



Dear Concessionaire:

You are invited to apply for a vendor spot in the **2012 North American Sand Soccer Championships** - the largest weekend beach soccer festival in the United States, held in Virginia Beach, VA. Last year's event included over 900 teams with 9,500 participants and over 75,000 spectators and beachgoers and was the site of the Pro-Beach U.S. National Men's Finals in a 3,000 seat stadium located on the sand at 27th Street. This year's festival, scheduled for **June 8-10**, will be **between 14th Street and 37th Street** and will feature events such as Beach Volleyball, North American Beach Wrestling Championships, Beach Lacrosse, Coed Beach Flag Football, and musical entertainment.

The Championships will again offer food vendor, retail and marketing sites this year, strategically placed in high profile areas **ON THE SAND**, offering a mix of product categories. You are invited to submit your application as a concessionaire at this "blast in the sand."

To be considered for one of our selective vendor spots, you must submit a completed application and deposit of \$500.00 (per vendor location) by **March 9th, 2012**. Any application not accepted will be returned with original check. Checks for all accepted applications will be deposited upon confirmation of acceptance. If you fail to participate once you are accepted, due to no fault of NASSC, your deposit will **not** be refunded.

New for this year!

- The City of Virginia Beach has recently enacted MAJOR food and merchandise vendor policy changes for Oceanfront events. The new regulations are outlined within this application. The new policy, overseen by the City's Resort Management Office (RMO), significantly affects numbers, locations, and appearance/signage. We will be accepting less vendors this year, so make sure to get your application in early!
- Applications received *after* March 9th, 2012 will not be considered!
- All vendors will be *on the sand* this year!
- New signage regulations – please see attached information.
- Hours of vending operations will be strictly enforced - please see attached information.
- New grease and refuse disposal rules – please see attached information.

Don't miss the opportunity to become a part of this ever-growing festival at the beach. We look forward to receiving your application!

**QUESTIONS? Check our website at WWW.SANDSOCCER.COM
or call Matt Whalen, Director of Operations at (757) 407-1421
or email me at tallhokie@gmail.com**

Food Vendor Sponsor (please check) Retail/Marketing



Vendor Application

Business/Vendor Name: _____
(must be same as Business/Health Dept. License)

Business/Vendor Owner's Name: _____

Person Attending Event: _____

Mailing address: _____

City: _____ State: _____ Zip: _____

Telephone (business): _____ Telephone (mobile): _____

Telephone (person attending): _____ Fax: _____

Email address (required): _____

Vendor/Sponsor Information

Products will be (please check all that apply): Sold Sampled Displayed Given Away

Number of Booths: 1 2 3

Size of Booth: 10' x 20' - \$1000

Location Preference: Youth (9-15) Youth (15-19) Adult No Preference

Other (please explain) _____

Vendor/Sponsor Equipment Requirements

Will you need a water hookup? Yes No

Will you need Electricity? Yes No

If so, for what equipment? (provide amps/watts/110/220) _____

Any special electrical hookups required? _____

Will you be using propane? Yes No

Will you need grease disposal? Yes No

Type of Structure used (please describe): _____

Vendors/Sponsors must provide NASSC with the Flame Retardant Certificate prior to set-up. Certificates must also be posted at all tent locations

OFFICE USE ONLY:

