



2026 Hispanic Fest Vendor Application and Agreement

Brought to you by the Lancaster County Agricultural Society, Inc., a 501(c)(3) nonprofit, d/b/a the Sandhills Global Event Center ("SGEC")

Name of Company:

NE State ID:

Booth Name (dba):

Mailing Address:

City:

State:

Zip Code:

Phone Number:

Email Address:

Website:

Primary Contact*:

Title:

Phone Number:

Email Address:

*The primary contact will act as the booth manager, ensures compliance with all terms and conditions, and be the primary point of contact for all SGEC communications.

Authorized Contact #2:

Title:

Phone Number:

Email Address:

3. Please list and describe the products or services you are requesting to sell or display:

(If possible, please submit photos of your booth's design, displays and products.)

INITIALS _____

Tell Us About Your Booth Space! – Type, Size, Services, and Pricing

1. Vendor Type

Commercial (Non-Food) Vendor

☐ 10' x 10' Booth Rental - \$40

☐ 10' x 20' Booth Rental - \$80

☐ 10' x 30' Booth Rental - \$120

Food Vendor

☐ Home-Based Food Vendor - \$40

☐ Food Establishment - \$40

☐ Mobile Food Truck - \$40

2. Electrical Services:

Type	Price	Qty	Total
110v (20A)	\$90		
208v (50A)	\$180		
3 Phase (50A)	\$180		

City/State Required Food Permit Number:

Food Handlers #:

Seller Permit #:

3. Number of Admission Passes

(These are limited to those actively working)

____ Wristbands Needed

4. In need of a Vinyl Banner?

4'x8' with your logo and design Qty: ____ x \$118

Send artwork to JRief@SandhillsGlobalEventCenter.org by July 1st

- For Gas or Water inquiries, please review Terms & Conditions or contact Fair Management.
- *Fair will do its best to strategically place vendors near or at their preferred location, and not to be placed near similar vendors.
- **Note:** Fair Management may limit similar vendors and approve merchandise/services suitable for a family-oriented event.

Grand Total

Space Rental	\$
Electrical	\$
Other Service	\$
Total Due	\$

Payments

The Total Due must be paid in full before July 1st. Space Rental is non-refundable. Other items are subject to the cancellation policy contained in the Terms and Conditions.

Payments can be made over the phone, mailed in or dropped off with Anjanette in the Main office. (402) 441-6545.

Any other questions please reach out to the Fair coordinator, Sara at (402) 802-5558.

Binding Legal Agreement: By submitting this signed application, Vendor understands and agrees that upon acceptance by SGEC, this Application along with the Terms and Conditions will constitute a binding legal agreement between Vendor and SGEC, including all provisions regarding Terms of Payment and Cancellation Refunds.

Signed by: _____

Date: _____

INITIALS _____

IMPORTANT INFORMATION

Hispanic Fest Move In Hours

Sunday, Aug 2nd 6am – 9:30am*

Move Out Hours

Sunday, Aug 2nd 11pm – Midnight
Monday, August 3rd 8am – Noon

Fair Hours

Thursday, July 31 st	10:00am – 11:00pm
Friday, August 1 st	10:00am – 11:00pm
Saturday, August 2 nd	10:00am – 11:00pm
Sunday, August 3 rd	10:00am – 11:00pm
Monday, August 4 th	5:00pm – 11:00pm
Tuesday, August 5 th	5:00pm – 11:00pm
Wednesday, August 6 th	5:00pm – 11:00pm
Thursday, August 7 th	5:00pm – 11:00pm
Friday, August 8 th	10:00am – 11:00pm
Saturday, August 9 th	10:00am – 11:00pm

Key Contacts

Sara Juengel | Fair Coordinator
Vendors, Events, Competitions, Bookings
(402) 802-5558
SJuengel@SandhillsGlobalEventCenter.org

McKenna Morrison | Food & Bev Manager
Food Vendors, Cafes, Banquet Services
(402) 441-1822
MMorrison@SandhillsGlobalEventCenter.org

Anjanette Rief | Main Office & Camping Lead
General Info, Payments, COI's
(402) 441-1828
ARief@SandhillsGlobalEventCenter.org

Kathleen Orton | Event Services Manager
Volunteers, Ticketing, Sponsorships
(402) 441-1814
KOrton@SandhillsGlobalEventCenter.org

Cassandra Roeber | Asst. Managing Director
(402) 413-2218
CRoeber@SandhillsGlobalEventCenter.org

Ron Bohaty | Managing Director
(402) 441-1812
RBohaty@SandhillsGlobalEventCenter.org

