

## OUTSIDE FOOD & BEVERAGE VENDOR POLICIES

### WHO NEEDS AN OUTSIDE FOOD & BEVERAGE VENDOR PERMIT?

Outside food & beverage vendor permits are required for food & beverage vendors in the following circumstances:

- Food prepared onsite at the Lancaster Event Center
- Food competing with Lancaster Event Center food services (e.g. consumed onsite)
- Food & beverage vendors handing out 2 ounce or less samples or (food & beverage vendor fee is waived for 2 ounce or less samples)
- Beverage vendors handing out 2 ounce or less samples

**NOTE:** *Permits are not required for food & beverage vendors with prepackaged food nor are they subject to health or fire code rules.*

### PROCESS TO GET PERMIT

Food & Beverage Vendors must turn in the Food & Beverage Vendor Application no later than one month in advance of show and required to provide a valid food handler or liquor selling and/or business permit numbers and pay applicable outside food & beverage vendor fee and any other Lancaster Event Center services requested (such as electric, tables, chairs, etc.) to Lancaster Event Center. Food & beverage vendors must comply with health & fire codes and are subject to inspections.

NOTE: Many shows sell out at least a year in advance and space is available on a first come first serve basis. Outside food & beverage vendor space is subject to the show promoter's rules and space availability. Lancaster Event Center will advise food & beverage vendors if they need to contact the show promoter as well.

### DURING SHOWS

Outside food & beverage vendor permits must be displayed at all times while on Lancaster Event Center premises. Food & beverage vendors that violate the outside food & beverage vendor policies may be asked to shut down operations by Lancaster Event Center staff. Liquor companies must also display a copy of their business permit with liquor resell license. If outside liquor vendor would like to have full serving sizes of beer, wine, or liquor sold on site, contact the LEC Café Manager who can make a special purchase for the show to sell under LEC's liquor license.

**For questions regarding the Food & Beverage Vendor Application process, deadlines, or other inquiries, please contact:**

Lois Hartzell, Guest Services Manager

Email: [lhartzell@lancastereventcenter.org](mailto:lhartzell@lancastereventcenter.org)

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# Outside Food & Beverage Vendor Application

**FOOD & BEVERAGE VENDOR INFORMATION**

FOOD VENDOR COMPANY NAME		TODAY'S DATE	
STREET ADDRESS		CITY	STATE
PHONE NUMBER		FAX NUMBER	
FOOD HANDLER PERMIT NUMBER	SELLER PERMIT NUMBER		LIQUOR LICENSE PERMIT NUMBER
AVERAGE SALES PER CUSTOMER FOR FOOD VENDOR		TOTAL OUTSIDE FOOD VENDOR FEE PAID (for office use only)	
		\$	DATE
TYPE OF FOOD OFFERED		PREPARATION PROCESS	
		EQUIPMENT USED AND/OR NEEDED ON SITE	

**OTHER SERVICES REQUESTED (indicate number requested)**

Qty: _____ Electric 110 v. outlet (\$25/day/outlet)	Qty: _____ Tables (8' x 4') (\$10/each)
Qty: _____ Electric 220 v. outlet (\$50/day/outlet)	Qty: _____ Chairs (\$2/each)

**MAIN CONTACT INFORMATION**

FIRST NAME		LAST NAME		MIDDLE NAME	
HOME PHONE		CELL PHONE		WORK PHONE	
EMAIL ADDRESS					

**SIGNATURE**

*I certify that the information given above is true and complete, and I understand that any misrepresentation and/or withholding of information may result in the rejection of application.*

Signature	Today's Date

Lancaster Event Center is a nonprofit 501(c)(3) organization dedicated to growing community through events like yours, and the Super Fair.  
Come let the good times grow!



# *Outside Food & Beverage Vendor Permit*

VALID FOR ONE SHOW ONLY

SHOW NAME:

DATE:

VENDOR:

FOOD HANDLER PERMIT #:

SELLER PERMIT #:

APPROVED BY:

EXPIRATION DATE:

*Outside Food & Beverage Vendor Permit must be displayed at all times while on Lancaster Event Center premises.*

