



Broadway Festivals, Inc. presents:
2016 4th ON BROADWAY @ MACKENZIE CELEBRATION

STREET DANCE FOOD VENDOR APPLICATION

Application Deadline: Friday, May 27, 2016

The 2016 Street Dance will be held July 2nd or 3rd (TBA soon) at the Courthouse Plaza located at Broadway & Texas Ave.

Each vendor is **required** to attend the vendor meeting at 6:00 pm on **June 15, 2016 location TBD**. At this meeting we will review set-up times, booth locations, operation requirements and general event management.

Broadway Festivals, Inc. will assign each vendor a booth location. *The earliest delivered or postmarked completed applications with fee will be given preference for requested locations.* Your location placement will be given to you at the Vendor's Meeting. Once you have been assigned a location on the street, you may **NOT** move to another location! **ALL VEHICLES MUST BE OFF THE STREET NO LATER THAN 6:30PM. VIOLATORS WILL BE TOWED AT OWNERS EXPENSE.**

All vendors must have general liability insurance coverage. You must provide a certificate of general liability insurance with your application. Alternatively, if a certificate is not provided, you will be required to pay an additional charge of \$100.00 with your application

Coke sales are a primary source of income for Broadway Festivals, Inc. - the non-profit that produces 4th on Broadway. Accordingly, we handle all drink sales directly - Vendors will be **prohibited** from selling drinks. We appreciate your understanding and cooperation in helping us keep 4th on Broadway the Largest FREE Festival in Texas.

IN ADDITION TO THIS APPLICATION PLEASE PROVIDE THE FOLLOWING:

1. A CERTIFICATE OF INSURANCE SHOWING PROOF AND LIMITS OF GENERAL LIABILITY INSURANCE (if not paying the additional insurance fee, above).
2. A COMPLETELY FILLED OUT, SIGNED AND NOTARIZED INDEMNITY AGREEMENT. (COPY ENCLOSED)
3. YOUR CHECK, MADE PAYABLE TO BROADWAY FESTIVALS, INC.
4. RETURN APPLICATION, PAYMENT AND AGREEMENT TO: Broadway Festivals, Inc., P.O. Box 1643, Lubbock, Texas 79408

IMPORTANT: If your set-up requires a health permit (and as a Food Vendor, it probably will), you must secure that permit yourself. Visit the Lubbock Environment Inspection Services at 1625 13th St., rm 105 or call them at (806) 775-2928. Broadway Festivals, Inc. cannot secure any health permits for vendors.



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**STREET DANCE
FOOD VENDOR APPLICATION**

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Office use only:
Completed Application: _____
Indemnity Agreement: _____
Copy of Insurance: _____
Fee Amount Paid: \$ _____
Cash: _____ Check: _____
Chg.: _____
Missing Info: _____
Accepted By: _____
Date: _____

Name of Business, Agency, or Individual: _____

Non-Profit Organization? Check One YES _____ NO _____

Address: _____ City: _____ State: _____ Zip: _____

Contact Person: _____ Email: _____

Cell #: _____ Work #: _____

Item(s) to be sold: maximum of 3 items; once listed, items cannot change; all items must be listed here

_____	\$ _____
_____	\$ _____
_____	\$ _____

Vendor Space (up to 10' X 20'): \$250.00 Booth size _____ feet (width) x _____ feet (length)

Please list the location that you would prefer to be placed on (You are *not* guaranteed a booth space in this area, however we will do our best to assign spaces according to preference on a first come first serve basis):

Please describe your set-up (If you have a trailer or a smoker please tell us!)

*****IMPORTANT!!!*****

Broadway Festivals, Inc. cannot provide electricity for this event therefore each vendor must provide their own generator.

Broadway Festivals, Inc. does not rent tents for vendors. You must provide your own tent and set up. There are a number of tent rental companies in Lubbock.

