

# Tournament Vendors

**Tournament Name:**

**Date(s):**

**Vendor Name:**

**Vendor Site Location:**

Vendor Contact Information		
Phone Number:		
Address:		
Email:		
Vehicle Make:	Model:	Tag#:

## Checklist

	Should be completed by	✓ When Complete
Pick-up Vendor Permit/Packet from Community Center	Before setting up for tournament	
Set-up your Vendor Area	Prior to 1 hour before games begin	
Is your tent at least 5' off the paved walking trail?	Prior to 1 hour before games begin	
Are all 4 corners of tent secured?	Prior to 1 hour before games begin	
Tent permit and inspection for tents larger than 10' x10'	Prior to 1 hour before games begin	
Is there a minimum spacing of 2' between all tents?	Prior to 1 hour before games begin	
Maximum of (2) banners (maximum size 3' x 6')	Prior to 1 hour before games begin	
Remove all vehicles from vendor area before the first game begins each day	Prior to 1 hour before games begin	
Vendors may reenter vendor gate after last game of day	Once the last game is over for the day, you have (2) hours to vacate	
Remove all banners, tents, vehicles, trash from vendor area at conclusion of tournament	Once the last game is over, you have (2) hours to vacate	
Pay City Sales Tax (1%)	1.)Pay at end of tournament 2.)Pay at office before next event 3.)Pay within 20 days *Future permits will not be issued until paid*	

## Vendor Area/Site

**[A Vendor Site is an area that is 20' x 20'. There is a maximum of 6 vendors per tournament.]**

Located between the North and South ball field complexes- east of the flagpole (see attached map) and (2) vendor areas located outside North Complex- between Fields 5 & 9. Vendors must stay a minimum of 5' off the paved walking trail.

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## 1 Entrance

**[You must enter & exit the vendor area from the Festival Site parking lot through the double yellow gates.]**

Motorized vehicles are prohibited on the paved walking trails and inside the North & South Complexes. You may enter the vendor area with a vehicle up to 1 hour before the 1<sup>st</sup> game or after the conclusion of the last game of the day. No vehicles may be left in the vendor area or between the complexes during the event. **Exception:** *A motorized van that the vendor is working out of, with City approval.*

(Ord. No. 1216, § 1, 1-12-2012)

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## 2 Tents

**[Each vendor site can have up to (2) 10' x 10' pop up tents. Any tent larger than a 10' x 10' is a \$45 permit fee, to be paid at the building department by the Tournament Director.]**

Tents that are larger than 10' x 10' and/or staked to the ground: you must provide a site map to the City at least 2 weeks in advance of the tournament with location and size for approval. If approved the tent must be inspected by the City's Fire Inspector. It is the responsibility of the Tournament Director to have it inspected and pay for permit. All 4 corners of the tent must be secured (i.e. buckets of sand, jugs of water). There must be at least a 2' walkway between each tent regardless of size.

- **Certificate of insurance for all tents larger than 10'x10' must be given to Parks & Recreation Department at least 72 hours before set-up.**
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## 3 Vacate

**[Vendors must vacate the park within 2 hours of the end of the tournament]**

No trailers, motorhomes, or vehicles may be left in the park. All tents must be removed within 2 hours.

#### **4 Motorized Vehicles**

No vendors are permitted to use motorized vehicles (including golf carts) on trails or inside sports complexes. **[Note: Tournament Directors may request to use a maximum of (4) preapproved electric golf carts for tournament staff only.]**

#### **5 Tournament Directors**

Must submit vendor form and site map 2 weeks in prior to the event. Changes to vendor form and site map may be made up to 72 hours prior to tournament. Site map is to include vendor location, trailers, tents, etc. All permit fees are the responsibility of the Tournament Director.

#### **6 Signage**

Each vendor is allowed a maximum of (2) banners (maximum size: 3' x 6'). One banner may be at the vendor's site and the other may be on the chain link fence located at the Parks Department's discretion. Tournament vendor and sponsor banners must be approved by Athletic Director before they are put up.

#### **7 Tournament Directors**

The City reserves the right to terminate any vendor agreement at any point and time during a tournament. If a vendor agreement is terminated, the vendor forfeits any and all fees.