Things to Note:

1. Booths must be set up by 10am Sunday, Aug 2nd*
2. Booth must be staffed for the entirety of the Festival*
3. Tables & chairs will not be supplied by SGECC or Fair.
4. Plea
5. Booth Rental includes free fair admission
 - These must be picked up before July 31

Location & Other Numbers:

Main Office – (402) 441-6545
General Store – (402) 441-6538
In Case of Emergency, Call 911
Non-Emergency – (402) 441-6000

Mailing Address:
Sandhills Global Event Center
4100 N 84th St
Lincoln, NE 68507



INITIALS _____

SF26 – VENDOR TERMS & CONDITIONS

Acceptance of Vendor Application and Agreement (“Agreement”)

SGEC will review Vendor Applications and Agreements and reserves the right, in its sole discretion, to reject any Vendor Application and Agreement. SGEC will notify any Vendor whose Application is rejected.

Terms of Payment

The Total Due may be paid in full or in installments by cash, check or credit card (CC) transactions, but full payment must be received by July 1st. All CC payments will have a 3% transaction fee added to the payment. If paying in installments, the first payment must be equal to or greater than the Deposit amount.

Cancellation Policy

In the event of Vendor cancellation, Space Rental is non-refundable. The Electrical, and Other Service charges are refundable as follows:

- Before May 1st = Full Refund
- May 1 - May 31 = 75% Refund
- June 1 – June 30 = 50% Refund
- July 1 or later = NO REFUND

Insurance Requirement

By June 1, 2026, Vendors must procure and maintain insurance coverage for the Lancaster County Super Fair from August 1st to August 3rd, 2026, including move-in and move-out dates. The coverage, endorsements, and limits must match those detailed in the attached example Certificate of Insurance (COI). Vendors should provide their insurance agent with the example COI and the details below to ensure the correct certificate is issued:

- **Additional Insureds:** The Commercial General Liability and Excess Liability policies must list the Vendor as the insured and the Lancaster County Agricultural Society, Inc. (“Ag Society”), along with its officers, directors, employees, and agents, as additional insureds on a primary and non-contributory basis.
- **Waivers of Subrogation:** The policies must include a waiver of subrogation in favor of the Ag Society and its officers, directors, employees, and agents.
- **Insurer Rating:** Insurance must be provided by a carrier with an A.M. Best's Financial Strength Rating of A or better.
- **Certificate of Insurance:** Vendors must submit a Certificate of Insurance to the Ag Society at least 60 days before the event, demonstrating compliance with these requirements.
- **Changes to Insurance Requirements:** If the Ag Society's insurers modify the required coverage, Vendors will be notified as soon as possible and are expected to make their best efforts to comply with the new requirements.

For questions about coverage or quotes, please contact Marci Elam with Unico Group – melam@unicogroup.com
402-434-7237

Booth Construction and Use

Vendors must keep all products, displays, furniture, and structures within their designated booth space. Displays taller than 8 feet require prior approval from show management. Signs must be professionally made, and custom displays should be 6 inches narrower than the allocated space to ensure a proper fit. Sides facing other vendors must be finished or draped. Written approval is required for masonry or unique constructions. Vendors may not apply paint, adhesive, lacquer, or coatings to the venue's floors, walls, or other surfaces. Carpet edges must be taped, and protective barriers are required for landscaping materials on carpeted areas. Sharp or dirty exhibit portions must be placed on plywood or cardboard to prevent carpet damage. Only water may be sprayed on the carpet. The use of scrap lumber, tarpaulins, or handwritten signs is prohibited.

Care of Exhibit Space

Vendors must conduct business in a quiet, respectful, and orderly manner, keeping their exhibit space neat and clean. Vendors shall keep the grounds in the front, rear, and both sides of the exhibit space free of trash and litter. While fair personnel will clean aisles

and driveways as needed, Vendors are responsible for maintaining their carpets, floor space, and exhibits in good condition. Vacuum cleaners may be used if UL-compliant and equipped with safe cords. Vendors must promptly address any damage or defacement to their exhibit space.

Character of Exhibits and Goods:

Vendors may not display, sell, or distribute vulgar, offensive, or obscene materials, as determined solely in the judgement of SGEC. All materials, including political or campaign content, must remain within the assigned booth space. Distribution of materials from aisles or outside the assigned booth space is prohibited. Non-compliance may result in forfeiture of booth rights and fees. Exhibits must comply with all federal, Nebraska state laws, Lancaster County ordinances, and Fair regulations. Vendors shall not exhibit, sell or give away merchandise or literature which bears a counterfeit service mark, trademark, copyright, or any other indication of a proprietary name or design which is identical or, in the sole discretion of SGEC, as similar to the authentic mark as to be misleading to consumers. This prohibition shall apply even if such merchandise or literature is advertised as not being authentic. SGEC may remove any exhibit or Vendor that SGEC determines, in its sole discretion, does not align with the Fair's character or purpose, with or without cause. No refunds will be issued for any such removal.

