

2023

Sidewalk Merchant Vending Application





**City of Rockford, Illinois**  
**Public Works Department**  
 City Hall, 6th Floor  
 425 East State Street, Rockford, IL 61104  
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[www.rockfordil.gov](http://www.rockfordil.gov)



**LICENSE APPLICATION – SIDEWALK MERCHANT VENDING** (\$25/1 day, \$45/4 day, \$100/month)

THIS APPLICATION **MUST BE ACCOMPANIED BY THE LICENSE FEE.**

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: <b>Store Front Width</b>	<b>Display Units</b>
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:

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



**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 \_\_\_\_\_

**FOR OFFICE USE ONLY:**

Date application received: \_\_\_\_\_ Received by: \_\_\_\_\_

**Zoning:** Approved/Disapproved by: \_\_\_\_\_ Date: \_\_\_\_\_

**Building:** Approved/Disapproved by: \_\_\_\_\_ Date: \_\_\_\_\_

**Fire:** Approved/Disapproved by: \_\_\_\_\_ Date: \_\_\_\_\_

**Public Works:**

\_\_\_\_ Approved and issued on \_\_\_\_\_ by: \_\_\_\_\_ Permit # \_\_\_\_\_

\_\_\_\_ Returned as incomplete on: \_\_\_\_\_ by: \_\_\_\_\_

(with written explanation seven days from receipt)

\_\_\_\_ Denied in writing on \_\_\_\_\_ by: \_\_\_\_\_