

# Town Of Lincoln Fall Festival Vendor Application

Saturday September 27, 2025

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

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

Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

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

Business FB Page: \_\_\_\_\_

License Plate #: \_\_\_\_\_

## **VENDORS:** (check all that apply to your product)

☐ Antiques/Collectibles    ☐ Flea Market Finds    ☐ Handcrafted    ☐ Direct Sales    ☐ Non-Profit

Description of Products:

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**INSURANCE:**    ☐ Vendor has Insurance (Naming Town of Lincoln as additional insured). **PLEASE ATTACH.**

**OR**    ☐ Vendor does not have Insurance and has signed the Town of Lincoln Fall Fest Liability Waiver.

**I have read and understand the Vendor Rules and Regulations of the Town of Lincoln Fall Fest and I agree to follow them.**

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

**Town of Lincoln Fall Fest**  
**Liability Waiver**

*Each Vendor agrees that the Town of Lincoln is not responsible for the loss, theft or damage of Vendor's property or merchandise.*

*Space(s) is/are provided to Vendor for the display and sale of approved merchandise by Vendor.*

*Vendor assumes full responsibility for any injury to persons or property resulting from the display, sale and/or use of Vendor's merchandise, vehicles, equipment, or other property; or of the assigned ground space occupied by Vendor and/or those accompanying Vendor.*

*Vendor further agrees to indemnify, defend and hold harmless, the Town of Lincoln, it's employees, agents and assigns, from and against any and all liability, claims for damage, loss, expense, injury or death including legal fees that may arise for any reason, including, but not limited to, the commencement of a lawsuit resulting from participation in the Town of Lincoln Fall Fest.*

*By signing below, Vendor accepts terms of Liability Waiver for the 2025 Town of Lincoln Fall Fest.*

Signature of Participant (Must be at least 18 years old)

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Print Name of Participant

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Date 

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**HOURS OF OPERATION:**

- **Set-Up:** 9:00 am to 10:30 am (Must be set-up and ready to sell by 11:00am)
- **Fall Fest Hours: 11:00 am to 4:00 pm**
- **Tear-Down:** Immediately following event- 4:00 pm-6:00 pm. Vendors must keep their display set-up until the Fall Fest closes @ 4:00 pm. Any Vendor that leaves before 4:00 pm, without prior notice, may be denied future admission to the Fall Festival (11:00 am to 4:00 pm is the ADVERTISED Fall Festival time).

**PAYMENTS:** All payments are non-refundable and are payable to the Town of Lincoln Clerk's office by Monday September 15, 2025

**VENDOR FEE:**

**\$25.00** for 15x15 Space- Bring your own Tent & Tables (Tents must be anchored and fire retardant).

**NON-PROFITS:** (Please schedule your dates ASAP!)

- **FREE 15x15** information booth

**TO APPLY:** Return Application and Waiver or Insurance Certificate

**ONLINE:** email to [peggy4lincoln@gmail.com](mailto:peggy4lincoln@gmail.com)

**BY MAIL:** (OR DROP-OFF AT Town of Lincoln Clerk's Office)

Town Of Lincoln  
6886 Tuttle Rd  
Canastota NY 13032

**ONCE APPROVED,** you will be notified by EMAIL (please check your spam folders!) on how to make payment. \*\* Your spot will not be approved/reserved until PAYMENT AND REQUIRED DOCUMENTATION IS RECEIVED.

**Town of Lincoln Use Only:**

Application \_\_\_\_ Approved \_\_\_\_ Denied

By: \_\_\_\_\_

Date Approved: \_\_\_\_\_

Space # \_\_\_\_\_

Payment Received Date: \_\_\_\_\_ City License # \_\_\_\_\_

Other Information: \_\_\_\_\_

## **RULES & REGULATIONS**

1. **Insurance:** Vendors with their own Certificate of Liability Insurance need to provide a copy naming **Town of Lincoln** as additional insured (for General Liability). All other vendors are required to sign the Town of Lincoln Fall Fest Liability Waiver.
2. **Licenses:** All permits and licenses pertaining to the sale of your products shall be Vendor's responsibility. If selling food, proof of compliance with public health laws is the responsibility of Vendor and must be displayed.
3. **Sales Tax:** Each Vendor is responsible for reporting their own sales tax.
4. **Space Rentals:** Payment is due PRIOR to set-up.
5. **Garbage:** DO NOT leave your garbage (there is no dumpster). Vendors are required to clean up their rental area at the close of each business day and leave with it.
6. **Security:** Each Vendor shall remain at his/her own market space when selling products. Town of Lincoln assumes no responsibility for damage, theft or loss of exhibitor work, personal property or display. Exhibitors are encouraged to carry their own product insurance.
7. **Vendor dress and behavior:**
  - Vendors and their employees are expected to dress and conduct themselves in a proper and professional manner at all times. Appropriate personal appearance, courtesy to customers and other Vendors is expected.
  - No Smoking is allowed at the Fall Fest.
  - If bringing a radio, volume is to be kept at a minimum.
  - To conduct business on the premises (promoting/selling/trading) a paid space is required.
8. **Product Guidelines:**
  - All products sold must be family-friendly. Town of Lincoln Fall Fest planners may ask you to remove any items deemed not appropriate for the Fall Fest.
  - NO FOOD OR DRINK ITEMS shall be sold by Fall Fest Craft/Non-Profit Vendors. You must be registered as a Food Vendor. This includes bottled water, baked goods, etc.
  - Illegal items are not allowed to be sold. It is the Vendor's responsibility to know the Law. Vendors shall comply with all laws, ordinances and regulations of Federal, State, County, City or other lawful authorities pertaining to the Vendor's use of the premises. FIREARMS MAY NOT BE SOLD. NO FIREARMS ARE ALLOWED ON PREMISES AT ALL.

Town of Lincoln reserves the right to amend or add to the applicable Rules & Regulations at any time. All participating will be made aware of any additions or amendments.

Town of Lincoln reserves the right to remove, without refund or recourse, anyone who does not comply with the Fall Fest Rules.