

# THE 2010 LINCOLN HOMECOMING FESTIVAL! July 15-18<sup>th</sup>

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 you a space until the form can be processed and approved. All vendor space is outdoors and each applicant is responsible to supply their own weather-proof shelters including tables and chairs. All vendors must be staffed 11:00 a.m. – 6:00 p.m. *The complete rules are on the reverse side of this document. Submission date: January 1<sup>st</sup> – June 30<sup>th</sup>*

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

Date of application: \_\_\_\_\_ Returning Vendor YES or NO

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

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

**Novelties/Crafts/Games\* \$40** \_\_\_\_\_ **Food\* \$160** \_\_\_\_\_

*(All non-profit organizations must attach non-profit certification)*

*\*If food sales, a copy of your state license & menu items with price must be attached.*

**1<sup>st</sup> choice of item sold or game:** \_\_\_\_\_

Other items which will be sold:

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Space Required \_\_\_\_\_ Water \_\_\_\_\_ Electricity \_\_\_\_\_

*Check off the days that you will be attending*

*If not all 3 days – \*additional \$100.00 due.*

Thursday (15<sup>th</sup>) \_\_\_\_\_ Friday (16<sup>th</sup>) \_\_\_\_\_ Saturday (17<sup>th</sup>) \_\_\_\_\_

Visit us at [www.lincolnmaine.org](http://www.lincolnmaine.org) or call Shelly Crosby at 794-6548 for more information...

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

**Notes:**

# VENDOR POLICIES 2010

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 who wish to sell their wares. The space designated for rent is Veteran's Square, Prince Thomas Park or any other Town owned property. Vendors must 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. If the Town of Lincoln is sponsoring an event within a facility or remote location, the town reserves the right to select the vendors who will attend that venue.

**Vendor space is available on a first-come basis (provided application is approved) beginning January 1<sup>st</sup> each year** and registrations are due before June 30<sup>th</sup> to insure proper placement. A completed application with payment is required to hold approved space and must work the full 3 days. \*If for any reason, a vendor opts out a day or arrives late, the agreement shall be voided unless prior arrangements are approved by the Community Events Coordinator. There will also be an additional charge of \$100.00 due at the time of registration. On the last day of the event, we will allow our local organizations the opportunity to raffle off an item or have a donation table. It is the expectation of the Town of Lincoln that all organizations and Vendors follow the Maine State Statutes for gaming and raffle practices.

We reserve the right to refuse space to a vendor if a product is deemed inappropriate. It is our intent to have diverse items of interest for our customers while maintaining healthy competition practices for those promoting their products. On the application form, each vendor must list their #1 choice of sale and secondary items. If a vendor changes their #1 item from the original approved application, they may be asked to leave.

The Town of Lincoln rents space to food vendors only in specified locations (*please see above language*) for a fee of \$160.00. At the time of application, food vendors shall have a full menu with their #1 food specialty listed at the top. The *estimated* price list of items should also accompany the list in order to properly place the vendor and keep the festival diversified. Water and electricity is provided to vendors, however, vendors they are responsible for pigtail hookup and sanitation certification practices.

During our Homecoming Festival, food vendors, businesses or non-profit organizations should contact the Town Clerk regarding the permit process for selling within the Town of Lincoln if declined in the above areas. At the time of request for space within the town's boundaries, they shall have all applicable licensing, insurances and safe food handling training. Those applications and information are due no later than May 28<sup>th</sup>. The Town Clerk will then forward the applications to the Town Council for approval at their 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 6:00 p.m. Vendors are responsible to secure their goods and provide shelter from the weather. Parking is not allowed in the area of selling. If at any time a vendor becomes rude or acts inappropriately, they will be removed and will not be allowed back to the event. 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 February 1st. The rules shall be enforced by the Code Enforcement Officer and or Events Coordinator.
2. Fees shall be adjusted year to year for inflation.
3. All vendors will be placed on a **first come basis, if payment is received**. Spaces will be made available for set-up prior to the event. An electrician chosen by the Town shall be available to assist with hook-ups.
4. There shall be no children under the age of 16 working a vendor booth unassisted or 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 lot must be licensed and in control at all times. Any feces or 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.