

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



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.

The maximum number of display units that may be displayed within the merchant vending site shall be determined by the width of the merchant vendor's storefront street frontage, as follows: 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
4 day (consecutive): \$45
1 month: \$103

Fee included with application: _____
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: _____

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 _____