



Event Rules and Regulations for Approved Food Vendors

EVENT DATES AND HOURS OF OPERATION

Kino Sports Complex is a multiuse facility. Throughout the year, there are many events that take place ranging from concerts, baseball and soccer tournaments to trade shows. On event day, vendors are expected to be open, staffed and ready for business when the gates open and are required to operate continuously until the end of the event. Vendors are not permitted to close early, and doing so will affect future privileges for participation. The mandatory hours of operations and event date will be discussed prior to the event.

All vendor vehicles must exit the stadium grounds two (2) hours prior to gates opening and will not be permitted to re-enter the park until one half-hour (1/2) hour after the event closes.

SELECTION CRITERIA AND PROCESS

All vendors are welcome to apply to become a food vendor at the Kino Sports Complex. Selections are based on several criteria and subject to a jury process. These include, but are not limited to, quality, value, pricing and uniqueness of the proposed menu selections, ability to effectively service an extensive number of patrons over the course of the event, experience in event food vending, level of professionalism exhibited by signage, equipment and set-up, and marketing. The appearance of your vending operation is highly important. Spaces are limited to create diversity and provide a successful market for vendors. Our desire is to offer a wide variety of specialty foods during events from a core group of experienced, licensed vendors who serve a broad menu of food and beverages.

MENU SELECTION AND POLICIES

As part of the application process, vendors are required to submit a proposed menu including prices. Selection of vendors is based, in part, on menu items offered as well as value to the patron, with preference given to vendors that offer unique or more regional cuisine at reasonable prices. If selected, your final menu and prices will be subject to approval by Kino Sports Complex. **Selected vendors may ONLY sell those items listed in their contract and must sell them at the prices specified.**

SPONSORED PRODUCTS

All "Sponsored" soft drink and water products will be provided by the Kino Sports Complex unless otherwise noted. No outside soft drinks or bottled water shall be brought in for sale. The Kino Sports Complex will set the price for soft drinks and water to be sold by vendor. Vendor shall pay on site and at the end of the event for all purchased products received. Vendor shall also pay a percentage of gross revenues minus taxes to Kino Sports Complex on-site and at the end of the event for all products sold.

Vendors are required to purchase ice from Kino Sports Complex. Ice will be available and supplied to vendors during the event. Vendor shall pay for purchased ice received on-site at the end of the event. Kino Sports Complex will keep a tally of ice purchases by vendor.

COMMISSION

All vendors are required to pay for commissioned sales along with any additional commission due to Kino Sports Complex, on-site upon conclusion of the event.

All vendors will pay Kino Sports Complex a minimum commission of thirty-five percent (35%) on gross sales, excluding sales tax and is subject to change based on event. No commission will be paid on ice purchased. Settlement will be handled by Kino Sports Complex on-site, at the end of the event. **NO EXCEPTIONS.**

VENDOR WRISTBANDS

Each vendor will receive admission wristbands for employees. **Admission wristbands must be distributed to the employees prior to the scheduled shift.**

PERMITS, LICENSES AND INSURANCE

Participating vendors are expected to comply with all rules and regulations of the Pima County Sheriff's Department, City of Tucson, Pima County Health Department and any other governing authorities' rules and regulations that may apply. Kino Sports Complex requires that all vendors have a Temporary Health Permit. Vendors are required to submit a Certificate of Insurance to Pima County/Kino Sports Complex (10) days prior to working the event.

INSURANCE

Minimum Scope and Limits of Insurance – Vendor shall provide and maintain at its own expense, during the entire term of the contract the following type(s) and amounts of insurance with limits of liability not less than those stated below:

Commercial General Liability – Occurrence Form Policy shall include bodily injury, property damage, broad form contractual liability and completed operations coverage. Policy should include Spectator Liability coverage if alcohol is being sold at an event.

- General Aggregate \$2,000,000
- Products-Completed Operations Aggregate \$2,000,000
- Personal and Advertising Injury \$2,000,000
- Each Occurrence \$2,000,000

Automobile Liability Insurance: Bodily injury and property damage for any owned, non-owned and hired vehicles used in the performance of this license. The policy shall be endorsed to include the Stadium District and Pima County as additional insured language.

- Combined Single Limit (CSL) \$2,000,000

Workers' Compensation Coverage Including Employee's Liability Coverage. Employer's liability insurance of not less than \$100,000 for each accident, \$100,000 disease for each employee, and \$500,000 disease policy limit. Policy shall contain a waiver of subrogation against the District.

Property – Pima County will not be responsible for damage to loss of personal property belonging to licensee.

VENDOR LOAD-IN

Vendors will be scheduled to load-in at varying times. You will be notified in advance of the specific vendor load-in time. The load-in days will vary depending on the event. Vendors who require power must notify Kino Sports Complex in advance. Power is very limited.

PARKING

The Vendor/Staff Parking Lot is located by the freeway in the South Gravel Area. If supplies are needed from your vehicle on the day of the event, you may unload your products at the West Service Drive and hand-truck products down to field.