



Juneteenth Festival

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 for Signage _____

Food Product or Service being sold _____

Contact _____

Address _____ City _____ State _____ Zip Code _____

Cell _____ Daytime Phone _____

Email _____ Fax _____

I request the following booth setup for the Juneteenth Festival:

Number of 10'x10' booths requested at \$300 each _____

Each booth includes one 110 amp electrical outlet, one front counter, one table and two chairs. Power strips are not allowed. Each vendor must bring their own heavy duty extension cord. Additional items can be purchased as follows:

- | | |
|--|---|
| _____ 110 amps - \$125 each | _____ 220 amps—\$250 each |
| _____ Side counters—\$25 each | _____ 10' full-size walls from top tent to ground—\$40 per wall |
| _____ Table(s) - \$15 each | _____ Chair(s) - \$2 each |
| _____ Grease or charcoal can disposal (circle one) - \$30 each | |

Each vendor 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 no later than June 3, 2022

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 _____

NOTE:

- Vendors will not be allowed to sell the same items
- Vendors are not allowed to sell beverages and may be subject to immediate removal without receiving any refunds.
- Food vendors are required to have a fire extinguisher in their booth.
- All applications will be processed first come, first served.
- Any food vendors using propane tanks must properly secure the tanks.
- All food items must be priced \$5 or less. Food vendors can select the size of each portion for sale.
- Vendors who sell food items for more than \$5 may be subject to immediate removal without receiving any refunds

If you have any questions or need more information, call LeTisa Jones at 708-681-3600 Ext. 260 or email at ljones@broadview-il.gov or Lily Sierra at 708-681-3600 Ext. 259 or email at ssierra@broadview-il.gov