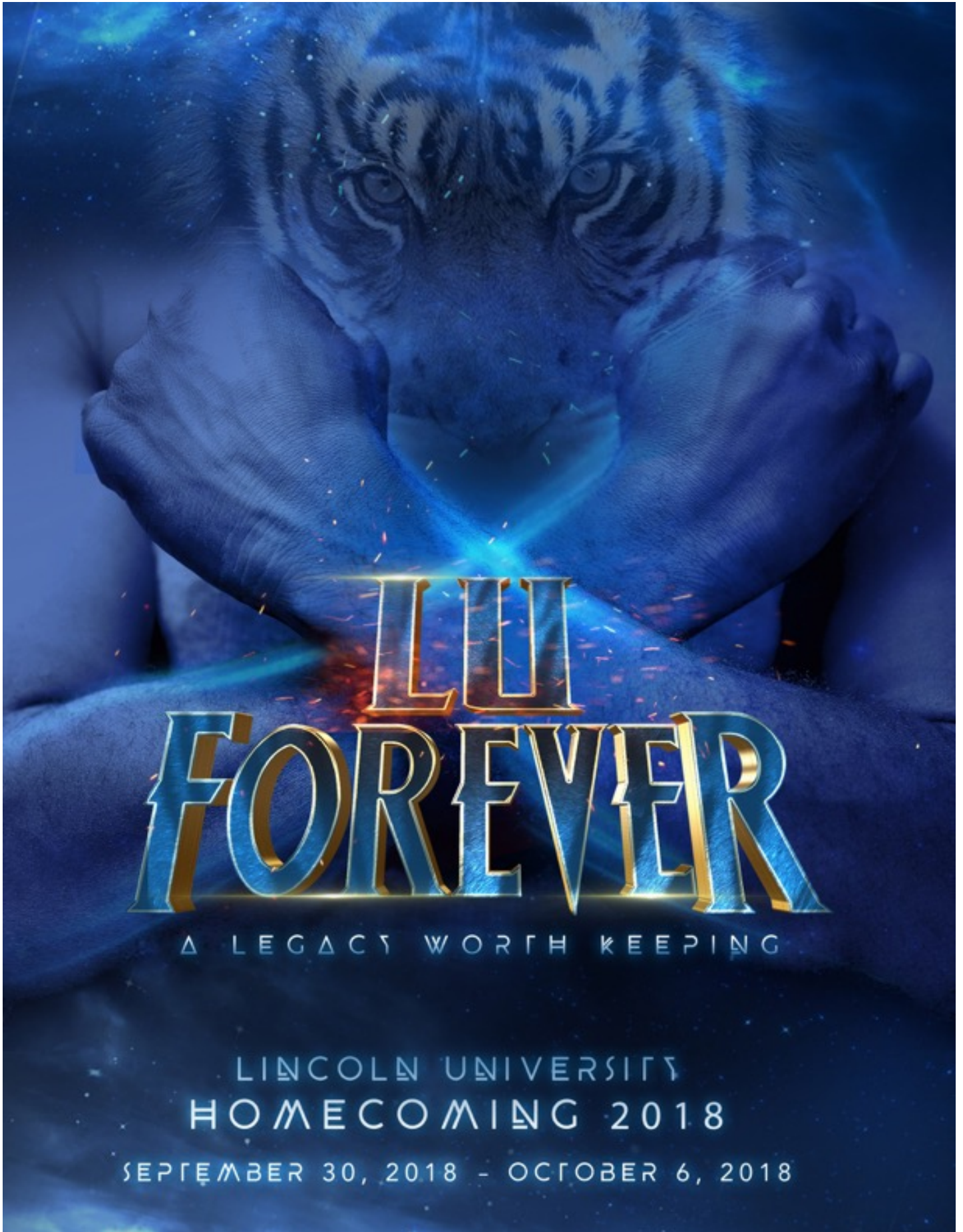


VENDOR APPLICATION



THE LION KING

A LEGACY WORTH KEEPING

LINCOLN UNIVERSITY
HOMECOMING 2018

SEPTEMBER 30, 2018 - OCTOBER 6, 2018

Lincoln University
2018 Homecoming

October 5th – 6th

“LU Forever – A Legacy Worth Keeping!”

Alumni Affairs

818 Chestnut St., Memorial Hall

Jefferson City, MO 65102-0029

Phone: (573) 681-5573

FAX: (573) 681-5892

E-Mail: griffins@lincolnu.edu

TO: Vendor/Exhibitor

Lincoln University is looking for a variety of vendors to sell items during our Homecoming Activities! We would like to offer you the opportunity to take advantage of the purchasing power of our Homecomers.

