

Broadview Juneteenth Vendor Application Form



Please write clearly and answer each question. The information will be used to set up your booth according to the information provided below.

Vendor Name _____
Please list as you want it to appear in written information and materials.)

Food Product or Service To Be Sold _____

Contact Person: _____ Title: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____ Telephone: _____

Email: _____ Fax _____

Website Address: _____

Social Media Handles: FB _____ Instagram _____

I request the following booth setup for the 2026 Broadview Juneteenth Festival:

_____ **10' x10 booth(s) requested at \$300 each.** Each booth includes:

- (1) One SHARED 110 amp electrical outlet;
- (1) 8 foot table and (2) chairs;
- Power Strips are not allowed. Each vendor must bring their own heavy duty extension cord.

Additional Items Available | Table(s) @ \$15 each _____ Chair(s) @ \$2 each _____

All vendors must provide a certificate of insurance that lists the Village of Broadview and Broadview Park District as an additional insured. Proof of insurance must be submitted with payment and a copy of the Vendor Application Form. Booths will not be allowed to open without submitting a current certificate of insurance. All documents must be received by no later than Monday, June 8, 2026.

Make check, money order or cashier's check payable to the Village of Broadview. Checks returned for insufficient funds will be charged a \$50 returned check fee.

Total Fees Enclosed \$ _____ Signature of Contact _____ Date _____

PLEASE NOTE AND ACKNOWLEDGE BY SIGNING ABOVE:

- Vendors will not be allowed to sell the same items. First Come, First Served. Only 2 of the same vendor.
- Vendors are not allowed to sell beverages and may be subject to immediate removal without receiving a refund.
- Food Vendors are required to have a fire extinguisher in their booth and display food sanitation certificate.
- All applications will be processed on a first come, first served basis.
- Any Food Vendors using propane tanks must properly secure the tanks.
- All food items must be priced at \$10 (Ten) Dollars or Less. Food Vendors can select the size of each portion for sale.
- Vendors who sell food items for more than \$10 (Ten) Dollars may be subject to immediate removal without receiving a refund.
- All Food Vendors must provide and display their food menu with costs.

If you have any questions or need more information, call Lily Sierra at 708-681-3600 ext. 259, email at ssierra@broadview-il.gov.

