

INFORMATION PACKET
Party in the Parks at Union Plaza
May 16th 4-7pm

VENDOR APPLICATION PACKET

1. **Application Packets must be returned to the Lincoln Parks and Recreation Department located at 2740 A Street by 4:30 p.m. on April 17, 2015 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 16th 2015, 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 16th 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 Friday, April 17, 2015 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.)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

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.

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:

Date received: _____

Denial mailed: _____ (INCLUDE REFUND)

Insurance received: _____

Vendor/Sign Permit mailed: _____

NOTES:

Tuesday, February 10, 2015