18th Annual Covington YMCA Cheerios Challenge
Vendor Application Event Date: April 20, 2019

Applicant Information

Organization Name:		
Contact Person Name and Title/Position:		Email:
Organization Address:		
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: _____ - _____

Giveaways/Interactive Activities

Please describe the experience participants can expect at your booth. Will there be interactive 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. No giveaways are allowed at or near the finish line.

_____

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.

_____

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.

Vendor Fee

Vendor spaces are $25 each. This fee is a donation to the Covington Family YMCA's WHY IT MATTERS Annual Campaign. The fee may be paid by cash, check, credit or debit card at the YMCA. The fee must be paid in full by April 5th in order to secure the vendor space for the event.

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. Refunds will be granted at the discretion of YMCA staff.
11. ***NEW*** Per the City of Covington Fire Department, each vendor must have a fire extinguisher located in their booth space. This is a requirement, and vendors may be asked to leave without refund if they do not have a fire extinguisher.

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: _____
Date Paid: _____ Sponsor: _____