



Support Our Troops



VENDOR REGISTRATION FORM 2017

Annual Semper Fi / American's Fund Golf Tournament

Monday, November 13th at the Coto De Caza Golf and Racquet Club

25291 Vista Del Verde Coto De Caza, CA 92679

Company / Business Name:

Primary Representative or Point of Contact:

Cell Phone Number:

Web Address:

Email Address:

Mailing Address:

City:

State:

Zip

Please provide a brief summary about your business:

What Items or samples would you like to offer at the event:

Will you be providing any donations other than samples: Yes No

If so, please specify what item(s) you will be donating, approximate retail value and quantities. (Please bring enough beverages and or samples for approximately 275 golfers.)

Item	Approximate Retail Value	Quantity

In exchange for your donation and/ or contribution to this event, OCSOT will list your business in our event program. Please provide a high resolution logo (color or black and white) if you would like to be included in our event literature (advertisements will not be accepted). **Logos must be submitted and received by no later than October 15, 2017.** Any vendor or business that does not provide a logo will have their name listed as an event participant. Logos should be emailed to: kathy@ocsot.com.

Do you have a logo your would like to provide? Yes No

Vendor Terms & Restrictions

- Tournament begins promptly at 10:00 am. All vendors are required to arrive **no later** than 8:30 am for check-in and set-up on a designated course assignment. Check in y at "Vendor Check In" located at the front right side of the club building.
- Upon check-in, vendors will be provided with an OCSOT event team member who will assist with set-up. Event team members transport vendors to course assignments and are available to assist at the conclusion of the event to provide transportation to the main parking area. Due to limited availability, vendors will not be provided golf carts. If you need more than one cart to transport your equipment, supplies, etc. please notify OCSOT via email five (5) days **prior** to the event to kathy@ocsot.com.
- All donations for the event must be delivered to Hanna's Restaurant & Bar no later than the Thursday, prior to the event. Please contact Kathy Swannie at kathy@ocsot.com to confirm your delivery;
- Vendors must begin booth clean-up/ tear down immediately at the tournament conclusion;
- Course placement is assigned by event committee and venue representatives. Requests for specific course location may be presented at registration but are not guaranteed. Assignments are subject to change prior to the start of the event;
- All vendor representatives must be 21 years of age or older if serving alcohol;
- Vendors are prohibited from solicit their business, products, services, samples, etc. prior to AND immediately following the event to any attendees, sponsors, other vendors, volunteers, committee members, or others in attendance. Vendors found to be in violation of this mandate shall be immediately removed from the facilities and will be banned from participating in future events;
- Vendors are strictly prohibited from attending the banquet dinner reception;

- Vendors are required to provide their own supplies that are reasonably necessary in order to promote their products;
- OCSOT shall provide vendor with additional required supplies and/or equipment needed as follows: chairs, tables, table linens, canopy tents, ice chests, and ice. Vendors must request these items when submitting an application. Should a vendor require additional supplies/equipment, a representative must contact OCSOT by no later than five (5) business days prior to the event.

Additional Supplies/Equipment requested:

	Item	Quantity Needed
yes/ no	Folding Chairs	
yes/ no	Table (8' x 30")	
yes/ no	Table Linens (Black)	
yes/ no	Ice Chests	
yes/ no	Bags of Ice	
yes/ no	Trash Can	

Agreement

I, _____ (name of person signing agreement) do hereby confirm and accept that I am authorized to make decisions on behalf of _____ (name of company / business "vendor"). I understand the terms and restrictions as outlined herein and agree to abide by the regulations as they pertain to this event; I also agree that any representatives acting on our behalf will abide by the vendor terms and restrictions and accept that any violation will result in banning from future events.

Accepted By:

Authorized Representative

_____/_____/_____

Date Signed

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 Tax ID 46-2218022