Application Received on: _____

Accepted (Y/N): _____

Deposit Received: _____

Check # _____

Balance Due: _____

2nd Payment: _____

Check # _____



Vendor Information and Requirements

- **Number of Vendors Accepted:** We will be limiting the number of vendors we accept this year, so please get your application in early for review. Applications received after the deadline will NOT be accepted.
- **Booth Location:** Vendor/sponsor sites will be located **on the sand**, strategically placed in high-profile areas, due to city policy changes. Vendors/Sponsors must provide necessary means of getting your equipment to your booth location. NASSC will NOT provide help to move equipment. City ramps (approximately 3'-6" wide) are available at all streets and you are able to drive onto the beach, if necessary.
- **Price:** Vendor sites are **\$1000 per 10' X 20'**. A \$500 non-refundable deposit is required to reserve your space. No other sizes or prices are available.
- **Multiple Booths:** A vendor may request more than one site, but no discounts are given for multiple sites. A vendor may request a booth at a specific site or more than one booth, but NASSC reserves the right to designate location and limit total number of booths per vendor.
- **Priority:** Priority will be granted to major sponsors for site preference. For more information on becoming a sponsor, please see the attached information.
- **Products:** A mix of product categories will be selected for each site for all food vendors. You must specify all products and prices you intend to vend. **Only 4 main products are allowed**, excluding side items and drinks. No other products will be considered for the event. If you are selected, the NASSC Committee and City staff, reserves the right to prohibit selected menu items with your acceptance to avoid conflicts within vending sites, i.e. Papa John's is a Major Sponsor and therefore has exclusivity to sell pizza, no other vendor may sell pizza.
- **Structures:** Each vendor must provide their own tents or structure for their operations, which must comply with all city ordinances (health, fire, signage, etc.). All Structures or booths must be tasteful and safely erected and include ground cover. **Placement of booths are at the total discretion of the NASSC Committee.**
- **Sales:** Each vendor must conduct sales from their assigned space only. No roving sales are permitted.
- **Utilities:** Electricity and potable water will be provided. No 3-phase power is available. Vendors/Sponsors will be responsible for providing their own extension cords and water hoses. All cords and hoses must be buried in the sand. You must specify all equipment to be used, including any specialty equipment or special electrical connections) on the forms provided.
- **Grease Disposal:** All vendors needing to dispose of grease MUST USE our grease disposal units located throughout the site. Locations will be provided at Vendor Load-In. Grease cannot be disposed of in city trash receptacles. Failure to do so will result in vendor not returning in subsequent years.
- **Trash Disposal:** All vendors must take all trash and refuse from their location. If it does not fit inside of city-provided trash receptacles, you must take it off site. All pallets and boxes must be removed from site, no exceptions. Failure to do so will result in vendor not returning in subsequent years.
- **Signage:** All displays/vendors must comply to new city-mandated signage rules – no exceptions:
 - Menu**
 - * Limit one per vendor
 - * Must be 3 feet x 4 feet
 - Vendor Signage**
 - * Limit of one per vendor
 - * Mounting location/orientation is up to vendor, i.e. what direction it faces
 - * Must be 3 feet x 10 feet
 - * Vendors that vend from vehicles, i.e. ice cream truck, are excluded from this.

Vendor Information and Requirements, contd.



- **Insurance:** For accepted vendors/sponsors, each Vendor must provide a Certificate of Insurance for \$1,000,000 Combined Bodily Injury, Property Damage and Product Liability, listing the Hampton Roads Soccer Council t/a North American Sand Soccer Championships (NASSC) **and** the City of Virginia Beach as additionally insured (see attached information).

Hampton Roads Soccer Council/NASSC
2276 Recreation Drive
Virginia Beach, VA 23456

City of Virginia Beach
2101 Parks Ave., Suite 502
Virginia Beach, VA 23451

- **Health/Fire:** All vendors must comply with Virginia Beach Fire Department and Health Department regulations. Vendors will be required to be ready for Health Inspections on **Friday, June 8th at 1pm (see below)**.
- **Health Department Application:** Upon written acceptance from NASSC, the Virginia Beach Department of Public Health must receive fees and paperwork no later than 10 days prior to our event, no exceptions! Failure to submit by this time will result in not being able to participate at our event. For more information, please call 757-518-2646. **NASSC will not accept Health Department applications.**
- **Business License:** The North American Sand Soccer Championships (NASSC) will purchase a blanket business license for all vendors of our tournament. It is not necessary for you to purchase one for our event.
- **Certificate of Flame Resistance:** If using a tent, vendors must display/supply NASSC a copy of the Certificate of Flame Resistance from tent manufacturer. If you need a tent, tables, chairs, etc. please contact Scott Cust at 757-449-3239 or at perfectpartyrent@aol.com.
- **Recycling:** NASSC will provide recycling containers on the beach for its participants. These receptacles will be highly visible and will be able to receive: aluminum cans, plastic bottles, glass bottles, paper and cardboard.
- **Food Vendor Meeting:** We will hold a **MANDATORY** food vendor meeting on Friday, June 8th at 11am at the Best Western on Atlantic Avenue between 28th and 29th streets. The Health Department and Fire Marshall will be there to go over inspection information, their permitting process, and answer any questions. All food vendors **MUST** attend. Failure to do so will result in not being able to participate in the event.
- **Inspections:** Health Department and Fire Marshall Inspections will begin at 1pm on Friday, June 8th. You must be ready to be inspected by this time, no exceptions. Once you receive your permit, you may begin selling your products.
- **Load-In:** Food Vendors requiring extra time for load-in can begin setting up on Thursday, June 7th. Further details will be distributed.
- **Selling:** All vendors **MUST** stop selling their products by 10 pm on Friday, June 8th, 10 pm on Saturday, June 9th, and by 5pm on Sunday, June 10th. No exceptions. Failure to do so will result in vendor being asked to leave event.



