

# LINCOLN HOMECOMING FESTIVAL

July 19-22, 2012

This form must be filled out completely and submitted with payment in order to be considered for space at the festival. Submission of this form does not guarantee a space until the form is approved and necessary paperwork is completed. All vendor space is outdoors and vendors are responsible to supply their own shelters including tables and chairs. Electricity is included, if checked off by vendor at time of application. All booths must be open 11:00 am – 7:00 pm. *The complete rules are on the reverse side of this document.* **Submission date: Oct 1<sup>st</sup> – July 8<sup>th</sup>**

Business: \_\_\_\_\_ Owner: \_\_\_\_\_

Date of application: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Address: \_\_\_\_\_

Email: \_\_\_\_\_

Renewal Vendor\* YES or NO

*\*If available, would you like same spot? Y or N*

Size needed: \_\_\_\_\_

Do you need electricity? Y or N

Do you need water? Y or N

Do you have the necessary permits/licensing and proof of insurances? Y or N

*All lots will be measured to make sure that spacing is same as paid for. If requiring electricity, please bring at least one 25', 12 Gauge, extension cord. Food Vendors are responsible for dropping off their pigtail to the Code Office at least 24 hrs prior to start date of*

Art/Info (10' x10') \$40 \_\_\_\_\_ Novelties/Games (10' X 12') \$60 \_\_\_\_\_

Food (10' x 10') \$100.00 \_\_\_\_\_ Food (10' x 20') \$200.00 \_\_\_\_\_ Food (10' x 25') \$250.00 \_\_\_\_\_

*Food sales must attach a copy of your state license, insurance binder & menu items.*

**All non-profit and 501c3 organizations will be given a 50% discount on vending fees, if a non-profit certification is attached to the application. Check off the days that you will be vending.**

*\*For each day missed, additional \$25.00 is due on the space.*

Thursday (19<sup>th</sup>) \_\_\_\_\_ Friday (20<sup>th</sup>) \_\_\_\_\_ Saturday (22<sup>nd</sup>) \_\_\_\_\_

**Total Spaces for 3 days** \_\_\_\_\_

1<sup>st</sup> choice of product/game: \_\_\_\_\_

Other items being sold: \_\_\_\_\_

Visit us at [www.lincolmaine.org](http://www.lincolmaine.org) or call Amanda Woodard at 794-3372 for more information...

Paid: \_\_\_\_\_ Ck # \_\_\_\_\_ Date: \_\_\_\_\_ Lot # \_\_\_\_\_

# VENDOR POLICIES 2012

Our community events attract a diverse group of people though our intent is to keep the spirit of a hometown atmosphere with a safe and friendly environment.

The Town of Lincoln has a limited number of spaces to rent to vendors. The space designated for rent is Veteran's Square, Prince Thomas Park or any other Town owned property. Vendors will contain their selling to those areas only, unless granted permission to leave its boundaries. If a vendor leaves their designated spot without prior approval, they will be asked to leave without a refund. If the Town of Lincoln is sponsoring an event within a facility or remote location, the town reserves the right to select the vendors and set the rate of rent.

**Vendor space is available (provided application is approved) beginning October 1<sup>st</sup> each year** and registrations are due before July 8<sup>th</sup> to insure proper placement. A completed application with payment is required to hold space and a vendor must work the full 3 days for the times listed. \*If for any reason, a vendor opts out a day or arrives late, the signed agreement shall be voided, unless prior arrangements are pre-approved. An additional charge of \$25.00 per day will be charged for each day missed. It is the expectation of the Town of Lincoln that all Vendors will follow the Maine State Statutes for gaming and raffle practices.

We reserve the right to refuse space to a vendor if product static display or products are deemed inappropriate or discriminate against the general public. Vending booths will be kept clean and pleasing to the eye. It is our intent to have diverse items of interest while maintaining healthy competition practices for those promoting their products. In order to approve the application form, a vendor must be specific and list their #1 product or game as well as secondary items. If a vendor changes their #1 item from the original application, they will be asked to remove that item from sale. The Town will not guarantee #1 choice of product if listed in a generic description. I.e. jewelry, food, shirts, glo – novelties etc.

The Town of Lincoln rents space to food vendors only in specified locations for a fee of \$10.00 per linear foot. At the time of application, food vendors will list their #1 food specialty and secondary menu items in order to properly place the vendor and keep the festival diversified. Water and electricity is included in the cost, however, vendors are responsible for pigtail hookup and sanitation certification practices. All applicable licensing and insurance shall be provided to the Town prior to setup. Non-Profit and 501c3 organizations will receive a 50% discount on \*fees.

During the four day festival, any food vendor, business, entertainment group or non-profit organization declined in the above areas /or outside of the designated vending areas should contact the Town Clerk regarding the permit process. At the time of the request, all applicable licensing, insurances and safe food handling training should be completed and fees may apply. The council agenda request and all related information is due no later than May 30<sup>th</sup>. The Town Clerk will then forward the applications to the Town Council for approval at the regular June meeting.

Vendors are responsible to work their own booths and keep the area clean. The hours shall be no less than 11:00 a.m. to 7:00 p.m. **Parking is not allowed nor vehicles allowed within the selling area at any time once barricades and cones are placed.** Vendors are responsible to secure their goods and provide shelter from the weather. If at any time a vendor becomes rude or acts inappropriately, they will be asked to leave and will not be allowed back to future events. There shall be no refunds of fees paid if a vendor backs out or is removed due to misconduct.

1. Applications and Vendor Rules will be posted on the Town's website on or after October 1st. The rules shall be enforced by the Community Events Coordinator and Code Enforcement Officer.
2. Fees shall be adjusted year to year for inflation and must be paid to retain space.
3. Spaces will be made available for set-up on Wednesday night after 5:00 p.m. or before Thursday at 10:00 a.m. An electrician chosen by the Town shall be available to assist with hook-ups. Pigtails must be provided ahead of time and it is the responsibility of the vendor to schedule arrival time with the Community Events Coordinator or Code Enforcement Officer. Anyone who is late is subject to the late fee and will not be allowed to park vehicles inside the selling area.
4. There shall be no child under the age of 16 working a vendor booth without an adult present at all times.
5. Vendors assume full responsibility for clean-up and breakdown of lot. No articles or garbage will be left behind.
6. Any animal within a vendor booth must be licensed and in control at all times. Any pet waste shall be cleaned up immediately by a designee supplied by that Vendor.
7. Vendors who use tents and or stake downs of equipment must secure the lines with a fluorescent or reflective tape to alert walkers and visitors of obstruction. No stakes may be driven in the asphalt with a diameter larger than ¼'.