Fees - Once you are initially approved, all fees are Non-Refundable:

Booth Rental Fee:	\$250.00
Late Fee: (after May 27 th - if applicable)	\$100.00
Oversized Fee: (over 10'X 20' up to 10'X 40')	\$175.00
No Liability Coverage Fee (if no other proof of insurance provided)	\$100.00
TOTAL SPACE AMOUNT ENCLOSED:	\$ _____

For Office Use Only:
Space Fee: \$ _____
Electricity: \$ _____
Late Fee: \$ _____
Oversized Fee: \$ _____
Liability Fee: \$ _____
Discount: \$ _____
Total Fee Paid: \$ _____

Additional Applications available from Broadway Festivals, Inc. – 806.749.2929 or online at www.broadwayfestivals.com

FOOD VENDOR GUIDELINES

AS A VENDOR IN THE 2016 STREET DANCE, TO BE HELD ON July 2nd or 3rd (TBA soon), I UNDERSTAND AND AGREE TO THE FOLLOWING:

- I understand that I must be covered by general liability insurance. I will provide Proof of Coverage with this application. Alternatively, if I do not provide Proof of Coverage, I agree to pay an additional charge of \$100.00.
- I agree that if I sell any drink products I will be immediately shut down, considered a trespasser, and be banned from future events.
- I understand that Broadway Festivals, Inc. does not rent tents for vendors. I must provide my own tent and set up. There are a number of tent rental companies in Lubbock.
- I understand that Broadway Festivals, Inc. requires me to decorate my booths and/or set-ups.
- I agree that Broadway Festivals, Inc. may admit other vendors at prices and under terms that differ from those to which I agree herein. Additionally, I understand that not-for-profit organizations may receive booth space for half price **FOR "INFORMATION ONLY" BOOTHS** and that all other fees apply. Not-for-profit organizations selling merchandise or food items will receive a **\$50 discount off the applicable booth price.** Proof of non-profit status WILL be required. **(There is a Limited # of non-profit spots available.)**
- I agree to abide by all City of Lubbock regulations and ordinances (i.e. preparing and serving of food items, etc.). I agree that appliances requiring electricity that are not listed on this application *must not be used.*
- I agree to sell only items listed on this application. I understand that Broadway Festivals, Inc. reserves the right to prohibit the sale of items that it, in its sole discretion, deems unsuitable for 4th on Broadway.
- I agree that I will receive one (1) free parking pass at the vendor meeting, and that each additional pass will cost an additional \$25.00.
- I understand that the Festival banking committee will not be responsible for cash/change the day of the event.
- I understand that I must bring my own heavy-duty extension cords, and that generators are **not** allowed at the event.
- I agree not to switch locations with another vendor without written approval from Broadway Festivals, Inc. I understand that every vendor is placed for a specific reason and that any vendor violating this policy will be subject to a heavy fine and banned from future events.
- I agree that Broadway Festivals, Inc. reserves the right to place Vendors in any available location. Broadway Festivals, Inc. considers the type of item sold, electricity needs, and location requests in making its placement decisions.
- I have read the foregoing Application and to the extent I have provided information in it, that information is correct.
- I agree that any right I may acquire as a result of my accepted application is contingent with my current and continuing adherence to these Guidelines.

I, _____ have read and understand the Vendor Guidelines provided for the Street Dance and will abide by all guidelines in my application.

Signature of Applicant/Vendor

Date

INDEMNITY AGREEMENT
For the 2016 4TH ON BROADWAY CELEBRATION

BEFORE ME, the undersigned Notary Public, on this day personally appeared _____, who being duly sworn by me upon his/her oath deposes and says that:

“The undersigned, Individually and on behalf of any organization represented thereby (referred to collectively as “Applicant”), agrees to indemnify, save and hold harmless Broadway Festivals, Inc., 4th on Broadway, and any Sponsor of said event, as well as any officer, director, employee, representative or agent of Broadway Festivals, Inc., 4th on Broadway, or any Sponsor of said event, from and against any and all suits, actions, losses, damages, causes of action and claims of liability of any character, type or description, including, but not limited to, expenses of litigation, court costs, attorney’s fees, and/or expert witness fees for any death or injury (real or alleged) to any person, organization or property, arising out of or occasioned by, directly or indirectly, any act or omission of Applicant and/or its officers, directors, employees, representatives. Participants and agents related to or affecting Applicant’s participation in 4th On Broadway and/or any other activity or matter contemplated by this application and this Indemnity Agreement. The undersigned warrants that he/she has full authority to bind the Applicant and understands that Broadway Festivals, Inc. is relying on such representation as a prerequisite to the consideration of this application.”

Further, Affiant sayeth not.

Signature of Individual/Authorized Representative: _____
Name of Organization (if applicable): _____
Title of Authorized Representative (if applicable): _____

SWORN TO AND SUBSCRIBED before me by _____ individually
and as authorized agent for _____ on this the ____ day of _____, 2016.

Notary Public in and for the State of Texas