

BROADWAY OUR WAY
More Fun Than A Trip to NYC
APRIL 17, 2010
BROADWAY, NC

GUIDELINES AND GENERAL INFORMATION

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 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.

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 \$25 fee for returned checks. No credit cards are accepted for booth/electrical rental.

Due to spacing of similar booths, vendors (both for profit and nonprofit) will be limited so that there will be an equal number of each type of vendor. Special requirements and locations will be considered, but exact locations **WILL NOT** be guaranteed.

Jewelry – A limited number of jewelry vendors will be accepted. Vendors will be accepted on the basis of their product description and photographs submitted, not on a first-come basis.

A limited number of any "same" vendors will be accepted (i.e. candles, sunglasses, etc). Applications accepted on a first come-first-served basis.

A limited number of nonprofit organizations will be accepted based on space and the number of similar entries.

FOOD VENDORS will not be accepted on a first-come-first-served basis. Due to high competition for food vendor spaces, they are selected based on their menu, prices and appearance of booth.

All vendor applications must to be received by March 2, 2010.

Food vendors are required to follow all Lee County Health Department requirements. (Lee Country Health Department Checklist can be found on page 3 of this document.) 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.

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 DOGS, 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 5:30 a.m. **Craft vendors** may bring vehicles on the street Saturday at 7:00 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 8:30 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 9:00 a.m. Saturday morning, April 17, 2010. Early breakdown is not allowed. Vehicles will be allowed back on the street after 4:00 p.m. Saturday afternoon.

Confirmation, space assignment (s), parking information, etc., will be mailed to vendors on/or about April 3, 2010.

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:

<input type="checkbox"/> Completed and signed application form	<input type="checkbox"/> Pictures
<input type="checkbox"/> Correct booth fee	<input type="checkbox"/> Self-addressed stamped envelope
<input type="checkbox"/> Electrical needs Information	<input type="checkbox"/> Food Vendors: Certificate of Insurance

LEE COUNTY HEALTH DEPARTMENT CHECKLIST

- _____ **Sanitizer**
- _____ **Test strips**
- _____ **Single vat utensil sink with drain board or counter top**
- _____ **Thermometers**
- _____ **Handwash basin/soap/towels**
- _____ **Pot for heating water**
- _____ **Running water (under pressure)**
- _____ **Liquid waste container**
- _____ **Garbage can with lid**
- _____ **Water heating method**
- _____ **Overhead cover and screens or fans**
- _____ **Convenient and approved toilet facilities**
- _____ **Refrigeration**
- _____ **Food prepped and prepared in an approved kitchen**