17th Annual Covington YMCA Cheerios Challenge
Vendor Application Event Date: April 21, 2018

Applicant Information

Organization Name:		
Contact Person Name and Title/Position:		Email:
Organization Address:		
City:	State:	ZIP Code:
Website:	Contact Phone Number:	Fax:

Organization/Company Information

Industry/Service:

Tax Filing Status (check one): ☐ Individual/Sole Proprietor ☐ Nonprofit Organization ☐ Corporation

Federal Nonprofit Tax ID: _____ - _____

Do you plan to provide activities or interactive experiences at your vendor booth? If so, what types of activities and/or experiences?

_____

Giveaways

Are you planning to offer any items or printed information to participants? If so, please provide a general description of the items or information. Please note that the selling of any goods or services at a YMCA event is prohibited.

_____

Are you planning to offer any food or drink items to participants? If so, please provide a general description of the items. Any giveaways must be done at your vendor table, not at or near the finish line.

_____

Are you interested in donating coupons or small items (ex. pens, highlighters, or stickers with company/organization logo) to be placed in our runners bags? If so, please provide a description of the coupon/item. Please note we provide bags to the first 1500 runners registered. No 8X10 flyers.

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Equipment

The YMCA has a limited number of tables and chairs that vendors may reserve on a first-come, first-served basis. If you would like to reserve a table and/or chairs, please circle your needs below. We will contact you if our supply has already been claimed so that you may make other arrangements.

We Need: Table only ____ (qty) Chairs only Table and ____ (qty) Chairs We Will Bring Our Own/Do Not Need a Table or Chairs

The YMCA cannot provide tents, but a tent is recommended in case of inclement weather. Do you plan to bring a tent? YES NO

Vendors must set up their booth in the area designated for them by the Covington Family YMCA.

Policies and Vendor Agreement

1. All vendors must complete a Vendor Application form and must be approved by the Covington Family YMCA
2. Vendors cannot sell any products, goods, or services at the Covington YMCA Cheerios Challenge event.
3. The Covington Family YMCA is a tobacco and alcohol-free zone.
4. Vendors will not have access to power sources from any YMCA building for any electrical components of vendor setup.
5. No political endorsements or campaigning can be done at a YMCA event.
6. No businesses that are direct competitors of YMCA programming (ex. fitness centers, after-school programs, day camps, etc.) will be granted permission to be a vendor.
7. Vendor spaces are limited, and are given on a first-come, first-serve basis.
8. Vendor representatives may not pass out anything at the race finish line. This includes, but is not limited to, water, food items, and flyers.
9. All vendors should be fully set up by 7:15am, however, all vehicles must be moved from the vendor and race area by 6:45am.
10. If for any reason a company or organization cannot participate in the event, a representative will give the Covington YMCA 24 hours' notice prior to the event.

I acknowledge that all information listed on this form is correct and I agree to abide by all vendor policies.

_____

Signature Printed Name Date

OFFICE USE ONLY: Date Application Received: _____ Approved: _____ Confirmed with Vendor: _____ Staff Initials: _____