Application

Vendor application deadline for space rental is **October 4, 2018**. Questions and concerns may be directed to the **Office of Alumni Affairs** at **(573) 681-5573** or email **griffins@lincolnu.edu**. (see attached application). Please send check or money order to:

Lincoln University Alumni Affairs

818 Chestnut

PO Box 29

Jefferson City, MO 65102-0029

Memo: LU Homecoming Vendor

Booth/Space Specifications

Location:

- **Friday:**
 - A. Chestnut Street on the Quad (820 Chestnut Street)
 - B. On the grounds at the Hoard Tennis Courts on the corner of Lafayette and Dunklin streets “The Foot”.
- **Saturday:**
 - A. On the grounds at the Hoard Tennis Courts on the corner of Lafayette and Dunklin streets “The Foot”.

Booth Set-Up:

Due to variations in weather, canopies or tents are strongly recommended. There will be no reimbursements due to inclement weather. **ONLY booth space will be provided. Electricity, tables or chairs will not be provided.**

Check-In/Set-Up/Breakdown

All booths are to set-up by:

- **Not before 10:30 a.m. on Friday, October 5th on the Quad** – Breakdown/close by 6:00 p.m.
- 8:00 a.m. on Friday, October 5th on “The Foot” – Breakdown/close by 12:00 a.m.
- 8:00 a.m. on Saturday, October 6th on “The Foot” – Breakdown/close by 12:00 a.m.
- **Vendors ARE NOT allowed to set up prior to Friday, October 5th**

Homecoming Vendor Registration Permits must be prominently displayed. You will receive your Vendor Permit upon receipt of your vendor fee. Booths not displaying the Vendor Permit will be required to breakdown or pay the ‘late or on-site’ vendor fee.

All vendors are responsible for the security of their booths and vending areas while in use. Lincoln University will not be held responsible or held liable for any damage, destruction or loss of vendor property or person.

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Phone: (573) 681-5573

FAX: (573) 681-5892

E-Mail: griffins@lincolnu.edu

Homecoming Vendor Application

Please complete and return with your method of payment to:

Lincoln University Alumni Affairs

Memorial Hall

818 Chestnut Street

Jefferson City, MO 65102-0029

Memo: LU Homecoming Vendor

APPLICATION DEADLINE

DATE:

October 4, 2018

**(\$50 Premium for
On-Site/Late Payment)**

PLEASE PRINT

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone number: _____ Email: _____

Website: _____

Business Name: _____

Vendor Product(s) and booth details: _____

Please Check Your Choice Vending Space(s) Below

Day/Location	Vending Space 10'x10' Fee	Late or On-Site Fee	Vending Space 20'x 8' Fee	Late or On-Site Fee	Vending Space 40' x 8'6" Fee	Late or On-Site Fee
Fri, Oct. 5/Quad*	\$75	\$125	\$100	\$150	N/A	N/A
Fri, Oct. 5/The Foot*	\$125	\$175	\$150	\$200	\$175	\$225
Sat, Oct. 6/The Foot*	\$200	\$250	\$225	\$275	\$250	\$300
TOTAL						

***Any extra space needed outside your chosen vending space for dining tables, chairs, etc. will assess the "on-site" fee.**

Method of Payment (please check one):

Enclosed is a check/money order: (Make check or money order payable to: **LU Alumni Affairs.**)

Charge the total amount to the following credit card: MasterCard VISA Discover American Express

Card Number: _____

Expiration Date: _____

Card Holder's Name: _____

(Please **Print** Full Name)

Card Holder's Signature: _____

**No reimbursements due to
inclement weather**

I agree to the terms outlined on the Exhibitor/Vendor Information and Guidelines form.

Signed: _____ **Total Amount Enclosed: \$** _____

Vendor Information and Guidelines

Food Vendors:

- Food vendors are required to display a menu with listed prices.
- Food vendors must adhere to the Temporary Food Stand Guidelines provided by the Cole County Health Department.
- The Cole County Health Department will be on site for food vendor inspections.
- Proper insurance and permits are required to sell food.
- Vendors who do not have required permits will be removed from the premises.

Clothing and other vendors:

All vendors that sell any type of paraphernalia bearing Lincoln University's name, likeness, image, logo, shield or seal, must be licensed through the official University trademark and licensing company – Learfield Licensing

Vendors may obtain a license to sell Lincoln University paraphernalia by contacting:

Learfield Licensing

Taylor Sandberg

Account Manager

319-351-1776

email: tsandberg@learfieldlicensing.com

Vendors must be officially licensed before October 5, 2018. Please be advised that University and LRG representatives will be on sight during Homecoming festivities to monitor activities and to protect the University's interests. Vendors who do not have required permits will be removed from the premises.

Thank you in advance for compliance with this requirement.