

# VENDOR RULES & DETAILS

SUMMER SPLASH 6/21

EVENT HOURS: 11AM-7PM

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 10am-1pm on Saturday 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.

- MORE RULES ON REVERSE -

## 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.

### 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!

### 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)