



September 14, 2021

Dear Vendors:

As we prepare for Lincoln University's 2021 Homecoming celebration, the Student Life and Development Office invites you to participate in the upcoming events dates:

Merchandise & food vendors interested in vending during Homecoming Weekend (10/10- 10/16) may do by submitting a vendor application by **September 30th, 2021**. Upon approval, you will be directed to pay the appropriate fee (\$600 food, \$400 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 participate each day, however if you cannot, please let us know which days you plan on attending, by completing that section on the application.

**As a reminder, vendors must secure certificate of liability insurance.
Vendors will participate during the following times:**

Thursday, October 14th :	set-up 9AM – vending starts at noon
Friday, October 15th:	set-up 9AM – vending starts at noon
Saturday, October 16 th :	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. A parking pass will be sent to you upon approval of your application and payment. 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.

Attached you will find a copy of the Vendor Application. For consideration, all applications will be due by September 30th, 2021 by 5:00 pm. 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.
We look forward to continuing our lasting partnership.

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)



2021 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, October 14th : set-up 9AM – vending starts at noon
- Friday, October 15th: set-up 9AM – vending starts at noon
- Saturday, October 16th: Vending starts at 10:00 am and concludes at 10:00 pm.

Homecoming 2021 Weekend (Food)	\$600	
Homecoming 2021 Weekend (Merchandise)	\$400	

TOTAL:	
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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: _____