

## 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.
- **Food Vendor Booth Location:** Food Vendor sites will be located **on the sand**, strategically placed in high-profile areas, due to city policy changes. 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 previous page your location preference.
- **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. 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 – our participants have requested healthier options (from our surveys).
- **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 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 a minimum of 6". 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 comply 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 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 these rules.



## 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 9<sup>th</sup> 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 [www.vdh.state.va.us/lhd/vabeach](http://www.vdh.state.va.us/lhd/vabeach) or contact Andrea Scahill at (757) 518-2739 or [andrea.scahill@vdh.virginia.gov](mailto:andrea.scahill@vdh.virginia.gov). **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](mailto: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 9<sup>th</sup> at 11am** at the Best Western on Atlantic Avenue between 28<sup>th</sup> and 29<sup>th</sup> 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 9<sup>th</sup>**. 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 8<sup>th</sup>**. Further details will be distributed.
- **Selling:** All vendors **MUST** stop selling their products by 10 pm on Friday, June 10<sup>th</sup>, 10 pm on Saturday, June 11<sup>th</sup>, and by 5pm on Sunday, June 12<sup>th</sup>. No exceptions. Failure to do so will result in vendor being asked to leave event.

### IMPORTANT INFORMATION FOR 2017!!!

#### **For food vendors that plan on cooking at the event:**

Please see the City of Virginia Beach forms outlining the NEW cooking and platform requirements for 2017. 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 Checklist



**Please submit by April 15th:** (all applications for food vendors must submit all of these to be considered):

1. \$500 deposit for each booth (non-refundable)
2. Recent Photo of Operations
3. Menu for event
4. Signed Vendor Agreement and Vendor Indemnity
5. City of Virginia Beach Vendor and Sponsor Information Sheet

**\*\*\*all items above (except your fees) may be emailed - see below for mailing instructions\*\*\***

**Please submit by May 12<sup>th</sup> (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 February:** Vendor Application posted on [www.sandsoccer.com](http://www.sandsoccer.com)
- April 15<sup>th</sup>:** Vendor Applications, Indemnity, and deposits due
- April 22<sup>nd</sup>:** Acceptances distributed via email for food vendors only.
- May 12<sup>th</sup>:** Additional Vendor information and remaining balance due (for accepted)
- May 31<sup>st</sup>:** Food Vendor Health Department Applications due to Department of Health (if applicable)
- June 1<sup>st</sup>:** Vendor location distributed with Load-In Instructions
- June 8<sup>th</sup>:** Vendor Load-in
- June 9<sup>th</sup>:** 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 checks to:**

HRSC  
2276 Recreation Drive  
Virginia Beach, VA 23456

**Fax:** 757-368-5295

**Email forms to:** [Vendors@sandsoccer.com](mailto:Vendors@sandsoccer.com)

**Note:** Applications will NOT be considered without deposit or signed Vendor Agreement/Indemnity by the date specified above.

## Questions?

Check our website at [WWW.SANDSOCCER.COM](http://WWW.SANDSOCCER.COM)  
or call Matt Whalen, Director of Operations at (757) 407-1421  
or email me at [matt.whalen@sandsoccer.com](mailto:matt.whalen@sandsoccer.com)