

2025 Vendor Information



We accept a **limited number of vendors**; submit your 2025 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 2025 Vendors will be located on the boardwalk.

Additional Booth Notes:

- Vendors will be invoiced upon acceptance; payment of deposit is due upon receipt. Invoices will be emailed*. Vendors who fail to complete payment or submit all required materials by the posted dates will be placed on a waitlist and are not guaranteed space at the event. See deadlines below.
- 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. Structures may not exceed 15' in height. *See Signage below.*
- **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.

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- **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.
- **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.**

<p style="text-align: center;"><u>Menu</u></p> <ul style="list-style-type: none"> ▪ Limit <u>one</u> per vendor. ▪ Cannot exceed 2x3 feet. ▪ Pricing must be prominently displayed. 	<p style="text-align: center;"><u>Vendor Signage</u></p> <ul style="list-style-type: none"> ▪ Limit of <u>one</u> (1) marketing sign per vendor. ▪ Must be attractive and professional. ▪ May be displayed overhead, aligned with the edge (not peak) of the structure. ▪ Cannot exceed 3 feet tall x 10 feet wide (maximum).
<p style="text-align: center;"><u>Flags</u></p> <ul style="list-style-type: none"> ▪ Vendors on the Boardwalk may NOT display flags of any sort from the top of your operation. A flag may be secured to the front or side of your operation. ▪ Flags may exceed no higher than 5 feet from the top edge (not the peak) of your operation and may not be higher than the structure. ▪ No more than four (4) flags are permitted. ▪ It does not matter whether it is a tented operation, truck, trailer, or structure - your entire operation (including flags) may not exceed 15 feet high. 	

- **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 for the period of June 5-11, 2025. 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	600 22 nd Street 2 nd Floor Virginia Beach VA 23451

** Certificates of insurance not meeting all requirements will NOT be accepted! Please review requirements carefully, including dates of coverage, and share with your insurer. A sample COI is linked on our webpage.*

- **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 6th 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.

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- **Tent Rental:** If you need a tent, tables, chairs, etc., contact Perfect Event Rentals at 757-428-5987 or info@perfecteventrentals.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 6th 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.
- **NEW! Food Truck Inspection required before event:** ALL food trucks must schedule an inspection with the Fire Marshal's office prior to the event.
 - Contact Gina Filomarino at (757) 385-1149 to request an inspection for an event taking place June 6-8, 2025.
 - Inspections must take place **PRIOR TO ARRIVAL** for our event.
 - No food truck inspections will be done on site.
- **Other Inspections:** Health Department and Fire Marshal Inspections will begin at **1 pm on Friday, June 6th**. 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:** Vendors and Sponsors (not in Stadium/Vendor Village location) requiring extra time for load-in can begin setting up on **Thursday, June 5th 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 5th as our matches in the Stadium kickoff early on Friday, June 6th. 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.**

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2025 Vendor Timeline

Pre-Event	
February	<ul style="list-style-type: none"> Our Vendor Application will be posted on www.sandsoccer.com.
April 1st	<ul style="list-style-type: none"> Food & Beverage Vendor Application deadline.
April 15th	<ul style="list-style-type: none"> Food vendor acceptances distributed via email.
April 22nd	<ul style="list-style-type: none"> Non-food Vendor Application deadline.
April 30th	<ul style="list-style-type: none"> Non-food vendor acceptances distributed via email
Payments	<ul style="list-style-type: none"> Payments are due upon receipt of invoice. Contact vendors@sandsoccer.com if you have not received an invoice within 5 business days of acceptance. A \$50 non-refundable late fee per booth may be applied.
May 1st	<ul style="list-style-type: none"> Last day to withdraw from event and receive a full refund of vending fee.
May 2nd	<ul style="list-style-type: none"> All application materials due from food & beverage vendors including Certificate of Insurance* and a Certificate of Flame Resistance (if reheating or cooking food under a tent). * see Vendor Information for detail - incorrect COIs will NOT be accepted
May 6th (approximate)	<ul style="list-style-type: none"> Food Vendor Health Department Applications are due to Department of Health (if applicable) at least 30 days prior to event. 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 23rd	<ul style="list-style-type: none"> Last day to withdraw from event and receive partial refund.
June 2nd	<ul style="list-style-type: none"> Vendor location distributed with Load-In Instructions. Load-in must be scheduled at least 3-days prior. You will be provided with a point of contact with the Load-in Instructions.
Vendor Setup & Event Weekend	
June 5th	<ul style="list-style-type: none"> Vendor load-in and 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 pre-approval only).
June 6th	<ul style="list-style-type: none"> Vendor Load-info for all vendors <u>not</u> located in our Stadium areas. 11 am Mandatory Meeting - food vendors' meeting with Fire and Health Department (if applicable). 1 pm Mandatory Inspections begin - all food vendors must be inspected by Fire and Health Departments prior to operating.

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All vendors MUST stop selling at the end times noted below. Ingress & Egress policy applies. No exceptions.	
June 6 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 7 th	Saturday 8 AM – 10 PM
June 8 th	Sunday 8 AM – 5 PM

Application Process

- **Completed food or beverage vendor applications must be submitted by above deadlines.**
- Payment of all fees are *due upon receipt*. Vendors will be invoiced via email upon initial acceptance.
- Vendors must meet all requirements by deadlines posted above.
- 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 only when you have required materials uploaded.
- DO NOT SUBMIT INCOMPLETE, ILLEGIBLE, OR INCORRECT MATERIALS. Only properly completed applications and materials are considered.
- **Label all uploaded files with your company name and an item description (e.g. ACME_menu).**
 - PDF file format is preferred.
- 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. Vendors who fail to meet payment and materials deadlines may be placed on a waitlist and/or prohibited from operating. See Cancellation Policy.

Questions?

Check our website at WWW.SANDSOCCER.COM/VENDORS