

**BROADWAY OUR WAY FESTIVAL STREET FAIR VENDOR APPLICATION**

**2024 BROADWAY OUR WAY FESTIVAL**  
**April 20, 2024 –10am-4pm**  
**BROADWAY, NC**

Name of Exhibitor: \_\_\_\_\_ Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone Day: \_\_\_\_\_ Evening \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_

**TYPE OF BOOTH (PLEASE CHECK)**

CRAFT \_\_\_ FOOD \_\_\_ ANTIQUES \_\_\_ EXHIBIT \_\_\_ DEMONSTRATION \_\_\_

Fully describe your booth: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attach 1 photo of exhibit or food. Print name on photo and include a self-addressed stamped envelope for photo return. The Broadway Our Way Committee reserves the right to deny space to vendors due to limited spaces, duplication or anyone deemed inappropriate.

**APPLICATION DUE DATE-3/18/2024**

**FEE**

**STREET VENDORS**

\_\_\_ \$ 60 10' X10' Craft, Exhibit and/or Non-Profit (FEE INCREASE)

\_\_\_ **TOTAL DUE**

- FOR QUESTIONS, CONTACT –Susan P. Britt -susanbritt123gmail.com, 919-353-1395
- NO REFUNDS (UNLESS APPLICATION IS RETURNED)
- \$50 FEE FOR RETURNED CHECKS
- **ONLY ONE VEHICLE ALLOWED ON THE STREET AT CHECK-IN TIME**
- Confirmation, space assignment(s), check in information, will be mailed to vendors on/or about April 8, 2024.
- **REMINDER-NEED COUNTERFEIT PENS**

SEND COMPLETED, SIGNED APPLICATION, PICTURES, AND CHECK MADE PAYABLE TO BROADWAY OUR WAY TO:

Susan P. Britt  
Broadway Our Way Festival  
120 Cats Drive  
Broadway, NC 27505

Vendors will not hold the Town of Broadway, Festival directors, volunteers or employees responsible for claims, fees, damages or expenses. By signing below, you are stating that you have read the Vendor Application and accompany information and that you and/or organization will abide by the rules or risk being removed from **Broadway Our Way**.

Please Print Name: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

*The Broadway Our Way Festival is a rain or shine event!*

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**GUIDELINES AND GENERAL INFORMATION**

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Each booth space is 10'x10'. Any exhibitor may purchase more than one space at an additional cost. Each exhibitor must keep within the 10'x10' assigned space unless additional space has been purchased. Canopies and tents, including any connecting wires, **MUST** be totally contained within the exhibitor's assigned space.

No stakes can be driven into the pavement or ground. Only bucket anchors or weight anchors are allowed.

All exhibitors will be required to supply their own tents, tables, chairs, electrical cords, etc.

Booths must be neat in appearance and not distract from neighboring displays.

Crafters must submit a full description of items to be sold along with color photo.

Vendors must be selling only the item(s) listed on their application.

**Only one vehicle allowed on the street at check-in time.**

**In 2023, one of the vendors received a counterfeit bill. Reminder to have your counterfeit pens in hand on the day of the event.**

**NO VENDORS may give away bottled water. No vendors may give away food or beverages unless they have paid for a food vendor's space.**

Exhibitors may not sublet or apportion space to anyone else.

Postdated checks will not be accepted, and there is a \$50 fee for returned checks. No credit cards are accepted for booth/electrical rental.

**FOOD STREET VENDORS** will be accepted on a first-come-first-served basis. A limited number of spaces with electricity are available upon request. Electricity must be requested on application and fees must accompany application.

**All vendor applications must to be received by **March 18, 2024.****

Food vendors are required to follow all Lee County Health Department requirements. Food vendors that are accepted must complete a Lee County Health Department application, be approved by the Health Department and be inspected the morning of the festival. There is a \$50 fee payable to the Lee County Health Department for this inspection.

Food Vendors who require power must pay the \$30 fee for each electrical outlet. Electricity service **MUST** be checked on the application and paid for in advance. Outlets are extremely limited and are not available to all booths. Electric cords need to be in good condition. Cords that have worn places, tape, splices and plugs replaced may not be acceptable. Electrical outlets are assigned on a first-come-first-served basis but cannot be guaranteed.

**NO ALCOHOLIC BEVERAGES, PROFANE LANGUAGE, LEWD OR VULGAR CONDUCT WILL BE TOLERATED. NO SKATEBOARDS, BIKES, SILLY STRING, POP GUNS OR NOISE MAKERS ALLOWED. VENDORS NOT FOLLOING THESE GUIDELINES WILL BE CLOSED IMMEDIATELY WITH NO REFUND AND NO ADMISSION TO FUTURE FESTIVALS.**

**Broadway Our Way will NOT be cancelled due to rain, so please plan accordingly. There is no rain date. NO REFUNDS.**

**Food vendors** are allowed on streets with vehicles Saturday at 7:00 a.m. **Craft vendors** may bring vehicles on the street Saturday at 8:00 a.m. Due to large number of vehicles on the street, there is a 15-minute time limit to unload your vehicle. **Vehicles must be off the street by 9:30 a.m.** You must unload, move your vehicle, and then set up. No one will be allowed to set up until Saturday morning. You cannot set up Friday night. Vehicles left on the street Friday night will be towed. All vendors must be set up by 9:30 a.m. Saturday morning, April 20, 2024.

**Early breakdown is NOT ALLOWED!**

**Vehicles will NOT be allowed back on the street until after 4:00 p.m. Saturday. The street will re-open at 7:00 pm. All vendors have to be off the street by 7:00 p.m.**

Confirmation, space assignment(s), check in information, will be mailed to vendors on/or about April 8, 2024.

Please keep this sheet for your records and make a copy of application page for your records.

**The following items must be completed and returned to be considered for acceptance:**

- Completed and signed application form     Pictures
- Correct booth fee     Self-addressed stamped envelope
- Electrical needs Information     Food Street Vendor-Certificate of Insurance
- Food Truck-Certificate of Liability Insurance; Copy of Truck Grade

**DOG POLICY**

All dogs must be on a leash at all times. The dog's caretaker is responsible for cleaning up after them. Thank you for your cooperation and understanding.