Vendor Products

All products intended for sale on a carry-out basis must be itemized on the Vendor Application and Agreement. Pre-Orders or orders for merchandise or services to be delivered or rendered at a future date are not permitted without prior written approval. Vendors are responsible for understanding and complying with all applicable local and state tax laws, including sales tax, use tax, income tax, and withholding requirements. For more information, vendors should refer to the Nebraska Department of Revenue's "Sales at Special Events" guides at www.revenue.ne.gov or contact the department at 402-471-5729.

Vendor Literature & Souvenirs

Vendors are permitted to distribute printed materials, advertisements, souvenirs, and similar items exclusively from their designated exhibit space. Fair management reserves the right to prohibit any advertising deemed objectionable. Giveaways must not create excessive noise or mess, and all promotional items require prior approval from Fair management. Vendors must ensure that all sales and promotional activities remain confined to their assigned space.

Vendor Prizes, Discounts & Drawings

All drawings for prizes, discounts, and giveaways must be registered and approved by Fair management in advance. Vendors are required to submit a complete list of all recipients and winners to Fair officials no later than the close of the Fair. These activities must be conducted in a professional manner and remain within the vendor's assigned exhibit space. Raffles are not permitted. Vendors are responsible to ensure compliance with and obtain any necessary approvals or licenses required by federal or state law.

Vendor Food Samples

Vendors may not sell or distribute food samples without prior written approval of SGEC. All requests to provide food samples must be submitted at least 14 days prior to the start of the event. Approved food sample Vendors must have a Level IV food handler's permit and/or catering permit on file and may not provide samples greater than 2 ounces per customer. Samples must be made in a commercial kitchen. Food sample Vendors must provide a handwashing station. Required permits must be displayed. Vendors may not distribute bottled water, soda, or full cups of coffee. Vendors selling larger portions must complete a separate Super Fair Food Vendor Application.

ADA Compliance:

Vendors will comply with any reasonable accommodation required of that Vendor by the Americans with Disabilities Act (ADA).

Combustible Material, Fire Safety and Vehicle Guidelines

Combustible products may only be used with prior written approval, and all flammable materials must be fireproofed. Gas grills or fireplaces require approval from both management and the Fair before and during the event. Display vehicles must have one battery cable disconnected and taped, gas caps locked and taped, and fuel levels limited to either a half tank or 10 gallons, whichever is less. All fueling must occur outside the building. Vehicles cannot be moved during show hours and may only be relocated during setup or teardown when the venue is closed to the public.

Electrical Services

Electrical service is not provided by SGEC unless explicitly stated in the Agreement. SGEC is not liable for any loss of time or revenue resulting from electrical or utility interruptions or failures. All electrical extension or flexible cords must be UL-listed, type S, 20 amp, 12 gauge. These cords may only be used when absolutely necessary and are prohibited for fixed wiring. They must not be spliced, tacked, stapled, fastened to woodwork or walls, or tied to or draped over pipes or other supports.

Move-In, Move-Out, and Facility Guidelines

No move-in, rearrangement, or adjustments are allowed after the move-in period ends. Vendors must pre-order facility services, as any orders placed on the first day of the Fair will face delays due to the event's opening. Loading and unloading must occur only in designated areas, and vehicles must be promptly removed once unloaded to avoid towing at the owner's expense. Heavy materials or equipment must not be dragged, skidded, or rolled over floors but carried or moved on wheels.

Outside drop-offs are allowed at no cost but must be pre-approved and coordinated with a Fair Operations Manager and Fair management. Deposits will be forfeited for late move-ins or early move-outs. Vendors should promptly remove all small items, merchandise, lighting fixtures, and portable equipment immediately after the event ends. On Sunday, vehicle access to the FR8Star Pavilion and courtyard is limited to the west side after 8 p.m., with no access to the north side until after 10 p.m. due to animal move-out and carnival operations.

All exhibits must be removed by the end of the move-out period. Any unpaid vendor accounts must be settled in full before the end of Vendors last event day. No move outs will be allowed until paid.

