

# 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@celebratelincoln.org](mailto:info@celebratelincoln.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 cultural products that celebrate heritage** at reasonable prices and those that 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

- **\$400 fee** includes: 10' x 10' space in marketplace tent, weights, one 8' table, and two chairs
- **\$250 Discount** for supplying your own tent, weights, table and chairs.

Trailer Vendor Fee -

- **\$15 per frontage foot**; all spaces are 10' deep; space must include tongue length
- ex: 10'x10'=\$150 20'x10'=\$300 30'x10'=\$450
- 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 for availability.

### 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

### Insurance

- World Market 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

- If you are a new vendor, please submit photographs of your booth front and merchandise.
- 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.
- All vendors selling merchandise are required to have a Nebraska Sales Tax permit. **Vendors are responsible for remitting Nebraska Sales Tax.**
- Application/agreement, application fee and insurance are due March 12, 2010. Upon acceptance, booth fees will be due by April 7, 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 World Market Vendor Application

### Applicant Information

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

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

- Tent Vendor** - \$400  
 \$250 Discount - I will supply my own tent, weights, table and chairs.
- Trailer Vendor** - \$15 per frontage foot; includes tongue length  
 \_\_\_\_\_ feet of frontage x \$15 per frontage foot = \$\_\_\_\_\_ vendor fee  
 Please list the actual dimensions of your trailer (include tongue): \_\_\_\_\_ wide x \_\_\_\_\_ deep

### Proposed Items and Pricing (use additional sheet for more items).

Merchandise or Product Item	Price (incl. tax)

### 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 application, along with the \$25 application fee, by March 12, 2010 to: