

**INFORMATION PACKET**  
**Party in the Parks at Union Plaza**  
**May 21<sup>st</sup> 4-7pm**  
**August 13<sup>th</sup> 4-7 pm**

**VENDOR APPLICATION PACKET**

1. **Application Packets must be returned to the F Street Community Center located at 1225 F Street by 4:30 p.m. on May 1, 2016 for the May 21<sup>st</sup> event and on August 1<sup>st</sup> 2016, for the August 13<sup>th</sup> event with \$10 for the permit to do business on city property. The application packet includes the Vending Application as well as the Permit to Conduct Business Application.**
2. The Parks and Recreation Department will identify vending areas in the designated park for vendors. Specific locations will be selected by the City after applications have been processed.
3. The application form will ask for a complete list of products to be sold so that our department can match vendors and locations.
7. On May 21<sup>st</sup> and August 13<sup>th</sup> 2016, park staff will be on site to monitor assigned area vendor locations. All vendors will need to clear their site immediately following the end of the event.

# VENDING APPLICATION

## Party in the Parks at Union Plaza

May 21<sup>st</sup>, 2016 4-7 pm

City of Lincoln - Parks and Recreation Department  
2740 "A" Street, Lincoln, NE 68502

### Instructions:

1. Completed application packets must be returned to the Parks and Recreation Department along with the permit to business on city property fee of \$10.00 by May 1, 2016 by 4:30 p.m. The permit fee is nonrefundable.
2. The Parks and Recreation Department will designate an area in a City Park as your vendor location.
3. The application fee will be the only park fee charged to the vendor. No percentage of the gross receipts must be shared with the City.
4. Vendor agrees to comply will all sign regulations in the City of Lincoln. Detailed sign information will be provided to all successful applicants.

VENDOR'S NAME: \_\_\_\_\_

BUSINESS NAME: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

\_\_\_\_\_

PHONE: \_\_\_\_\_ CONTACT PERSON: \_\_\_\_\_

STATE LICENSE #: \_\_\_\_\_ CITY LICENSE #: \_\_\_\_\_

ONLY PEPSI PRODUCTS WILL BE SOLD EXCEPT FOR HOME MADE DRINKS IE. TEA/LEMONADE.

Description of products to be sold: (NOTE: Vendor must adhere to proposed product list. Alcohol and tobacco products may not be sold or advertised in City parks.)

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\_\_\_\_\_

The City will provide vendors with recycle containers for cardboard, plastics or other recyclable materials and trash cans for materials not able to be recycled.

ELECTRICITY AND RUNNING WATER AREA NOT AVAILABLE TO VENDORS. GENERATORS SHOULD BE PLACED IN THE VENDING AREA. IF YOU NEED ANY SPECIAL ARRANGEMENTS, PLEASE LIST THEM BELOW.

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Insurance, licenses, City and State sales tax permits and all other permits are the responsibility of the applicant. The Parks and Recreation Department must be in receipt of all requirements by 4:30 p.m. on April 17, 2015.

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

FOR CITY USE ONLY:

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Date received: \_\_\_\_\_

Denial mailed: \_\_\_\_\_ (INCLUDE REFUND)

Insurance received: \_\_\_\_\_

Vendor/Sign Permit mailed: \_\_\_\_\_

**NOTES:**

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Wednesday, February 10, 2015

# VENDING APPLICATION

## Party in the Parks at Union Plaza

August 13th, 2016 4-7 pm

City of Lincoln - Parks and Recreation Department  
2740 "A" Street, Lincoln, NE 68502

### Instructions:

5. Completed application packets must be returned to the Parks and Recreation Department along with the permit to business on city property fee of \$10.00 by August 1, 2016 by 4:30 p.m. The permit fee is nonrefundable.
6. The Parks and Recreation Department will designate an area in a City Park as your vendor location.
7. The application fee will be the only park fee charged to the vendor. No percentage of the gross receipts must be shared with the City.
8. Vendor agrees to comply will all sign regulations in the City of Lincoln. Detailed sign information will be provided to all successful applicants.

VENDOR'S NAME: \_\_\_\_\_

BUSINESS NAME: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

\_\_\_\_\_

PHONE: \_\_\_\_\_ CONTACT PERSON: \_\_\_\_\_

STATE LICENSE #: \_\_\_\_\_ CITY LICENSE #: \_\_\_\_\_

ONLY PEPSI PRODUCTS WILL BE SOLD EXCEPT FOR HOME MADE DRINKS IE. TEA/LEMONADE.

Description of products to be sold: (NOTE: Vendor must adhere to proposed product list. Alcohol and tobacco products may not be sold or advertised in City parks.)

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Wednesday, February 10, 2015