

# CELEBRATE LINCOLN International Festival

**Event: June 18-19, 2010**  
**Application Deadline: March 12, 2010**  
Event Hours: 11:00 a.m. to 11:30 p.m.

**Thank you** for your interest in vending at the 7th Annual Celebrate Lincoln International Festival! We are here to help and answer any questions you have as you apply and prepare for the festival. Please feel free to contact Frances at 402.434.6902 or [info@celebratelincn.org](mailto:info@celebratelincn.org).

### *What is the Celebrate Lincoln International Festival?*

The Updowntowners' Celebrate Lincoln International Festival is a two-day multicultural event that features a large stage with both local and national entertainment acts. The marketplace includes vendors, merchants, games and interactive activities from around the globe. In 2009, more than 15,000 people gathered from 38 different states to celebrate in Downtown Lincoln. Recognized as one of the top three festivals in the world in our budget category, Celebrate Lincoln won the 2009 Bronze Grand Pinnacle Award from the International Festivals & Events Association.

### *How do I apply to vend?*

Fill out the following preliminary application and send it to Updowntowners no later than Friday, March 12, 2010. Please include your \$25 application fee, but do not send your vendor fees at this time. Upon acceptance into the festival, you will receive an invoice for your fees, further information and inquiries about your electricity and logistical requirements.

### *Selection Criteria and Process*

Please make sure your application is complete. With the increased popularity of the event, not all vendors can be accepted and preference will be given to those vendors that offer **unique cuisine at reasonable prices** and submit complete applications.

### *Important Dates:*

**Application Deadline** - Friday, March 12, 2010

**Acceptance/Decline Letters Sent** - Friday, March 26, 2010

**Vendor Fees Due** - Wednesday, April 7, 2010

**Vendor Workshop** - Tuesday, May 11, 2010 - 8 a.m.  
*(optional for vendors more than 90 miles from Lincoln)*

### Vendor Fees

Application Fee - \$25

Tent Vendor Fee

- **\$550 fee** includes: Tent (10' x 10'), weights, one 8' table, and two chairs
- **\$250 Discount** for supplying your own tent, weights, table and chairs.

Grill or Open Flame

- **\$30 additional fee** per vendor using grill or open flame for additional footage. Lincoln Regulations require all open flames to be outside of your tent.

Trailer Vendor Fee

- **\$30 per frontage foot**; all spaces are 10' deep; space requested must include tongue length.
- ex: 10'x10'=\$300 20'x10'=\$600 30'x10'=\$900
- Maximum frontage allowed is 30'. Limited frontage spaces available at 30'.
- A minimum 10'x10' space is required for each vendor.
- If you need a deeper space, please contact the headquarters to see if we can accommodate your trailer.

### Vendor Fee includes:

- One 110-volt single-phase 20-amp with one double-duplex electrical receptacle (total of four outlets) Total of all loads on circuit should not exceed 16 amps to avoid nuisance power loss.
- Access to centralized garbage dumpster
- Access to refrigerated truck
- Access to a centralized three compartment sink with hot water
- Health Department Inspection

### Commission

- In addition to the fees listed above, all vendors will pay Celebrate Lincoln a commission of 15% of gross sales after booth fee and sales tax have been subtracted from your sales. Booth fees and sales tax are subtracted so you will not be paying a commission on fees you must pay to participate in the event. Settlement will occur during vendor payout within one week of the event.

### Permits and Licenses

- Celebrate Lincoln will pay the fee for the temporary event permit and provide the licensed Food Protection Manager (Level IV) required for the event.
- All accepted food and beverage vendors will be required to obtain Lincoln/Lancaster County food handler permits and a State of Nebraska permit. Each food vendor must have one Prep/Cook Food Handler (level III or above) on site at all times during the event. Each individual preparing food at your booth must have a Prep/Cook Food Handler Permit (level II, III) or a Food Protection Manager Permit (Level IV). The Health Department permits must be received one month prior to the event. For more information or for a schedule of classes, please call Bryan Hurst, Lincoln Lancaster County Health Department at 402-441-6712.

- Upon your acceptance into the event, instructions for these permits will be mailed with your final packet.

All vendors are required to have a Nebraska Sales Tax permit. **Vendors are responsible for remitting Nebraska Sales Tax.**

Updowntowners enforces all Health Department and Fire Marshal requirements and no exceptions will be made. Any vendor not complying with these requirements will be forced to vacate the premises immediately.

