

2024 Vendor Information



We accept a **limited number of vendors**; submit your 2024 application, supporting materials, and fees early for review. All fees and materials must be submitted before your application may be considered. Late applications will be placed on a waitlist for consideration only if materials and fees have been submitted. Acceptance is not guaranteed and payment of fees does not constitute acceptance.

- **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/Vendors" on our website (<https://www.sandsoccer.com/vendors>).
- **Booth Locations and Pricing:** When completing your application, please specify your location preference (age group). All 2024 Vendors will be located on the boardwalk.
Additional Booth Notes:
 - A \$500 deposit per site is required with application. The remaining balance is due by May 7, 2024.
 - No discounts are given for smaller locations or a limited menu.
 - *The City of Virginia Beach will approve all sponsors and vendors for boardwalk sales and marketing.*
 - *NASSC will locate all sponsors and vendors. The City of Virginia Beach will have the final approval of all sponsor and vendor locations.*
- If you are a **Food Vendor** applying for a Stadium Boardwalk location - please be advised that there is the potential for similar food menu items to be sold within a block of your location. We do have exclusivity options available, if interested.
- If you have any questions regarding placement or policies, please contact vendors@sandsoccer.com.
- **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 the total number of booths per vendor.
- **Products:** A mix of product categories/food variety will be selected for sites throughout our event. Surveys indicate our participants would like to see healthier options.
- **The application requires you to specify all products, with pricing, you intend to sell.** If you are selected, the NASSC Committee and City of Virginia Beach representatives, reserves the right to prohibit selected product or menu items with your acceptance to avoid conflicts within vending sites and other issues.
- **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.
- **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 3-wired extension cords (min 100') acceptable for outdoor use and food grade water hoses (min 100') and nozzles. 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 REQUEST** in the application and **USE** our grease disposal units located throughout the site. Locations will be provided at Vendor Load-In and will be within one block of the vendor's location. Grease cannot be disposed of in city trash receptacles. Failure to comply will result in the vendor not returning in subsequent years.
- **Gray Water Disposal:** Provided if requested in vendor's application. These will be within one block of the vendor's location.
- **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 the site, no exceptions. Failure to do so will result in the 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.

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- **Signage:** All displays/vendors must comply with city-mandated signage rules. You will be asked to remove signs not in compliance with the following. **No exceptions.**

Menu

- Limit one per vendor
- Cannot exceed 2x3 feet

Vendor Signage

- Limit of one per vendor
- All signs must be attractive and professional. Vendors are permitted to display one (1) overhead sign.
- Cannot exceed 3 feet tall x 10 feet wide (maximum)

- **Other Food Vendor Guidelines**

- Must follow tent and vendor separation distances (see Vendor resources on our website)
- Must follow all food vendor fire requirements (see Vendor resources on our website)
- Food vendors should not exceed a 10x20 foot space, unless additional space has been purchased

- **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. See the sample completed COI on our website.

The following parties must be included as additional insureds exactly as shown below:

Hampton Roads Soccer Council/NASSC	City of Virginia Beach
2276 Recreation Drive Virginia Beach VA 23456	2101 Parks Ave., Suite 502 Virginia Beach VA 23451

- **Health/Fire:** All vendors must comply with Virginia Beach Fire Department and Health Department regulations. Food Vendors will be required to be ready for Health Inspections on **Friday, June 9th at 1 pm.**
- **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 the tent manufacturer.
- **Tent Rental** If you need a tent, tables, chairs, 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.
- **Menus / Product & Service Lists / Pricing** Your application must reflect detailed information about the food/beverage, product, or service items you will offer at the event as well as accurate pricing. Failure to provide accurate information including pricing in the application, or displaying/offering products, and/or applying pricing at the event which differs from the application may result in Vendor being prohibited from operating. No refund will be given to vendors violating this requirement.
- **Food Vendor Meeting:** We will hold a **MANDATORY** food vendor meeting on **Friday, June 7th at 11 am** at the Ramada Plaza by Wyndham Virginia Beach 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, with no refund.
- **Inspections:** Health Department and Fire Marshal Inspections will begin at **1 pm 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.

