



Student Life & Development
484.365.7701 (p) 484.365.7919 (f)

August 8, 2017

Dear New and Returning Vendors:

As we prepare for the 2017-2018 academic year, the Office of Student Life and Development invites you to participate in the upcoming Vendors Day exhibit dates. **MERCHANDISE VENDORS PLEASE NOTE THAT THE LOCATION FOR VENDORS DAY IS THE LIVING LEARNING CENTER DINING HALL PERIMETER.**

Merchandise vendors interested in vending during Fall 2017 / Spring 2018 academic year may do so for **\$75.00** per day, and during special events (i.e., Spring Fling and Homecoming) you may do so for **\$200.00** per day. Food vendors must pay **\$500.00/\$650.00** (depending on date of arrival) to vend at **special events**. Lastly, the Annual Membership Rate is now **\$900.00** (excluding dates for special events).

**** Unfortunately, tables are not provided, but each vendor is allowed to bring up to two (2) tables. ****

Food Vendors: Food vendors are **required to pay a \$300.00 NON REFUNDABLE deposit** in addition to the cost of the special events vending fee. **The deposit must be received within TEN (10) business days prior to your arrival or you will not be allowed on campus or to vend – NO EXCEPTIONS.**

Vendors are not allowed to park in the vending area, cars are only permitted to load/unload in the space. Public safety will ticket and or tow your vehicle if you fail to follow parking regulations on campus.

Lincoln University has a ZERO TOLERANCE alcohol, drug and harassment policy. If in the event where any of these policies are violated, Public Safety will be notified and escort you off of the premises. Refunds will not be processed under these circumstances – NO EXCEPTIONS.

Attached you will find a copy of the Vendor Application. For **EACH** Vendors Day exhibit date, please remit payment two (2) weeks prior to the day of vending. If you should have any questions, please feel free to email me at tbrown@lincoln.edu or call (484) 365-7701. As well, you may address all communication to me, as I am the direct point of contact for all of your vending needs.

We thank returning vendors in advance for their continued support and service to our students. The Office of Student Life and Development looks forward to working with you again this academic year. As well, we look forward to building a lasting partnership with future vendors.

Sincerely,

Ms. Tiffani Brown
Coordinator
Office of Student Life and Development
Division of Student Affairs
Lincoln University
1570 Baltimore Pike, P.O. Box 179
Lincoln University, PA 19352-0999
Ofc: 484.365.7701 Fax: 484.365.7919
tbrown@lincoln.edu
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2017-2018 VENDOR APPLICATION

Name: _____ Telephone: _____

Company Name: _____

Address: _____

City/State/Zip: _____

Email Address: _____ Fax: _____

Please provide a brief description of the products/foods you plan to sell or advertise:

Lincoln University Does Not Provide Tables or Table Cloths

Please check all dates below that you are interested in vending at Lincoln University.

FALL 2017

(All regular vending dates are from 11:00am-7:00pm | Location: Living Learning Center Dining Hall)

EXHIBIT DATE	PRICE
Tuesday, September 12, 2017	\$75.00 (includes two cafeteria meal tickets)
Thursday, September 28, 2017	\$75.00 (includes two cafeteria meal tickets)
Tuesday, October 10, 2017	\$75.00 (includes two cafeteria meal tickets)
Thursday, October 26, 2017	\$75.00 (includes two cafeteria meal tickets)
Tuesday, November 7, 2017	\$75.00 (includes two cafeteria meal tickets)
Thursday, November 30, 2017	\$75.00 (includes two cafeteria meal tickets)

SPRING 2018

(All regular vending dates are from 11:00am-7:00pm | Location: Living Learning Center Dining Hall)

EXHIBIT DATE	PRICE
Tuesday, January 30, 2018	\$75.00 (includes two cafeteria meal tickets)
Tuesday, February 13, 2018	\$75.00 (includes two cafeteria meal tickets)
Tuesday, February 17, 2018	\$75.00 (includes two cafeteria meal tickets)
Thursday, March 15, 2018	\$75.00 (includes two cafeteria meal tickets)
Tuesday, March 27, 2018	\$75.00 (includes two cafeteria meal tickets)
Tuesday, April 10, 2018	\$75.00 (includes two cafeteria meal tickets)
Thursday, April 26, 2018	\$75.00 (includes two cafeteria meal tickets)

Annual Membership (Merchandise Vendors Only) **\$900.00**

(For all 13 regular vendors day dates, not including ANY Special Events; includes 2 cafeteria meal tickets for each date)



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SPECIAL EVENTS

EXHIBIT DATE/EVENT	PRICE
Pump Handle 2017 Weekend (Food Vendors Only) <i>Food Vendors can arrive as early as noon Friday, September 8, 2017 until Sunday September 10, 2017 at noon.</i>	\$500.00
Homecoming 2017 Weekend (Food Vendor Option 1) <i>Food Vendors can arrive as early as noon Thursday, October 19, 2017 until Saturday October 21, 2017 at noon.</i>	\$500.00
Homecoming 2017 Weekend (Food Vendor Option 2) <i>Food Vendors can arrive as early as noon Thursday, October 19, 2017 until Sunday October 22, 2017 at noon.</i>	\$650.00
Homecoming 2017 Weekend (Merchandise Vendor) <i>Vendors can arrive as early as 8:00 am Saturday, October 21, 2017 until 8:00pm, same day.</i>	\$200.00
Spring Fling 2018 Weekend (Food Vendor Option 1) <i>Food Vendors can arrive as early as noon Thursday, April 12, 2018 until Saturday April 14, 2018 at noon.</i>	\$500.00
Spring Fling 2018 Weekend (Food Vendor Option 2) <i>Food Vendors can arrive as early as noon Thursday, April 12, 2018 until Sunday April 15, 2018 at noon.</i>	\$650.00
Spring Fling 2017 Weekend (Merchandise Vendor) <i>Vendors can arrive as early as 8: 00 am Saturday, April 14, 2018 until 8:00pm.</i>	\$200.00
TOTAL:	

By signing and submitting payment/application, I agree to adhere to the information provided in this letter, the Office of Student Life and Development, and Lincoln University.

Signature: _____ **Date:** _____

RETURN APPLICATION & PAYMENT TO:

Office of Student Life and Development ATTN: Vendors Day 17-18
1570 Baltimore Pike, Lincoln University, PA 19352

REMINDERS:

- **For EACH exhibit date during which you would like to participate, please remit payment two (2) weeks prior to the day of vending.**
- Vendors are required to pay **PRIOR** to the selling of any merchandise, and there will be **NO EXCEPTIONS**. No payments may be made upon arrival. Any vendor that does not remit payment by two weeks prior to the scheduled vending date will **not** be allowed to vend on the scheduled date. **NO EXCEPTIONS** will be made for any vendors.
- Tables will not be provided. Each vendor is allowed to bring up to two (2) tables.
- We accept Money Orders **ONLY**.
- Vendor locations are assigned on a first-come, first-served basis.