



KICK OFF CHAMPIONS SOCCER TOURNAMENTS VENDOR APPLICATION

Kick Off Champions is a series of soccer tournaments with Las Cruces Youth Soccer League. Las Cruces has over 250 youth soccer teams and with Kick Off Champion tournaments, we invite and welcome all leagues to participate! With connections to leagues in New Mexico, Texas, Arizona and Colorado, Kick Off Champion Tournaments are sure to be heavily attended!

Promotion: Las Cruces Event Planning is working with Las Cruces Youth Soccer, which gives us direct access to the 250 local teams. We are also reaching out to all New Mexico leagues, Southern Texas, Arizona and Colorado. The event will have a professional Facebook page and a website.

Vendor Eligibility: Any licensed business with a product that fits in with soccer is encouraged to apply. Vendors are admitted in the following categories at the discretion of the Event Organizer, who reserves the right to refuse entry to anyone, based on issues of balance of like-products, timeliness and thoroughness of application, and appropriateness of product to the client event.

- **Vendors:** Accepted on a case by case basis based on the quality of the product and its appropriateness to the audience. **Electricity may not be available at all tournaments.**
- **Food vendors.** Food vendors are those selling food for consumption on site. You must submit a typed menu with your prices. Duplication of items is limited so you may be asked to remove an item from your menu. Mobile vending units and food trailers **MUST** submit exact dimensions (including tongue) with the application. **Electricity may not be available at all tournaments. Health permit, and proof of liability insurance MUST be submitted.**

Location: Tournament locations will vary. Please see location details for each tournament at www.kickoffchampions.com.

Exhibition Space: Exhibitors must provide booth structure, tables, and chairs. You are encouraged to provide sun, wind, and rain protection for your booth space. Vendors who do not secure their booth properly for the weather will be liable for damages to other structures and/or injury to other individuals. Vendor spaces are assigned based on date when complete applications are received and written requests for special placement. Special consideration is given to placement that affects product quality, but request must be in writing on the application. Vendor site placement is FINAL and will not be changed by the festival management.

Event Hours: Tournament times will vary. Please see details for each tournament at www.kickoffchampions.com.

Deadlines & Refunds. No refunds will be given within 30 days of the tournament date and up until that date a \$25 fee is assessed for refunds.

Permits/Licenses Gross receipts must be reported on your CRS form for Dona Ana County. All vendors must have a New Mexico CRS number on your application. All vendors must have a City of Las Cruces Business License (To obtain one call 575-528-3059). Food vendors and any vendors giving food samples must have a health permit. For health permits, contact the Dona Ana Health Dept, 1170 N. Solano #M, Las Cruces, 88001, 575-524-6300. Vendors are responsible for all city and state permit fees.

Set Up: Set up is on the first day of tournaments. Details will be included in set up instructions 2 weeks prior to your selected tournament date.

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	FEES	FEES DUE:	List of products sold
1-Day Tournaments Vendor	\$50		
2-Day Tournaments Vendor (you must be present both days to participate)	\$100		
1-Day Tournaments Food Vendor	\$100		
2-Day Tournaments Food Vendor (you must be present both days to participate)	\$200		
	TOTAL:		

If an exhibitor cancels at least 30 days before the tournament, a refund less \$25 will be issued. No refunds on cancellations less than 30 days from tournament.

Which Kick Off Champions tournament are you applying for? _____

Contact Name: _____

Business Name: _____ CRS Number**: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

****Required.** Contact New Mexico Taxation and Revenue if you do not have a CRS number.

Any special requests or notes. Space requests need to be specific and detailed

ALL Vendors:

Your completed application package includes:

- Completed and thoroughly filled out application.
- Full payment for calculated fees.

FOOD VENDOR CHECK LIST:

- ___ Complete Application
- ___ Full payment of fees
- ___ Proof of Liability Insurance
- ___ Menu with Prices
- ___ Space Dimensions:
 - _____ feet frontage (including tongue)
 - _____ feet depth
- ___ Tent or Trailer:
- ___ Copy of Health Permit

Make checks/money order payable to: Las Cruces Event Planning

Mail payment and application to: Kick Off Champions

250 Cotorro Ct Ste B

Las Cruces, NM 88005

Email: staci@lascruceseventplanning.com or call 575-522-1232 for more information.