Vendor Checklist

Please submit by March 9th: *(all applications for food vendors must submit all of these to be considered):*

1. \$500 deposit for each booth (non-refundable)
2. Completed Vendor Application
3. Recent Photo of Operations
4. Menu for event – limit of 4 primary items, also list side items and drinks
5. Signed Vendor Agreement and Vendor Indemnity
6. City of Virginia Beach Vendor and Sponsor Information Sheet

Please submit by May 4th (for accepted vendors):

1. Remaining balance, if applicable
2. Certificate of Insurance
3. Certificate of Flame Resistance (if using a tent)
4. Photo/image of proposed signage to be used (menu, vendor signage)

Vendor Timeline

- Mid January:** Vendor Application posted on www.sandsoccer.com
- March 9th:** Vendor Applications and deposits due
- April 6th:** Acceptances distributed via email
- May 4th:** Additional Vendor information and remaining balance due (for accepted)
- May 18th:** Food Vendor Health Department Applications due to Department of Health (if applicable)
- May 25th:** Vendor location distributed with Load-In Instructions
- June 7th:** Vendor Load-in
- June 8th:** Vendor Load-in
Mandatory Food Vendor Meeting with Fire and Health Departments (if applicable)
Mandatory Food Vendor Inspections with Fire and Health Departments (if applicable)

Application Submittal

Mail to:

HRSC
Attn: Matt Whalen
2276 Recreation Drive
Virginia Beach, VA 23456

Fax to: 757-368-5295

Email to: tallhokie@gmail.com

Note: Applications will NOT be considered without deposit. If emailing/faxing application, you must send via mail your deposit to be considered.

Questions?

Check our website at WWW.SANDSOCCER.COM
or call Matt Whalen, Director of Operations at (757) 407-1421
or email me at tallhokie@gmail.com



Vendor Agreement

This agreement dated _____ by and between the Hampton Roads Soccer Council and the North American Sand Soccer Championships "NASSC", Virginia Beach, Virginia and _____ (food vendor) of (city, state) _____ states as follows:

The vendor agrees:

- To pay non-refundable deposit and participation fees based on "Vendor Requirements" due with application by March 9th, 2012 and remaining balance due by May 4th, 2012. *Checks can be deposited when accepted.*
- If accepted into the NASSC, vendor must provide by Friday May 4th, 2012, a certificate of insurance indicating the food vendor is insured with a minimum \$1,000,000 public liability and comprehensive general liability policy, including product liability. The Hampton Roads Soccer Council and the City of Virginia Beach should be named certificate holders for June 8-10, 2012.
- To abide by all Virginia Beach City ordinances and NASSC vendor rules.
- To obtain all permits and licenses required by the City of Virginia Beach, including health permit and any other required forms. Contact the Virginia Beach Health Department at 757-518-2646.
- That all purchases of food and supplies are the responsibility of the vendor. Ice will be available on-site for purchase.
- To use felt roofing paper on the entire ground area of food vending operation.
- **To attend the mandatory food vendor meeting (if applicable) at 11am on Friday, June 8th at the Best Western on Atlantic Ave and 28th Street.**
- **To be set up and ready for Health Department Inspection (if applicable) by 1pm on Friday, June 8th. Failure to comply may result in prohibiting vendor from being invited to subsequent tournaments.**

