

Dear Vendors:

As we prepare for Lincoln University's 2024 Homecoming 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 Homecoming Weekend (Thursday 10/10 – Saturday 10/12) may do by submitting a vendor application by **September 23<sup>rd</sup>, 2024**. **Upon approval**, you will be directed to pay the appropriate fee (\$850 food, \$500 merchandise). **Due to changes in our vendor set-up process**, we have a limited number of spaces available this year for vendors. The prices are not interchangeable by day, the price covers all three days even if you do not plan to attend the entire weekend.

**As a reminder, vendors must secure a certificate of liability insurance through the Pennsylvania Health Department upon acceptance. Failure to meet the guidelines outlined by the Health Department will result in vendors being shut down, there will not be any refunds.**

Vendors will participate during the following times:

Thursday, October 10th: set-up 9AM – vending starts at noon  
Friday, October 11th: set-up 9AM – vending starts at noon  
Saturday, October 12th: 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.

Attached you will find a copy of the Vendor Application.

**For consideration, all applications will be due by email to [lraymond@lincoln.edu](mailto:lraymond@lincoln.edu) by September 23<sup>rd</sup>, 2024. If you should have any questions, please feel free to email me.**

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 HOMECOMING VENDOR APPLICATION

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Company Name: \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_ Fax: \_\_\_\_\_

Please provide a detailed description of ALL the merchant products/foods items you plan to sell or advertise INCLUDING PRICES: feel free to attach a separate form – any deviation from approved menu/prices will revoke your vendor privileges for this event and possible future opportunities.

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

\*\*\*Vendors who are accepted for this year’s celebration will receive additional information regarding processing payment upon acceptance: \*\*\*

Homecoming 2024 Weekend (Food)	\$850	
Homecoming 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: \_\_\_\_\_