



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 8ft 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

_____ Table(s) - \$15 each _____ Chair(s) - \$2 each

_____ Grease or charcoal can disposal (circle one) - \$30 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 no later than June 2, 2023

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 (**First Come, First Served**)
- 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 and display food sanitation certificate.
- 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 Lily Sierra at 708-681-3600 Ext. 259 , email at ssierra@broadview-il.gov



Juneteenth Festival

Non-Profits/ 501c3 Organizations/ Social Services

Vendor Application Form

Vendor Name for Signage _____

Service being provided _____

Contact _____

Address _____ City _____ State _____ Zip Code _____

Cell _____ Daytime Phone _____

Email _____ Fax _____

\$100 for Non-profits, 501c3 Organizations and Social services:

If you would like to participate in our Festival please fill out the form and return to Lily Sierra at 708-681-3600 Ext. 259, email at ssierra@broadview-il.gov, by June 2, 2023

Please note: You will be provided a tent, a 8ft table and 2 chairs. Thank you

Signature

Date

Please check the dates of your participation

Friday, June 16th Saturday, June 17th Sunday, June 18th

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



OUTDOOR ONLY FOOD & SANITATION CERTIFICATION

All food vendors in the Juneteenth Festival are required to attend an outdoor Food & Sanitation class presented by the Illinois Restaurant Association prior to the Juneteenth Festival.

The fee is \$40 and the certificate, which is good for one year, can be used at other outdoor food events.

Classes will be held on Saturday, May 13h from 9a.m.-12 noon and Wednesday, May 17th from 6-9p.m. at Broadview Village Hall Chambers, 2350 S. 25th Ave, Broadview, IL 60155.

Please call David Upshaw at 708-345-8174 to reserve your class date.



If you have any questions or need more information,
call David Upshaw at 708-345-8174 or email dupshaw@broadview-il.gov