

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 SHARED 110 amp electrical outlet, 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:

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 no later than June 6, 2025.

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) only 2 of same vendor.
- * 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 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 or less. Food vendors can select the size of each portion for sale.
- * Vendors who sell food items for more than \$10 may be subject to immediate removal without receiving any refunds.
- * All food vendors must provide and display their food menu with costs.
- * NO REFUND will be given once application has been processed.

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