Vendor Parking

Free parking is available in LOT K for indoor vendors with Fair-issued parking hangtags. Vendors without a hangtag at Fair gates during Fair hours must purchase a parking pass for that day, with no refunds issued. Hangtags are strictly for vendor staff working a booth. Vehicles parked in "No Parking" zones or outside designated areas are subject to towing and impoundment.

Fair Services

A rate schedule for electricity, wireless internet, and furniture rental will be provided to all vendors, with charges billed at reasonable and consistent rates. Vendors needing gas line hookups must contact Fair Director Nate Dowding for a quote and to confirm availability. Orders for these services must be placed with Fair management at least 45 days in advance.

Garbage and Recycling

Vendors must refrain from using the litter receptacles intended for public use. All Cardboard should be broken down, flattened and placed in the cardboard recycling container located in the Courtyard, east of FR8Star Pavilion or west exterior side of Ag Society Hall. Indoor Vendors will find larger trash containers in the back of FR8Star Pavilion in the South hallway, on the west exterior sides of Currency Pavilion and Ag Society Hall, and northeast corner outside the FR8Star Pavilion. Outdoor Vendors will find large trash containers on the west sides of the Currency and TractorHouse Pavilions and outside Ag Society Hall to the west.

Fair/Facility Signage

Vendor removal or defacing of SGEC, Super Fair, or Fair Sponsor displays, signage, banners, or equipment is not allowed and will result in a \$250 fine per occurrence.

Outside Food & Beverages

Outside food and beverages, including coolers and deliveries from outside food establishments, are not allowed. Alcoholic beverages may only be consumed in designated areas when purchased from the Fair.

Unoccupied Space

Vendors unable to occupy their contracted space or fulfill the terms of their Agreement must notify Fair management in advance. If Vendor's space is unoccupied during any portion of the Fair, Fair officials may reassign the space to another Vendor. Any reassignment does not release the Vendor from its obligations under this Agreement. Assigning, sharing, or subletting any portion of a Vendor's space is not permitted except with prior written approval from Fair management.

Force Majure

1. Neither party shall be liable for any failure to perform its obligations under this Agreement if such failure is due to events beyond its reasonable control ("Force Majeure Events"). Force Majeure Events include, but are not limited to, natural disasters (such as earthquakes, floods, hurricanes), acts of war, terrorism, government actions, pandemics, or other emergencies that prevent the performance of the obligations under this Agreement.
2. Notification: The party affected by a Force Majeure Event shall notify the other party in writing as soon as reasonably practicable, but no later than 3 days after the occurrence of the Force Majeure Event. The notification shall include a description of the Force Majeure Event, its expected duration, and the obligations affected.
3. Mitigation: The affected party shall use all reasonable efforts to mitigate the effects of the Force Majeure Event and resume performance of its obligations as soon as possible.
4. Obligations Unaffected: Notwithstanding the occurrence of a Force Majeure Event, the parties shall continue to perform any obligations under this Agreement that are not affected by the Force Majeure Event.
5. Termination: If the Force Majeure Event precludes SGEC from conducting the Fair, SGEC may terminate this Agreement upon written notice to the other party.

Noise

Speakers, radios, televisions, or any other devices must be kept at a volume that does not disrupt or disturb other Vendors or fairgoers. Excessive noise that interferes with the enjoyment or operation of the event will not be permitted.

Animals

Except for service animals as defined by law, Vendors are not allowed to bring animals on the premises without prior written permission of SGEC.

Release of Liability

Upon signing this application, the Vendor expressly releases the Lancaster County Agricultural Society, Inc., the Lancaster County Fair Committee, Sandhills Global Event Center and their respective employees, officers, directors, and agents (the "Releasees") from any responsibility or liability for any injury, loss, or damage to the Vendor, their employees, their property, or third parties before, during, or after the Fair. Vendor agrees to defend, indemnify, and hold harmless the Releasees against any and all claims, lawsuits, or liabilities alleged to result from or be connected to the Vendor's activities under this Agreement. This applies even if the cause is alleged to be, in part, due to the negligence or other conduct of the Releasees.

Breach of Agreement

The Vendor shall comply with these Vendor Terms & Conditions. In the event of Vendor's breach of this Agreement, SGEC reserves the right to re-let Vendor's space to another Vendor for the remaining term of the contract, remove the Vendor from the premises, place any exhibits, supplies, and materials in storage for disposal if not retrieved, and/or retain all Vendor payments as necessary to recoup any damages caused to SGEC.

Amendments

SGEC shall have full authority to interpret, amend, or establish additional rules as deemed necessary in the best interest of the Fair.