



Livin' Out Loud Vendor Application (Food, Merchandise & Non-Profit)

Livin' Out Loud is a high-impact, **Christ-centered annual event** dedicated to inspiring lives through powerful worship and dynamic speakers. Held as a **free outdoor concert and festival** in Gothenburg, Nebraska, this event is made possible by generous donations. Each year, the community comes together on the **third weekend of August** for an uplifting celebration of faith – with a main concert on Saturday evening (around 4:30PM) and additional worship on Sunday morning. **Over 10,000 attendees** participate annually, providing an exciting opportunity for vendors to reach a large, engaged audience. We invite **Food, Merchandise, and Non-Profit** vendors to be part of Livin' Out Loud and help make this weekend a success for all!

Vendor Application Form

Please complete the form below. **Fill out all fields in the "Vendor Information" section, and the additional fields for your specific vendor category. Print clearly** or type into the fillable PDF fields. (Note: The event is held the third weekend of August each year – exact dates will be confirmed upon acceptance.)

Vendor Information (All Applicants)

- **Vendor Category:** *Select one:* **Food Vendor** **Merchandise Vendor** **Non-Profit Exhibitor**
- **Business/Organization Name:**
- **Primary Contact Name:**
- **Email Address:**
- **Phone Number (Day of Event):**
- **Alternate Phone (Prior to Event):**
- **Website (if any):**
- **Mailing Address:**
- **City, State, ZIP:**
- **Have you been a vendor at a prior Livin' Out Loud event?** Yes No
- **Any specific requests or needs?** (e.g. preferred location, special accommodations)
- **Do you use a trailer or tent for your booth?** Trailer Tent Other:
- **Will you be bringing more than one trailer/tent?** Yes No
- **Size of trailer/tent (dimensions in feet):**

Food Vendors – Additional Details (if applicable)

If you checked “Food Vendor” above, please provide the following details:

- **Service Window Location:** Which side of your trailer/booth do you serve from (e.g. driver side, passenger side, rear)? ¹
- **Food Items Description:** Briefly describe the **food and beverage items** you plan to sell (menu overview) ². *Be specific; items not disclosed here may need to be removed if unapproved.*

Merchandise Vendors – Additional Details (if applicable)

If you checked “Merchandise Vendor,” please provide:

- **Products/Materials Description:** List the **products or services** you will be selling or distributing at your booth. *(Note: Sales of shirts or clothing are NOT permitted in order to comply with artist merchandise agreements. Only the items approved in your application may be sold; unlisted items or disallowed products like apparel may be removed during the event.)*

Non-Profit Exhibitors – Additional Details (if applicable)

If you checked “Non-Profit Exhibitor,” please provide:

- **Information or Items Offered:** Describe the **materials, giveaways, or any items** you will distribute at your booth. *(Note: Non-Profit vendors may NOT sell food or beverage items; sales of merchandise or raffle tickets and on-site donation solicitations are not allowed without prior approval. Any product given away for free must be approved by the event organizers in advance.)*
- *(Optional)* **Mission/Purpose:** You may include a brief statement of your organization’s mission or purpose (for promotional use during the event).

Vendor Rules & Regulations

All vendors must review and **agree to the following Rules and Regulations**. Please read carefully. **General rules apply to all vendors**. Additional rules specific to **Food, Merchandise, or Non-Profit** vendors are listed under each category. These rules are designed to ensure a safe, fair, and successful event for everyone.

General Rules for All Vendors

- **Application Deadline & Acceptance:** Vendor applications are generally due by **August 1** each year (before the event). Space is limited, and late submissions are not guaranteed a spot this is a first come first serve previous year vendors will get preference. **Livin’ Out Loud (LOL) reserves the right to accept or reject any application at its sole discretion**. Submitting an application and fee does *not* guarantee acceptance. You will be notified via email of acceptance on or around 15 days prior to the event. If your application is not accepted, any payment submitted will be returned/refunded. If accepted, you will be bound by the terms of this application and rules. *LOL reserves the right to refuse* applications that do not meet event standards or align with the event’s mission.

