

**August, 2010**

To: Prospective Vendors for **FLAG CITY CLASSIC SOCCER TOURNAMENT**

Plans for this fall's Flag City Classic Soccer Tournament are in the final stages and we invite you to be a part of the excitement September 24, 2010 through September 26, 2010 at Emory Adams Community Park in Findlay!

The tournament will include games Friday, Saturday, and Sunday. The hours of operation will be 5:00 -10:00 p.m. Friday, 7:00 a.m. to 10:00 p.m. Saturday, & 7:00 a.m. to 5:00 p.m. Sunday.

The fee to participate at the Flag City Classic @ Rotary Arena 2010 is \$250.00. The vendor will also pay a \$50.00 refundable site clean up fee which will be returned if the vendor's area is cleaned up before they leave. Vendors will be required to obtain all permits from the city of Findlay and the Health Department. Vendors will need to provide power, lights, canopy or tent or booth, all supplies, labor and equipment necessary to operate.

Vendors will be in the central area of the park. We will accommodate ten to twelve (10-12) vendors for this year's event. Positions will be on a first-come, first-serve basis, with a September 10, 2010 deadline.

Please read over the enclosed information carefully. Then, complete and sign the application form, provide proof of insurance, and send along with full payment of \$250.00 plus the \$50.00 refundable clean-up fee and mail to:

Ted M. Jastal, Vendor Coordinator, 1990 Old Mill Road, Findlay, Ohio 45840

**There will be NO refund on Vendor Fees. The clean-up fee will be returned if notified prior to September 24.**

Space is limited, and site will be granted first come, first served, for all applications received by September 10, 2010; therefore, your prompt reply to Flag City Classic @ Rotary Arena 2010 will be greatly appreciated. The application is only complete when the application form, proof of insurance, and check(s) are received. You will receive confirmation and a site number once approved and all requirements are met.

If you have any questions, please call me at (419) 348-1605 or email me at carolandted@att.net. If at all possible, communicate via email, but if you do not have access to email please call. If you have an email address, please include it on your application form.

Sincerely,

**Ted M. Jastal**  
**Flag City Classic @ Rotary Arena Soccer Tournament**  
**Vendor Coordinator**

VENDOR/RESTURANT CONTRACT  
FLAG CITY CLASSIC @ ROTARY ARENA SOCCER TOURNAMENT  
SEPTEMBER 24 – SEPTEMBER 26, 2010

Eligible Vendors/Restaurant: To be eligible as a food vendor, the vendor must read and sign all forms, agree to all terms and return to Vendor Coordinator by September 10, 2010. Vendor must also agree to abide by all Health/Fire rules and regulations. The Fire Marshall will inspect vendors for proper extinguishing equipment before vendors are able to open for sales.

Work Space/ Area for Booth: Area layout will be approximately 25' x 25'.

Booth Location: Booth location shall be determined on a first-come, first-serve basis.

Set Up Time: Set-up times for food vendors will be on Friday, September 24 from noon - 8 P.M. If for some reason a vendor/restaurant cannot make it during these times, the vendor must contact the vendor coordinator by September 15, 2010 to make other arrangements.

Tear Down Time: Tear down time for vendors will be Sunday morning/afternoon. Food vendors/restaurants are responsible for proper removal of any cooking oils, charcoal, or other refuse from their booth. Trash containers will be provided. The utmost care should be exercised in disposal of oil or the like to avoid spillage or other damage to the site. All vendors are required to clean their area completely. A refundable clean-up fee of \$50.00 will be paid at time of registration. The fee will be reimbursed on-site provided all clean-up requirements are met.

Supplies & Equipment: Each vendor/restaurant will supply its own food and service supplies (plates, bowls, knives, forks, spoons, wet naps, etc.) and provide adequate food preparation and sales staff. Vendors will also provide their own tents, tables and staff seating in addition to any equipment necessary to operate their space. Vendors are responsible for their own property; The Flag City Classic Committee will not be held responsible.

Sales: Vendors/restaurants are responsible for their own sales. Menu items should be simple to prepare, attractive and easily served on a small plate.

Application: Prior to the event, all participating food vendors are required to submit a signed application form and certificate of insurance. Applications are due with payment in full of \$250.00 plus \$50.00 refundable clean-up fee by September 10, 2010. Applications will not be considered complete until all forms and payment is received. Any vendor who cannot conform to these guidelines will not be accepted. Please note: No refunds of the application fee.

**Indemnification: The Flag City Classic Committee will not be liable for any expense/loss incurred by the vendor/restaurant and/or the vendor agrees to indemnify The Flag City Classic Committee for any expenses or loss incurred by The Flag City Classic Committee as a result of vendor's participation in this event.**

I agree to work in a cooperative manner with The Flag City Balloon Fest Committee as we all work together for a successful event. I have read and understand the Vendor/Restaurant Agreement and agree to abide by all guidelines.

Vendor Name \_\_\_\_\_

Contact Information \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

Retain a copy of application and guidelines for your records.

# FLAG CITY CLASSIC @ ROTARY ARENA SOCCER TOURNAMENT

## BUSINESS & NON-PROFIT VENDOR APPLICATION

BUSINESS/GROUP

NAME \_\_\_\_\_

CONTACT

PERSON \_\_\_\_\_

CONTACT

ADDRESS \_\_\_\_\_

CONTACT PHONE \_\_\_\_\_

CONTACT CELL \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

DESCRIBE ITEMS FOR SALE OR SERVICES PROVIDED: \_\_\_\_\_

CHECK IF NON-PROFIT ORGANIZATION

USE OF PROCEEDS:

Space size is 25' x 25' with no services. Vendor to provide all set up. Vendor cannot sell or give away products that are in competition with contracted food vendors without prior specific authorization.

VENDOR FEES:

Check appropriate box

\$250.00 Dry Goods, Materials/Clothing, Service, Vendor selling single or multiple merchandise

No Fee 501 (3) (c)

**Please make your check payable to: Flag City Classic Soccer Tournament and mail to:**

**Ted M. Jastal, Vendor Coordinator, 1990 Old Mill Road, Findlay, Ohio 45840**

Include Proof of Insurance with application and check