

Vendor Information

updated 4-29-2019



- **Number of Vendors Accepted:** We will be limiting the number of vendors we accept, so please get your application in early for review. Applications received after the deadline will NOT be accepted.
- **Food Vendor Booth Location:** The majority of food vendor sites will be located **on the sand** in accordance with the City of Virginia Beach policy, strategically placed in high-profile areas. Vendors 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.
- **Retail/Marketing Booth Location:** Retail/Marketing sites will be subject to City approval. Please specify on the application your location preference.
- **Price:** All vendor fees are non-refundable once accepted as a 2019 NASSC Vendor. A \$500 deposit is required with application. The remaining balance is due May 10, 2019.
 - **\$1500 per 10' x 20' – Stadium Boardwalk location** *Acceptance of these vendors is at the total discretion of the NASSC Committee
 - **\$1000 per 10' X 20'- All other locations** *Acceptance of these vendors is at the total discretion of the City of Virginia Beach
- **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 for 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. Numerous packages are available to vendors. For more information on becoming a sponsor, please visit "Sponsors" on our website (<https://www.sandsoccer.com/sponsorship-info/>).
- **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. 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. ***Note – surveys indicate our participants would like to see healthier options.
- **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 the booths is 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 if requested in the vendor application. 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 meet City requirements and be buried in the sand a minimum of 6". You must specify all equipment to be used (including any specialty equipment or special electrical connections) within the application.
- **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 comply will result in vendor not returning in subsequent years.
- **Gray Water Disposal:** Provided if requested in vendor application.
- **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.
- **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.

- **Signage:** All displays/vendors must comply to city-mandated signage rules – no exceptions. You will be asked to remove signs not shown in photos* you provided with your application OR not in compliance with the following. **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 (maximum)
- Vendors that vend from vehicles, i.e. ice cream truck, are excluded from these rules.

* All vendors must furnish to NASSC by May 4th an image (or artist rendering from sign company) of proposed signage to be used at event, including dimensions. The City will review these for compliance. A vendor will not be allowed to set up until the signage is approved by the City.

- **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 (information to be on the certificate is below).

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 7th 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, visit <http://www.vdh.virginia.gov/virginia-beach> or contact Andrea Scahill at (757) 518-2739 or andrea.scahill@vdh.virginia.gov. **NASSC will not accept Health Department applications.**
- **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, platforms, etc. Please contact Perfect Event Rentals at 757-428-5987 or email perfectpartyrent@aol.com.
- **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.
- **Food Vendor Meeting:** We will hold a **MANDATORY** food vendor meeting on **Friday, June 7th at 11am** at the Best Western on Atlantic Avenue between 28th and 29th streets. The Health Department and Fire Marshal 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 Marshal Inspections will begin at **1pm on Friday, June 7th**. 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 6th**. Further details will be distributed.
- **Hours:** Pro division matches begin on Friday; all other matches begin on Saturday. Vendors wishing to begin sales **Friday, June 7th** may do so only after check-in with NASSC and once required inspections/permits are completed and **MUST** stop selling by 10pm. **Saturday, June 8th – 8am–10pm; Sunday, June 9th – 8am–5pm**. All vendors **MUST** stop selling at the end times noted above for each date. No exceptions. Failure to do so will result in vendor being asked to leave event.

- **Load-out:** Vendors may close early but will not be allowed to move vehicles within the event except in accordance with load-in and egress guidelines. No exceptions. More information will be distributed to accepted vendors and sponsors with load-in information.

IMPORTANT INFORMATION FOR 2019!!!

For food vendors planning on cooking at the event:

Please see the City of Virginia Beach information linked from our website outlining the cooking and platform requirements for 2019. An excerpt:

“To facilitate a safe environment for the workers and public when food vendors are using commercial cooking appliances on the city beach during special events, it shall be required by City of Virginia Beach Fire Prevention Bureau that all such appliances be stationed on a solid surface platform. For this document, a commercial appliance is defined as; any commercial cooking device that is manufactured to be used on a stable and level surface for the preparation of food being served to the public.

Exception: Food vendors that are not cooking food on site and are only warming are exempt from the platform requirements.”

Vendor Timeline

January	Vendor Application posted on www.sandsoccer.com
April 19th	Vendor Application deadline and submission of \$500.00 deposit. Online application includes NASSC Agreement & Indemnity and additional materials. Invoice for payment of fees will be sent via email.
April 26th	Acceptances distributed via email for food vendors only.
May 4th	Photo/image of proposed signage to be used (menu, vendor signage)
May 10th	Remaining balance due (for accepted) Certificate of Insurance Certificate of Flame Resistance (if reheating or cooking food under a tent)
May 24th	Food Vendor Health Department Applications due to Department of Health (if applicable)
June 1st	Vendor location distributed with Load-In Instructions
June 6th	Vendor Load-in
June 7th	Vendor Load-in 11 am Mandatory Food Vendor Meeting with Fire and Health Departments (if applicable) 1 pm Mandatory Food Vendor Inspections with Fire and Health Departments (if applicable)

Vendor Registration Process

- **Completed Applications must be submitted by April 19th**
 - **NEW in 2019: Please read carefully as our application has changed**
 - Payment of deposit is required *upon receipt of invoice* from NASSC.
 - Invoice will be e-mailed to you upon submitting an application. In the event you do not receive an invoice within 7 days contact vendors@sandsoccer.com immediately.
 - We are accepting payments by credit card only.
 - Many documents will be required as part of the application. You may SAVE your application at any time and return to it later. Submit once you have required materials uploaded.
 - **DO NOT SUBMIT INCOMPLETE, ILLEGIBLE, OR INCORRECT MATERIALS.** Only properly completed applications and materials are considered. PDF file format is preferred.
 - Once submitted, you will receive a confirmation email including a link for viewing your application as well as materials subsequently sent to us. **Save your confirmation email and application link.**
 - Materials submitted after the application form should be sent via email to vendors@sandsoccer.com. PDF file format is preferred.
- ** It is the Vendor's responsibility to track materials you have submitted to NASSC. Refer to your confirmation email for link to view your materials. Keep copies of all materials submitted.
- ** Use your application link to review materials submitted. Allow 5 business days for materials emailed to us to be uploaded.

Deadlines Apply: Applications will NOT be considered without payments and all required documents submitted by dates specified. It is the vendor's responsibility to meet all deadlines and requirements.

Questions?

Check our website at WWW.SANDSOCCER.COM or contact vendors@sandsoccer.com