March 14, 2023

Dear Vendors:

As we prepare for Lincoln University’s 2023 Spring Fling Celebration, the Student Life and Development Office invites you to participate in the dates of the upcoming events:

Merchandise & food vendors interested in vending during Spring Fling Weekend (Thursday 4/13– Saturday 4/15) may do by submitting a vendor application by **March 24th, 2023**. **Upon approval,** you will be directed to pay the appropriate fee ($850 food, $500 merchandise). **Due to changes in our vendor set-up process,** we have a limited number of spaces available this year for vendors. We are inviting you to participate each day, however, if you cannot, please let us know which days you plan on attending, by completing that section on the application. **Note, there is not a separate fee per day.**

**As a reminder, food vendors must secure a certificate of liability insurance by 3/27.**

**Vendors will participate during the following times:**

Thursday, April 13th : set-up 9AM – vending starts at noon

Friday, April 14th : set-up 9AM – vending starts at noon

Saturday, April 15th : Vending starts at 10:00 am and concludes at 10:00 pm.

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

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.Vendors are responsible for appropriate cleanup and disposal of all materials.

Vendors selling merchandise with any Lincoln logo, seal, or mark must be licensed via CLC Brand Manager.

All merchandise with logo, seal, or mark will need to be pre-approval through CLC. Licensing information can be found at [University Branding | Lincoln University](https://www.lincoln.edu/departments/communications-public-relations/university-branding) and then scroll down to Licensing.

If you should have any questions, please feel free to email me at

 lraymond@lincoln.edu or call my office phone 484-365-7927.

We thank all vendors for their continued support and service to our students.

The Student Life and Development Office looks forward to working with you to make this event successful.

Sincerely,

**Lyndsay Raymond, M.S.**

**Executive Director for Student Success**

Division of Student Success

Lincoln University

1570 Baltimore Pike

Lincoln University, PA 19352

Office: Student Union Building (SUB) 130

(484) 365-7927(office)

**2023 SPRING FLING Vendor Application**

**Name**: \_\_\_\_\_\_\_**Telephone:** \_\_\_\_\_\_\_ \_\_\_\_\_\_\_

**Company Name:** \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_\_

**Address:** \_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**City/State/Zip:** \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

**Email Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Fax:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please provide a detailed description of the merchant products/foods items 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.**

* Thursday, April 13th : set-up 9AM – vending starts at noon
* Friday, April 14th : set-up 9AM – vending starts at noon
* Saturday, April 15th : Vending starts at 10:00 am and concludes at 10:00 pm.

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| --- |
|  |
|  |  |  |
| Spring Fling 2023 Weekend (Food) | **$850** |
| Spring Fling 2023 Weekend (Merchandise) | **$500** |
|  |  |
|  |  |  |
|  | **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:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**