



- ❖ *The 3<sup>rd</sup> Friday events will always include Music, Food, a Market, Activities and the presence of Local Groups/Organizations*
- ❖ *They will be held on the 3<sup>rd</sup> Friday of the month in May through September from 5:30-8:30 p.m. (May 20, June 17, July 15, August 19 and September 16)*
- ❖ *The intent is to encourage the coming together of the residents of our community. We are holding the events in the downtown to help promote a greater awareness of what is available in our downtown and to encourage the idea that downtown is a great destination for fun, food and shopping during an event or **anytime!***
- ❖ *Each month will always have the above mentioned elements, but they will be presented differently from month-to-month. Each month will have a theme. May – Game Night, June - Picnic & Movie Night, July – Summer Fun, August – Adventure Night & September – Homestead Night)*
- ❖ *The event is designed to promote community and will include fun and activities for all ages with free and inexpensive food and activity choices.*
- ❖ *We hope that downtown businesses will take this as an opportunity to highlight what they have to offer*
- ❖ *The Market will offer small businesses with items unique to their trade and Community/Civic Groups set up to interact with the community*



## Market Vendor Application

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

Business Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone Number(s): 1. \_\_\_\_\_

2. \_\_\_\_\_

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

Website: \_\_\_\_\_

Vendors - Products to be sold / Community Group -interaction and/or fundraiser:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please check the 3<sup>rd</sup> Friday events that you want to participate in:

- |  |  |  |  |  |
|--|--|--|--|--|
| <input type="checkbox"/> May 20        | <input type="checkbox"/> June 17       | <input type="checkbox"/> July 15       | <input type="checkbox"/> August 19     | <input type="checkbox"/> September 16  |
| <input type="checkbox"/> Request power |

I understand there is a \$25 deposit (checks made payable to the City of Lincoln) for each 3rd Fridays Downtown Event. I agree to the terms of the deposit as stated in the 3<sup>rd</sup> Fridays Downtown Market Vendor Guidelines.

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

Questions? 217-732-2122 Contact: City Administrator, Clay Johnson, email: [cjohnson@lincolnil.gov](mailto:cjohnson@lincolnil.gov)

Kathy Vinyard, email: [kvinyard@lincolnil.gov](mailto:kvinyard@lincolnil.gov)



## MARKET VENDOR GUIDELINES

### MARKET HOURS & DAYS OF OPERATION

The City of Lincoln's "3rd Fridays Downtown" events operate on the third Friday each month from May through September, with a total of 5 event dates. Vendors/Community Groups are required to stay for the entirety of each event and must abide by and comply with the hours of operation as prescribed.

The event hours are 5:30 p.m. – 8:30 p.m.

### 2016 DATES

◆ May 20      ◆ June 17      ◆ July 15      ◆ August 19      ◆ September 16

### MARKET LOCATION

The "3rd Fridays Downtown" events will be located on the square in Downtown Lincoln, IL. Each "3rd Fridays Downtown" event may have different street closures. The market aspect of the "3rd Fridays Downtown" will be positioned on Kickapoo Street between Broadway & Pekin Street.

### SET UP

The streets will be closed at 3:30 p.m. on the day of each event. Vendors/Community Groups can begin set up 4:30 p.m. and should be ready to open no later than 5:30 p.m. when the event begins.

### POWER SOURCE

A power source will be available by request per application to a limited number of spaces. Spaces with a power source will be granted on a first come first served basis.

## MARKET VENDOR DEPOSIT

The “3rd Fridays Downtown” event offers space for each vendor. Additional space will be granted on a case by case situation as requested by vendor.

Each vendor will receive a 12’x12’ space to occupy during hours of operations.

There is a \$25 deposit (checks made payable to the City of Lincoln) required no later than 2 weeks prior to the event you wish to participate in to reserve your spot at the “3rd Fridays Downtown” event date(s) of your choosing.

**NO SHOW:** Vendors/Community Groups that register for a booth but do not show up for the market will forfeit their \$25 deposit and may forfeit the opportunity to participate in future “3rd Fridays Downtown” events.

**LATE ARRIVAL:** Vendors/Community Groups that sign up for booth and arrive/set up late and are not ready to open at 5:30 p.m. will forfeit their \$25 deposit and may forfeit the opportunity to participate in future “3rd Fridays Downtown” events.

## APPLICATION TO THE MARKET

Vendors/Community Groups wishing to be considered for a booth at the “3rd Fridays Downtown” events must apply no later than 2 weeks prior to the event they wish to participate in. Vendor/Community Groups spaces will be granted on a first-come, first-served basis. There are no more than 15 vendor spaces and no more than 5 community group spaces available at each “3rd Fridays Downtown” event.

Vendors/Community Groups can apply for the entire season but must pay a \$25 per Friday event (\$125 for entire season).

Vendors - we will be accepting a variety of different vendors, however, once a vendor of specific company is accepted for a 3rd Fridays Downtown event we will not allow another vendor of the same company to participate the same day (i.e.: Scentsy, Pink Zebra, Stella & Dot, etc.). Acceptance of applications will also take into consideration the participation of established Downtown Lincoln businesses.

Community Groups - All community groups are invited to participate in the “3rd Fridays Downtown” events. However, there are only 5 community group spaces available each Friday. Community groups can use the “3rd Fridays Downtown” events to do fundraising for their organization. Some ideas: sell soda, bottled water, chips, candy, cookies, popcorn or other food items. However, your fundraiser items **MUST BE APPROVED** by the “3rd Fridays Downtown” event coordinators.

## INCLEMENT WEATHER POLICY

The “3rd Fridays Downtown” events will give a 2 hour cancellation notice. Event coordinators will notify vendors/community groups in case of cancellation. In the event of cancellation, deposits for the event will be returned.

## DRUG & ALCOHOL POLICY

A vendor/community group or any of its employees, agents, or representatives should not enter the event under the influence of alcohol or drugs or have possession of alcohol or drugs during the event. This will result in forfeiture of your space and deposit with the potential to lose the opportunity to participate in future “3rd Fridays Downtown” events.

## CODE OF CONDUCT

The “3rd Fridays Downtown” coordinators may, at their discretion, cancel a vendor agreement without a refund or close any booth for any fraudulent, dishonest and deceptive practices, inappropriate conduct, activities or otherwise disturbing the peace by the vendor, or its employees, agents or representatives on the premises.

Display or sale of obscene, illegal or unsafe merchandise is prohibited, the determination of which is at the sole discretion of the event coordinators.

## SUBMITTING APPLICATION

Please return completed application with deposit to:

City of Lincoln  
Attn: City Administrator  
700 Broadway St  
Lincoln, IL 62656

Questions? 217-732-2122 Contact: City Administrator, Clay Johnson, email: [cjohnson@lincolnil.gov](mailto:cjohnson@lincolnil.gov)

Kathy Vinyard, email: [kvinyard@lincolnil.gov](mailto:kvinyard@lincolnil.gov)