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- **Load-In:** Vendors and Sponsors (not in Stadium/Vendor Village location) requiring extra time for load-in can begin setting up on **Thursday, June 6th with prior approval**. Further details will be distributed to accepted Vendors no later than five days prior to the event.
- **Stadium/Vendor Village Vendors and Sponsors:** You will be required to load-in on Thursday, June 6th as our matches in the Stadium kickoff early on Friday, June 7th. No vehicular access will be allowed on the Boardwalk between 27-30 streets on Friday.
- **Hours:** Pro division matches begin on Friday; all other matches begin on Saturday.
- **Ice:** Ice will be available for purchase on site. Additional details will be provided with Load-In information.
- **Load-out:** Vendors may close early but will not be allowed to move vehicles within the event site 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.

**** The above information is preliminary and subject to change should other factors dictate (e.g. required meeting or inspection times & locations may be adjusted). Thank you in advance for your flexibility and understanding.**

2024 Vendor Timeline

Pre-Event	
February	<ul style="list-style-type: none"> ● Vendor Application posted on www.sandsoccer.com
April 17th	<ul style="list-style-type: none"> ● Food Vendor Application deadline. ● Online application includes NASSC Agreement & Indemnity and additional materials. Invoice for payment of fees will be sent via email.
April 26th	<ul style="list-style-type: none"> ● Vendor deposit (and any sponsorship fees) due upon receipt of invoice or by April 27, whichever comes first. \$500/space. Contact vendors@sandsoccer.com if you have not received an invoice by email.
May 1st	<ul style="list-style-type: none"> ● Acceptances distributed via email for food vendors only. ● Last day to withdraw from event and receive a full refund.
May 3rd	<ul style="list-style-type: none"> ● All application materials due including Certificate of Insurance (see Vendor Information for detail) and a Certificate of Flame Resistance (if reheating or cooking food under a tent).
May 7th	<ul style="list-style-type: none"> ● Remaining balance due (for accepted vendors) ● Non-food vendor applications due and must include all vending materials noted in application and above. Non-food vendor must submit all deposits and outstanding fees immediately upon receipt of invoice via email.
May 24	<ul style="list-style-type: none"> ● Last day to withdraw from event and receive partial refund
May 28th <small>(approximate)</small>	<ul style="list-style-type: none"> ● Food Vendor Health Department Applications due to Department of Health (if applicable). NASSC does <u>not</u> submit fees & applications to the Health Dept. on behalf of vendors. It is the Vendor's responsibility to meet deadlines with DoH.
May 31-June 2	<ul style="list-style-type: none"> ● Vendor location distributed with Load-In Instructions
Event Weekend	
June 6th	<ul style="list-style-type: none"> ● Set-up required for all vendors <i>assigned locations in our Stadium/Vendor Village/Premier locations</i>. ● No food or beverage operations may commence prior to Health and Fire Department inspections. ● Early Vendor Load-in for non-stadium locations (with event approval only)

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June 7 th	<ul style="list-style-type: none">• Vendor Load-in• 11 am Mandatory Meeting - food vendors' meeting with Fire and Heath Department (if applicable).• 1 pm Mandatory Inspections begin - all food vendors must be inspected by Fire and Heath Departments prior to operating.
All vendors MUST stop selling at the end times noted below. Egress policy applies. No exceptions.	
June 7 th	Vendors wishing to begin sales Friday may do so only after check-in with NASSC and once required inspections/permits are completed. Vendors must stop selling by 10 PM.
June 8 th	Saturday 8 AM – 10 PM
June 9 th	Sunday 8 AM – 5 PM

Application Process

- **Completed applications must be submitted by April 17th** (May 7th for non-food vendors)
- Payment of deposit is *due upon receipt of invoice* from NASSC or May 7th, whichever comes first. Vendors must meet all requirements and make payment of fees by deadlines.
- Non-food vendors will be invoiced upon application.
- Food vendors will be invoiced upon acceptance.
- 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. Label all uploaded files with your company name_item description (e.g. ACME_menu)
- Once submitted, you will receive a confirmation email including details you submitted with the application. **Save your confirmation email.**
- Materials submitted after the application form should be sent via email to vendors@sandsoccer.com.
- It is the Vendor's responsibility to track materials submitted to NASSC as well as comply with rules and regulations set by NASSC, City of Virginia Beach, and other regulating entities.
- **KEEP COPIES OF ALL MATERIALS SUBMITTED AND BRING THEM WITH YOU TO THE EVENT.**
- **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/VENDORS