### Insurance

- Food vendors must be fully covered by a one-million dollar comprehensive general liability insurance policy during the entire period of vendor set-up, operations, and tear-down at Celebrate Lincoln. Celebrate Lincoln does not provide property or liability insurance coverage for the protection of vendors or merchants operating at the Festival, and does not accept liability for any claims made as a result of operating at the Festival. Celebrate Lincoln, Updowntowners, Inc. and the Downtown Lincoln Association will not be held responsible for any personal injury or property damage of any kind due to any cause.
- Vendor must provide an ACORD form certificate of general liability insurance with a one-million dollar limit per occurrence covering the entire period of vendor's set-up, operations and tear-down. **The certificate of insurance must designate Updowntowners, Inc. as an additional insured.** The certificate of insurance must be submitted with the application which is due March 12, 2010.
- If you do not currently have an insurance policy to meet our requirements you may pay a \$75.00 fee for a user policy for the duration of the festival. If you are applying for more than one booth the additional fee is \$45.00 per booth.
- Vendors must sign a hold harmless/indemnification agreement as to the vendor's operations.

### Additional Requirements and Regulations

- All food purchases will be made by a pre-paid ticket system (anyone accepting cash will be subject to removal).
- Ticket booths will be located at each gate with a main ticket booth centrally located on the site.
- If you are a new vendor, please submit photographs that include views of food or beverage products, the booth front, the cooking area and the booth rear.
- Each food vendor is required to offer a small portioned "taste" item for two tickets. "Tour Cards" will be sold to patrons which will allow them to "taste" or sample your product. These taste items should be much smaller than a typical portion.
- Food Vendors will NOT be allowed to sell, give away or consume alcoholic beverages.
- All soft drink and water sales will be 20 oz. bottles and must be purchased through our festival from the drink sponsor. Products from other sources for resale is prohibited.
- Food Vendors will NOT be allowed to sell any non-food items without written permission from Updowntowners.
- Use of the name "Celebrate Lincoln International Festival" or any variation thereof, on any signage, T-shirts, printed materials, etc. will not be allowed without written permission from Updowntowners.
- Application/agreement, application fee and insurance are due March 12, 2010. Upon acceptance, booth fees will be due by April 7, 2010 and copies of your Food Handlers Permits will be due at the workshop May 11, 2010. Any fees not received on or before the specified days will be subject to a \$50.00 late fee or cancellation of your participation. All returned checks will be subject to a \$25.00 return check fee.

# Celebrate Lincoln International Festival

## 2010 Food Vendor Application

### Applicant Information

Business/Company Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_  
 Phone: (Day) \_\_\_\_\_ (Evening) \_\_\_\_\_  
 (Cell) \_\_\_\_\_ (Fax) \_\_\_\_\_  
 Email: \_\_\_\_\_ Website address: \_\_\_\_\_  
 What country/culture does your food represent? \_\_\_\_\_

### Vending Space Needed (Check all that apply).

- Tent Vendor** - \$550  
 \$250 Discount - I will supply my own tent, weights, table and chairs.
- Grill or Open Flame** - \$30 additional fee per vendor using grill or open flame for extra footage.
- Trailer Vendor** - \$30 per frontage foot; includes tongue length  
 \_\_\_\_\_ feet of frontage x \$30 per frontage foot = \$\_\_\_\_\_ vendor fee  
 Please list the actual dimensions of your trailer (include tongue): \_\_\_\_\_ wide x \_\_\_\_\_ deep

### Proposed Menu Items and Pricing (Use additional sheet for more menu items).

Menu or Product Item	Price (incl. tax)	Serving Size
Taste Item for Tour Card	\$1.00	Taste

### Electrical Requirements

The booth space is equipped with one 110-volt single-phase 20-amp circuit with one double-duplex electrical receptacle (total of four outlets). Total of all loads on circuit should not exceed 16 amps to avoid nuisance power loss. Power is included in your vendor fee. Additional 110-volt receptacles are available for \$50 each. 220-volt power is available on a limited basis for \$150 per phase and must be ordered no later than May 11, 2010.

Equipment to be powered	Electrical Requirements

**APPLICATION IS NOT A GUARANTEE OF ACCEPTANCE. DO NOT ENCLOSE PAYMENT FOR VENDOR FEES! THIS APPLICATION IS NOT A CONTRACT AND IS IN NO WAY BINDING TO CELEBRATE LINCOLN. YOUR SIGNATURE BELOW INDICATES THAT YOU HAVE READ THE ACCOMPANYING INFORMATION AND THAT THE INFORMATION YOU HAVE PROVIDED ON THIS APPLICATION IS CORRECT.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please return complete applications, along with the \$25 application fee, by March 12, 2010 to:**

Updowntowners, Inc. • 206 South 13th Street, Suite 101 • Lincoln, Nebraska • 68508 • 402-434-6902 Page 4 of 4