. Do you have a vehicle / trailer / or tent? \*

Check all that apply.

- Truck/Vehicle
- Trailer
- Tent

11. What is the length of your combined requested space. We will do our best to accommodate, but not all truck/trailer combinations will fit in every space. \*

\_\_\_\_\_

12. If you have a vehicle/trailer and the area cannot be accessed, would you be able to setup a tent? \*

*Mark only one oval.*

Yes

No

Other: \_\_\_\_\_

13. Do you have any questions for us?

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