- **Event Schedule & Hours:** The event takes place the **third weekend of August annually** (Saturday and Sunday). **Vendor set-up** is available on the Friday before the event (approximately 4:00 PM–8:00 PM) and on Saturday (7:00 AM–4:00 PM). All vendors **must check in with event staff** upon arrival for setup. Booths must be fully operational by Saturday late afternoon. During the event, all vendor booths should be open and staffed **at least from 5:00 PM until 11:00 PM on Saturday** (through the end of the main concert). These are minimum operating hours; you may open earlier on Saturday if ready. **Booths must be staffed at all times** during open hours (no unattended booths). Vendors **may not dismantle or remove their booth early** (before event closing) without explicit permission from LOL staff.

- **Setup and Equipment:** Vendors are responsible for their own booth setup. **You must provide your own tent or trailer, tables, chairs, extension cords, generators (for power), lighting, and any other equipment** needed for your operation. Booth locations will be assigned in a designated vendor area by LOL staff upon approval. **Check-in with the vendor coordinators (e.g. Teresa or Connie) is required** before setting up, to confirm your space assignment. All tents, trailers, signs, and structures must meet safety standards and be approved by LOL if requested. For example, **tent stakes must have safety coverings**, and any generators or cooking equipment must be operated safely. *No loudspeakers or amplified sound* are allowed at vendor booths (so as not to interfere with event performances) unless given consent by the organizers.

- **Vehicle Access & Parking:** **Vehicle access for loading/unloading** is permitted *only on designated roads* near the vendor area during setup and teardown times. **Driving on grass or within the vendor area is strictly prohibited.** After unloading, you must **move your vehicle to the proper parking area**. No vendor vehicles or trailers may remain in the immediate booth area or fire lanes during event hours. During **tear-down**, for everyone’s safety, **no vehicles are allowed back into the vendor area until at least 30 minutes after the concert ends** on Saturday night (crowds must clear out first).

- **Electricity & Utilities:** The event site is an outdoor park venue – **power and water hookups are NOT guaranteed.** Food vendors and others requiring power *must* bring their own generators or power supply. Plan for your own water needs as well. **Ice is not provided** on site; food vendors should plan accordingly and bring sufficient ice if needed.

- **Vendor Fees & Payment:** Vendor participation fees vary by category (see below) and **must be paid upon acceptance** of your application. **All payments should be made online via PayPal or by QR code** (no cash by mail). After you are notified of acceptance, you will receive a payment link. **Fees are non-refundable** if you cancel or fail to show up for the event. *(Fee amounts for each category are communicated by the organizers each year.)*
 - **Food Vendor Fee:** \\$_ for the first 20-foot booth space, plus \\$_ for each additional 20-foot adjacent space. (Includes both food and beverage sales; no commission on sales, but see “Non-Profit” below if applicable.)
 - **Merchandise Vendor Fee:** \\$__ per booth space (flat fee).
 - **Non-Profit Vendor Fee:** \\$ upfront for approved non-profit exhibitors. However, **if selling food or beverages, a tithe of 10% of gross sales** is required as a donation to the event, to be paid at the end of the event. (No percentage is due if nothing is sold; non-profits typically distribute information or free items.)



Fees for accepted vendors are payable online. Use the PayPal link provided (<https://www.paypal.com/ncp/payment/QBDV3DFSNSFP4>) or scan the QR code above to submit payment electronically. Vendors will receive an invoice or payment instructions by email upon application approval. Please ensure that all fees are paid promptly by the specified deadline to secure your vendor space.

