



May 6, 2015,

Dear New and Returning Vendors:

As we prepare for the 2015-2016 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 2015/spring 2016 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 **\$500.00** (excluding dates for special events). *Unfortunately, tables are not provided, but each vendor is allowed to bring up to two (2) tables.*

Also, you will find attached a copy of the Vendor Application. For EACH Vendors Day exhibit date, please remit payment one (1) week prior to the day of vending. If you should have any questions, please feel free to email me at gsmith@lincoln.edu or call (484) 365-7702. As well, you may address all communication to me, as I am the direct point of contact for all of your vending needs.

REMEMBER, vendors are remit payment PRIOR to selling any merchandise and there are NO EXCEPTIONS.

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,

Glynis Smith

Administrative Assistant

Office of Student Life and Development

Division of Student Affairs

The Lincoln University

1570 Baltimore Pike

P.O. Box 179

Lincoln University, PA 19352-0999

Ofc: 484.365.7702

Fax: 484.365.7919

gsmith@lincoln.edu

www.lincoln.edu



2015-2016 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 During Special Events

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

FALL 2015

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

<input type="checkbox"/>	EXHIBIT DATE	PRICE
<input type="checkbox"/>	Thursday, September 17, 2015	\$75.00 (includes two cafeteria meal tickets)
<input type="checkbox"/>	Thursday, October 15, 2015	\$75.00 (includes two cafeteria meal tickets)
<input type="checkbox"/>	Thursday, November 19, 2015	\$75.00 (includes two cafeteria meal tickets)

SPRING 2016

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

<input type="checkbox"/>	EXHIBIT DATE	PRICE
<input type="checkbox"/>	Thursday, January 21, 2016	\$75.00 (includes two cafeteria meal tickets)
<input type="checkbox"/>	Thursday, February 18, 2016	\$75.00 (includes two cafeteria meal tickets)
<input type="checkbox"/>	Thursday, March 17, 2016	\$75.00 (includes two cafeteria meal tickets)
<input type="checkbox"/>	Thursday, April 14, 2016	\$75.00 (includes two cafeteria meal tickets)

<input type="checkbox"/>	Annual Membership (Merchandise Vendors Only)	\$500.00
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(For all 7 regular vendors day dates, not including ANY Special Events; includes two cafeteria meal tickets for each date)



SPECIAL EVENTS

	EXHIBIT DATE/EVENT	PRICE
-	Pump Handle 2015 Weekend (Food Vendors Only) <i>Food Vendors can arrive as early as 12: 00 noon Friday, September 11, 2015 until Sunday September 13, 2015 at 12:00 noon.</i>	\$500.00
	Homecoming 2015 Weekend (Food Vendor Option 1) <i>Food Vendors can arrive as early as 12: 00 noon Thursday, October 8, 2015 until Saturday October 10, 2015 at 12:00 noon.</i>	\$500.00
-	Homecoming 2014 Weekend (Food Vendor Option 2) <i>Food Vendors can arrive as early as 12: 00 noon Thursday, October 16, 2015 until Sunday October 11, 2015 at 12:00 noon.</i>	\$650.00
	Homecoming 2015 Weekend (Merchandise Vendor) <i>Vendors can arrive as early as 8:00 am Saturday, October 10, 2015 until 8:00pm, same day.</i>	\$200.00
	Spring Fling 2015 Weekend (Food Vendor Option 1) <i>Food Vendors can arrive as early as 12: 00 noon Thursday, April 7, 2016 until Saturday April 9, 2015 at 12:00 noon.</i>	\$500.00
	Spring Fling 2016 Weekend (Food Vendor Option 2) <i>Food Vendors can arrive as early as 12: 00 noon Thursday, April 7, 2016 until Sunday April 10, 2016 at 12:00 noon.</i>	\$650.00
-	Spring Fling 2016 Weekend (Merchandise Vendor) <i>Vendors can arrive as early as 8: 00 am Saturday, April 9, 2016 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 the Lincoln University.

Signature: _____ **Date:** _____

RETURN APPLICATION & PAYMENT TO:
Office of Student Life and Development ATTN: Vendors Day 14-15
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 Cash/Money Orders **ONLY**.
- Vender locations are assigned on a first-come, first-serve basis.