



CITY OF HARVEY
15320 BROADWAY AVENUE
HARVEY, IL 60426
(708) 210-5350 – PHONE
(708) 210-5368 – FAX

April 2016

Dear Business Owner:

As part of our Summer Celebration, you are cordially invited to participate as a vendor in the City of Harvey and Harvey Park District's July 4th Parade and Celebration. This spectacular event will be held Saturday, July 2, 2016. The day will begin with the 4th of July parade, stepping off around 10 a.m. This will be followed by the city-wide picnic celebration from 12:00 - 6:00 p.m. in the City Hall Municipal Campus 153rd & Broadway in Harvey.

The flat rate for vendor space is only \$25.00. You will be responsible for providing any and all equipment needed for your space (i.e. electricity, water, lights, booths, etc.)

As you know, festivals are great sources of advertisement for businesses, as well as fun for the community. We are expecting large crowds and know that a festival of this magnitude will provide you with recognition.

To ensure your reservation in this wonderful event, please fill out the enclosed application and return it to, City of Harvey, July 4th Committee, 15320 S. Broadway Harvey, Illinois 60426. If you have any questions or concerns, you may contact her at (708) 210-5301.

Sincerely,

July 4th Vendor Committee

(application on back)

2016 VENDOR APPLICATION

CITY OF HARVEY, ILLINOIS JULY 4th PARADE and CELEBRATION (FEE REQUIRED – APPLICATION DEADLINE: JUNE 24, 2016)

APPLICANT:

Name of Business _____

Contact Person: _____

Address: _____

City: _____ State _____ Zip Code _____

Phone: _____ Day _____ Evening _____

Item(s) to be Sold 1.) _____

2.) _____

3.) _____

4.) _____

Hours of Operation: All Day _____ or Only From: _____ to _____

Special Notes: _____

Please list four choices in order of preferences. Decisions will be made according to the order in which the applications are received. The City of Harvey reserves the right to refuse any application.

List any special items, set up arrangements, conditions, or locations you need to make your sales run smoothly (i.e., must be near electrical outlets, close to running water, etc.).

Indemnification Agreement

The undersigned, who represents the above organization, agrees to indemnify and hold harmless the City of Harvey, City of Harvey July 4th Committee, their officers, agents, employees, servants, and any volunteer associated with all of the Fourth of July activities, from all claims by representative of the above organization arising from the Fourth of July celebration and from and against all costs, counsel fees, expenses and liabilities incurred in connection with any such claim, action or proceeding brought there from.

BY: _____ Dated _____

Rules/Regulations:

- All vendors need to supply their own table, chairs, and electric/generator for this event.
- Proof of liability insurance must be sent with application form. The certificate must list the City of Harvey, Harvey Park District, and Applicant as additional insurers.
- All vendors should be set up to begin operations by 11:00 a.m., until the close of the event after 6:00 p.m.
- Please contact Vendor Committee at 708-210-5301 with any questions. Fax 708-210-5366
- Deadline for vendor application is June 24, 2016. Please return this form to: City of Harvey Mayors Office, July 4th Committee; 15320 S. Broadway Avenue.; Harvey, IL 60426.

OFFICE USE ONLY;
DATE RECEIVED: _____ TIME _____

BY (EMPLOYEE) _____