- **Sales Tax:** Vendors are responsible for complying with all tax laws. **All sales made at the event are subject to Nebraska sales tax** (approximately 7–9%, depending on local rates). Livin' Out Loud will provide the necessary Nebraska tax forms/info during the event as a courtesy, but **each vendor is solely responsible for collecting and remitting their own sales tax** to the Nebraska Department of Revenue. Be prepared to report your sales and submit the tax form and payment as required by law.
- **Product Guidelines:** Livin' Out Loud is a **family-friendly, Christian event**. All vendors must ensure that the products or materials at their booth are appropriate for a general audience. **Event management reserves the right to prohibit or remove any items** that are deemed inappropriate or that conflict with the event's mission and values. Additionally, the organizers may grant exclusive rights for certain products to a specific vendor – for example, there might be an exclusive beverage vendor, etc. – meaning **other vendors could be asked not to sell a particular item** to avoid duplication. All items you intend to sell or give away should be listed on your application for approval. If you arrive with unapproved or disallowed products, **you may be asked to remove those items** from your booth.
- **Booth Maintenance:** Vendors are responsible for keeping their area clean and presentable. **Please keep your booth and the surrounding area free of trash and tripping hazards.** Empty boxes, garbage, and clutter should be cleared regularly during the event. You must bring your own trash bags/containers for your booth's waste. Before leaving, **all trash must be properly disposed of and your site left clean** – a cleanup fee may be charged if your area is not left in good condition.
- **Safety & Security:** Livin' Out Loud strives to provide a safe environment, but **vendors participate at their own risk.** You are solely responsible for the security of your cash, merchandise, equipment, and personal belongings at your booth. **LOL is not responsible for any loss, theft, or damage** to your property before, during, or after the event. We recommend securing your cash and valuables and not leaving your booth unattended. Vendors must also carry their own liability insurance if desired; the event's insurance does not cover vendor liabilities. By participating, **vendors agree to hold Livin' Out Loud harmless and indemnify the event organizers from any claims or injuries** that may arise from your booth operations.
- **Check-Out & Tear-Down:** The event **concludes late Saturday night.** Vendors may begin **tear-down** of their booths **no earlier than 11:00 PM on Saturday** (once the concert has finished). **All vendors must check out with an LOL representative** (vendor coordinator) before leaving the grounds. At check-out, Food/Non-Profit vendors will reconcile any percentage-of-sales due (if applicable) and all vendors should report their approximate sales for event records. **Cleanup:** Your booth area must be **completely cleaned up by the end of the event.** All structures, equipment, and trash must be removed from the park by **1:00 AM Sunday** (overnight) unless prior arrangements are made. **Do not leave any equipment or trailers on-site** after the event ends. An event official will inspect your area during check-out; additional fees *may be charged* if your space is not left clean.

(Any questions or special circumstances regarding set-up, operations, or rules should be directed to the Livin' Out Loud organizers in advance. We appreciate your cooperation in following these guidelines to ensure a positive experience for all participants.)

Additional Rules – Food Vendors

In addition to the General Rules above, Food vendors must adhere to the following specific requirements:

- **Food Permit:** All food vendors **must have a valid food service license** from the Nebraska Department of Agriculture (or equivalent authority) to serve food to the public. You may be required to submit a copy of your permit or license with your application or upon acceptance. (For reference, Nebraska's temporary food vendor requirements can be found via the Dept. of Agriculture.) Ensure you follow all local health and safety regulations for food handling.
- **Menu & Item Restrictions:** **Alcoholic beverages are NOT allowed** for sale by any vendor. This is an alcohol-free, family event. Additionally, **please plan to bring your own ice supply** as needed; ice will *not* be provided on site by LOL. All food and drink items you intend to sell must be listed on your application (and approved). **Prices for all items must be clearly posted** at your booth so attendees can easily see them. We recommend using large signs or menus for visibility.
- **Serving & Safety:** If using a food trailer or cooking on-site, please ensure you have proper fire-safety equipment (e.g. fire extinguisher) on hand. Know which side of your trailer is the service side (as noted in your application) for placement. Food vendors should maintain high hygiene standards – gloves, temperature control, etc. The event does not provide electricity or water hookups, so your generator and cooking setup must be self-sufficient and safe. Dispose of any grey water or waste cooking oil properly (do not dump on grass or drains).
- **Settlements:** If you are a **Non-Profit food vendor**, remember you are required to **tithe 10% of your gross sales** to the event (see Non-Profit rules). This will be settled at check-out on Saturday night. For other food vendors, no percentage of sales is due to the event; your fee is flat as above. However, all vendors **must check out with event staff** before leaving, even if no additional payment is due, so we know you have safely closed your booth.

Additional Rules – Merchandise Vendors

Additional rules for Merchandise vendors:

- **Prohibited Items:** Merchandise vendors **may NOT sell T-shirts, clothing, or apparel** of any kind. This restriction is in place to honor exclusive merchandise agreements with the event's performers and to avoid competition with official Livin' Out Loud merchandise. Please plan your product offerings accordingly. (Common merch vendor items might include jewelry, crafts, art, books, home décor, etc., but **no apparel**.)
- **Approved Product List:** You are **only allowed to sell the items that were listed in your application and approved** by the event committee. **No additional or substitute products** can be sold on-site unless you have received permission. Be specific in your application about the types of products. During the event, the organizers reserve the right to ask you to remove any unapproved

items from your booth. This ensures a good variety of vendors and prevents too much duplication or disallowed items.

