



March 11, 2024

Dear Vendors:

As we prepare for Lincoln University's 2024 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 4/11– Saturday 4/13) may do by submitting a vendor application by **March 29th, 2023**. **Upon approval**, you will be directed to pay the appropriate fee (\$850 food, \$500 merchandise by 04/05). **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 04/05.
Vendors will participate during the following times:**

Thursday, April 11th : set-up 9AM – vending starts at noon
Friday, April 12th : set-up 9AM – vending starts at noon
Saturday, April 13th : 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](#) and then scroll down to Licensing.

Please note that vendors who fail to submit payment or obtain their licensing by the deadline will not be permitted to vend and will lose their spot.

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)



2024 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: Feel free to send menus as a separate attachment. **Selling food/merchandise that does not match what is on the application will result in termination of agreement and future vending opportunities without refund.**

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 11th : set-up 9AM – vending starts at noon
- Friday, April 12th : set-up 9AM – vending starts at noon
- Saturday, April 13th : Vending starts at 10:00 am and concludes at 10:00 pm.

Spring Fling 2024 Weekend (Food)	\$850	
Spring Fling 2024 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: _____