

# **3<sup>rd</sup> Fridays Downtown Lincoln**

## **MARKET/VENDOR GUIDELINES**

### **MARKET/VENDOR HOURS & DAYS OF OPERATION**

The City of Lincoln's "3rd Fridays Downtown" events operate on the third Friday each month from May through July, with a total of 3 event dates. Vendors/Market/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.

### **2026 DATES & THEMES**

◆ May 15 "American Heroes" ◆ June 19 "Nashville Nights"

◆ July 17 "Sock Hop"

### **MARKET/VENDOR 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 vendors/community groups aspect of the "3rd Fridays Downtown" will be positioned on Kickapoo Street between Broadway & Pulaski Street. A new artisan market will be positioned on McLean Street between Broadway and Pulaski.

### **SET UP**

The streets will be closed at 4:00 p.m. on the day of each event. You can begin setting up at 4:30 p.m. and should be ready to open no later than 5:30 p.m. when the event begins. If you decide to leave prior to the event ending you will not be allowed to bring your car into closed area. For safety reasons we can not allow this while event is still going on.

### **POWER SOURCE**

A 110v outlet for power source may 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. You must supply your own electrical cord.

### **MARKET/ VENDOR SPACE**

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.

### **APPLICATION**

Vendors/Artisans/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. Spaces will be granted on a first-come, first-served basis. We strongly encourage all participants to make their display space interactive for the attendees of the event.

**Community Groups** - All community groups are invited to participate in the “3rd Fridays Downtown” events. 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.

**Vendors** – We will be accepting a variety of different vendors; however, we reserve the right to refuse vendors if we believe that the market for a certain product is being saturated. Acceptance of applications will also take into consideration the participation of established Downtown Lincoln businesses.

**Artisans** – All work must be made by the artisan that is requesting the booth space. You are not allowed to sell other artists work or purchased work for resale. Please be specific about the work that you will be selling on the application.

### **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 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 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 to:

City of Lincoln  
Attn: 3<sup>rd</sup> Friday Committee  
700 Broadway St  
Lincoln, IL 62656

Or Fillable forms can be emailed to: [thirdfridays@lincoln.il.gov](mailto:thirdfridays@lincoln.il.gov)

Contact: [thirdfridays@lincoln.il.gov](mailto:thirdfridays@lincoln.il.gov)  
Committee: Tracy Welch, Darlene Begolka, Kevin Bateman, Peggy Bateman, Becky Strait, Allison Baker, and Debbie Duffer