- **Booth Setup:** Merchandise booths typically are in an open-air festival setting, often on grass. You may use a canopy tent for shade (highly recommended). Ensure your displays are secure in case of wind. If you need power (for lights, etc.), remember to bring a quiet generator or battery source, as no electricity is provided on-site. Follow all **General Rules** regarding setup, safety, and so on.

Additional Rules – Non-Profit Exhibitors

Additional rules for Non-Profit vendors/exhibitors:

- **Non-Profit Status:** The Non-Profit exhibitor category is reserved for churches, ministries, charities, and 501(c)(3) organizations that align with the mission of Livin' Out Loud. You may be asked to provide proof of non-profit status. Non-Profit booths are primarily for **community outreach and information**, rather than sales. Selling is optional and restricted (see below).
- **Sales & Donations:** To maintain a non-profit vendor status, **only** food and beverage items *** may be sold at your booth**. ***Merchandise sales are not allowed** for non-profits (you cannot sell T-shirts, crafts, etc.), and **raffle tickets or games of chance are not allowed**. **On-site soliciting of donations or love offerings is not permitted** during the event (since the event itself is free and supported by donations). You *may* collect contact information or distribute literature about your organization's fundraising, but direct fundraising at the event should be avoided unless pre-approved. Any **free giveaways** (e.g. literature, Bibles, promotional items, food/drink giveaways) **must be approved by LOL organizers in advance** to ensure they are appropriate and not duplicating another booth's offerings.
- **Tithing of Sales:** If a non-profit vendor **does sell food or beverages**, the vendor is **required to contribute 10% of gross sales** from the event back to Livin' Out Loud as a tithe/donation. This **10% of sales must be paid at the end of the event on Saturday night**, during check-out with LOL staff. Please keep track of your sales total. (For example, if a youth group sells concessions and makes \ \$500 in sales, they would donate \ \$50 to the event.) This policy helps support the event while giving non-profits an opportunity to fundraise. If you are not selling anything (just exhibiting or giving away items), no payment is required beyond any initial booth fee.
- **Mission Focus:** Non-profit exhibitors should use their booth to engage with attendees in a positive, uplifting manner consistent with the Christian mission of the event. You are welcome to display banners or signage for your organization, hand out informational brochures, offer free materials (with approval), or have interactive elements that draw people in (e.g. children's activities, prayer booth, etc.). However, **please avoid aggressive proselytizing or controversial/political messaging** that could detract from the family-friendly, ecumenical spirit of Livin' Out Loud. The event organizers reserve the right to request modification or removal of any messaging that is not in the overall spirit of the event (per the **LOL Discretion** rule under General Rules).

(All vendors, including non-profits, are expected to abide by the directions of event staff and volunteers. These rules are intended to ensure a smooth experience. Thank you for your cooperation!)

Agreement and Signature

By signing and submitting this application, **you acknowledge that you have read and agree to abide by all the rules and regulations** outlined above for the Livin' Out Loud event. You understand that this application is an offer to participate, and **acceptance of vendors is at the discretion of Livin' Out Loud organizers**. If approved, this application becomes a binding agreement between the vendor and Livin' Out Loud. The undersigned certifies that he/she is authorized to enter this agreement on behalf of the vendor/business named above. **Livin' Out Loud reserves the right to refuse any application** for any reason. By signing, you also agree to release and hold harmless Livin' Out Loud (the organization, its staff and volunteers) from any liability as described in the rules. This agreement shall be governed by the terms in this application and the attached rules and regulations.

Vendor/Organization Name:
Authorized Signature:
Printed Name (of Signer):
Date:

(An electronic signature is acceptable if submitting digitally. Physical signatures should be in ink. Fillable fields are provided above for convenience.)

Contact Information: For any questions, or to submit your completed application, please contact **Livin' Out Loud:**

- **Email:** livinoutloudorg@gmail.com
- **Mailing Address:** Livin' Out Loud, PO Box 373, Gothenburg, NE 69138

We look forward to partnering with you and thank you for your interest in being a part of Livin' Out Loud. **Together, let's make this annual event an uplifting experience for everyone!**