The North American Sand Soccer Championships will provide the vendor:

- Dedicated space on the sand.
- Electrical/water service for operation of concession equipment listed in "Vendor/Sponsor Requirements" and on City Vendor and Sponsor Information Sheet. Utilities will be provided for equipment listed. NASSC and the City of Virginia Beach are not liable for connections to equipment that are not listed.
- NASSC assumes no responsibility for loss, theft or damage of property belonging to the vendor.

Vendor Indemnity

During the term of this agreement, the company and contact person listed below shall indemnify, hold free and harmless, assume legal liability for and defend Hampton Roads Soccer Council, t/a North American Sand Soccer Championships "NASSC", its agents, servants, employees, officers, and directors from any and all costs and expenses including, but not limited to, attorneys' fees, reasonable investigative and discovery costs, court costs, and all other sums which Hampton Roads Soccer Council t/a North American Sand Soccer Championships, its agents, servants, employees, officers, and directors may pay or become obligated to pay on account of any, all, and every demand or claim or assertion of liability or any claim or action founded thereon arising or alleged to have arisen out of Vendor's performance of this agreement or the operation of seller/vendor's business or any act or omission of Vendor, his agents, servants or employees whether such claim or claims, action or actions, be for damages, injury or person or property or death of any persons made by any person, group, or organization whether employed by Vendor or otherwise, or for breach of warranty by Vendor either expressed or implied.

PLEASE PRINT

Business/Vendor Name: _____

Business/Vendor Owner's Name: _____

Mailing address: _____

City/State/Zip: _____

Contact's Signature _____ Date: _____

VENDOR: Anyone who is serving, selling, or providing samples of food, beverage, or merchandise.
SPONSOR: A business or person that provides finances, merchandise and/or services in return for advertisement.
A separate form is required for each vendor and each sponsor.

Permit Applicant Name **Matt Whalen** Event Name **North American Sand Soccer Championships**
 Name of Organization Hosting Event **Hampton Roads Soccer Council**
 Office Phone **757-368-4600** Cellular **757-407-1421**
 Fax # **757-368-5295** E-Mail Address **tallhokie@gmail.com**

VENDOR or SPONSOR (Please circle one)

Business Name _____ VAB Business License # _____
 Business Address _____
 Point of Contact _____ Business Phone _____
 Cellular # _____ Fax # _____

- Products will be: Sold Sampled Catered Displayed Given Away
- Food*: Please provide menu _____
- Beverages: Please check all that apply Alcoholic Non-alcoholic type _____
- Merchandise: Please describe in detail _____
- Propane Tank(s): Please check all that apply <Less than 500 gallons >Greater than 500 gallons

Operational and Logistic Information

Electrical Support & Water Source: The City utility/general services staff has absolute and exclusive authority regarding the installation, operation, and removal of all types of electrical support and water sources on city property. To better serve you please provide detailed information regarding your utility needs. Failure to provide complete data may result in **denial** of service. Please refer to the City Utility Sheet for more information.

Electrical Service: Vendor must provide a minimum of 100' 3-wire grounded cord acceptable for exterior use

Equipment	Location	110 volts	220 volts	AMPS	Wattage	Plug Type	Hardwire	Time ready for Tie-in	Time ready for Tie-out

Water Service: (The Health Department requires water for onsite food preparation)- Check potable or non-potable

- Vendor must provide a food grade water hose (100' minimum) and nozzle

Equipment	Potable Water (safe for consumption)	Non-Potable (non-consumption related)	Location

Please describe any unusual circumstances, request etc. _____

* Food vendors may be required to have a temporary restaurant permit from the State Health Department. Please ensure you are in compliance by calling (757) 518-2646. To comply with tent/structure requirements please contact Permits and Inspections at (757) 385-4211 and the Fire Department at (757) 385-4228. Business License inquiries please contact the Commissioner of Revenue office at (757) 385-4515. Contact your event planner for proper waste disposal information.