

2025

## Sidewalk Merchant Vending Application





## City of Rockford, Illinois

### Public Works Department

City Hall, 6th Floor

425 East State Street, Rockford, IL 61104

Phone: 779-348-7174 Fax: (815) 967-7058

[www.rockfordil.gov](http://www.rockfordil.gov)



### LICENSE APPLICATION – SIDEWALK MERCHANT VEND....

THIS APPLICATION MUST BE ACCOMPANIED BY THE LICENSE FEE.

**\$25/ 1 Day Permit, \$45/ 4 Day Permit, \$103/ 1 Month Permit**

APPLICANT Name/Position: \_\_\_\_\_

Date of Application: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Applicant Phone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

Business: \_\_\_\_\_ City of Rockford Business #: \_\_\_\_\_

Business Address: \_\_\_\_\_

Cart/Booth Size: \_\_\_\_\_

Brief Description of Goods or Services for Sale:

Certificate of Insurance attached: \_\_\_\_\_

In consideration of the issuance of a permit for the use or structure indicated above, the applicant (s) agree(s) as follows:

Merchants in the City of Rockford may vend on the sidewalks of their businesses with the following parameters:

- A minimum 4-foot walkway must be maintained free of obstacles. Approved tables and display units must be placed on the contiguous property in front of the business applying for the outdoor location at least 2 feet from curb.
- Displays, tables, chairs, equipment and merchandise must be removed from the sidewalk nightly.
- The number of display units allowed for a Merchant Vendor is determined by the width of the storefront.

Store Front Width	Display Units
Small (24 feet or less)	2 units or 50% of the linear footage, whichever is less
Medium (25-49 feet)	3 display units
Large (50 feet or more)	4 display units

1. A display unit is described as:

- a. Two tables no more than 30 inches wide and 8 feet (96 inches) long and 29 inches high, or
- b. Two clothing racks no more than 30 inches wide and 6 feet (72 inches) long and 6 feet (72 inches) high, or

- c. One table and one clothing rack meeting the specifications above.
- d. Larger items of the same dimensions described in a, b, and c.

2. You may display merchandise in your sidewalk space only on Thursday, Friday, Saturday, and Sunday.
3. You may not exceed the boundaries of your allotted sidewalk vending space.
4. You may not fill more than 50% of your site.
5. Signage and displays must be directed away from the street.
6. No sign or display unit may exceed 72 inches (6 feet) in height.
7. Merchandise may not be stacked higher than 18 inches upon display tables.
8. Storage may be placed only under securely skirted vending tables.
9. You may vend only items regularly sold within your store.
10. You may not use public amenities for display purposes (light poles, trees, bus shelters, planters, benches, bicycle racks, sign posts, etc.)

**FEES:** 1 day: \$25 Fee included with application: \_\_\_\_\_  
4 day (consecutive): \$45  
1 month: \$103 Dates of vending: \_\_\_\_\_

I, the undersigned, thoroughly understand that this is solely an application to operate a business, and is not permission to operate a business until all applicable ordinances of the City of Rockford including, but not limited to, Building, Zoning and Fire regulations, have been fully complied with, and this application is properly signed by the departments listed below, and an official license is issued by the Comptroller.

Signature: \_\_\_\_\_ Dated: \_\_\_\_\_

Signature: \_\_\_\_\_ Dated: \_\_\_\_\_

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### **AGREEMENT**

The undersigned as a duly authorized agent for the business to whom said permit is being granted, agrees, both for himself and on behalf of said business, to indemnify, defend and otherwise hold harmless the City of Rockford and its employees, by any and all persons for any injury or claim arising out of the creation, existence or operation of or any activity in any way related to the creation, existence, or operation of the business for which said permit is issued.

The undersigned further agrees both for himself and the business to whom said permit is issued, to indemnify, defend and otherwise hold harmless the City of Rockford and its employees, against any and all claims, damages and liabilities which may be asserted against the City of any of its employees, by and all persons in connection with any claim or injury arising from the condition of any public property which composes or is adjacent to any public property which composes part or all of the area, to be used or otherwise occupied, for the purpose of operating a business pursuant to said permit.

Business: \_\_\_\_\_  
By: \_\_\_\_\_

### **ALL ATTACHMENTS AND INFORMATION TO BE NOTARIZED**

State of Illinois

County of Winnebago

\_\_\_\_\_, is a legal resident of \_\_\_\_\_.  
County of \_\_\_\_\_, State of \_\_\_\_\_ being sworn before  
me, and that all statements are true to the best of my knowledge and belief.

Sworn and subscribed to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_, at  
\_\_\_\_\_, County of \_\_\_\_\_, and State of \_\_\_\_\_.

Notary Public \_\_\_\_\_