



BPCC100 is a fundraiser to support students attending Bossier Parish Community College

**Saturday, September 24, 2016**

**Presented by**

**Capital One Bank and The Simple Church**

**BPCC 100 Vendor Application**

<b>VENDOR NAME:</b>	<input type="checkbox"/> <b>FOOD VENDOR</b>	<input type="checkbox"/> <b>NON-FOOD VENDOR</b>
<b>CONTACT PERSON:</b>	<b>E-MAIL ADDRESS:</b>	
<b>MAILING ADDRESS:</b>	<b>DAYTIME PHONE:</b> (    )	
	<b>CELL PHONE:</b> (    )	
<b>ELECTRICAL NEEDS: Please specify amp size of each piece of cooking equipment:</b>		

**VENDOR SPACE FEE: ALL VENDORS MUST PROVIDE THEIR 8'X 8' OWN TENT (NOT TO EXCEED 10'x10')**

\$350 per space – if received **by Sept.16, 2016**

AMOUNT TO BE PAID: \$ \_\_\_\_\_

\$375 per space – if received AFTER 4:30pm Sep. 16, 2016

*Make check payable to BPCF Foundation*

- **Fee includes access to:** restroom, ONE 8' table, and 2 chairs. Standard booth size is 8'x10'
- **Vendors are responsible for supplying their own generator, extension cord(s) and 8' x 8' tent.**

<b>ITEMS TO BE SOLD</b>			
(Only those items listed below will be considered for approval. Only approved items may be sold)			
DESCRIPTION OF ITEM	PRICE	DESCRIPTION OF ITEM	PRICE
1.		4.	
2.		5.	
3.		6.	

**(Attach additional sheet if necessary. All items must be approved by Vendor Chairperson)**

**STATEMENT OF AGREEMENT:** The undersigned acknowledges that he/she has received and read the VENDOR POLICIES of the BPCC 100 and agrees to comply with all policies stated herein. Furthermore, he/she agrees to: Participate in and occupy the assigned space at the BPCC 100 in return for remittance of the vending fee (Refund policy: 50% refund will be given to cancellations received in our office by 4:30p.m. on Friday, Sep. 16, 2016. REFUNDS WILL NOT be granted after September 16, 2016.) Vendor will comply with municipal laws and ordinances, including applicable tax requirements. Vendor is responsible for collecting and remitting all applicable taxes to the appropriate agencies. Vendors indemnify, defend, and hold harmless the BPCC Foundation, Inc Board and all

**Proof of Insurance is required for each food and NON-FOOD vendor with equipment that may be hazardous to bystanders. Bossier Parish Community College and the BPCC Foundation must be named as additional insured and a certificate of insurance must be furnished one week prior to the event.**

representatives of BPCC 100 from and against any and all liabilities by reason of vendor's participation in the BPCC 100.

**Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

**HOW TO SUBMIT VENDOR BOOTH APPLICATIONS:** Please mail (or hand deliver) application and vendor space fee to:

BPCC Foundation, Inc. \* 6220 East Texas St., Room A-205 \* Bossier, LA 71111

Attn: Stephanie Rogers, Director.

**FAX COMPLETED FORM TO: (318) 678-6311 or CALL: 318-678-6010**

For **Food Vendor Booth** Information

**ATTN: Marjoree Harper, Co-Chair, Vendor Management at [mharper@bpcc.edu](mailto:mharper@bpcc.edu)**

Dear BPC 100 Vendor,

Thank you for your interest in the BPC 100 Mini NASCAR Race, a fundraiser to benefit the Bossier Parish Community College Foundation. Our goal is to make this event the region's premier fund-raiser, and by offering a variety of quality attractions from reputable, well-known vendors as we raise funds to support BPC students and, at the same time, provide a fun and profitable weekend for you!

### 7<sup>th</sup> Annual BPC 100 Quick FAQs

#### SCHEDULE OF EVENTS:

(Preliminary Schedule. Some events and/or times subject to change)

#### Friday, September 23, 2016 (Teams and Vendors Only)

8:00 p.m. – 6:00p.m. Event Set-Up, Car Inspections, Team Contests  
Practice Laps

#### Saturday, September 24, 2016

7:30 a.m. Drivers' Meeting  
8:30 a.m. – 12:15p.m. Heat Races and Qualifiers  
12:00 p.m. Lunch Break/ Track and Pits Open to the Public  
1:00 p.m. – 2:30p.m. Fans Favorite Contest, Cup Races, and Throw Downs  
2:30 p.m. Main Event Race: Champion's Shoot-Out  
3:30 p.m. Trophy Presentations

#### VENDOR HOURS OF OPERATION

Friday, September 23, 2016	Saturday, September 24, 2016
SET-UP: 3:00 p.m. to 6:00 p.m.	10:30a.m. – 4:00p.m. (Open for Business)

**VENDOR SET UP:** 3:00p – 6:00 p.m. on Friday, September 23, 2016

Vehicles must be out of the vendor area no later than ONE HOUR before the event opens each day, and may not re-enter until after 6PM on Friday and after 6PM on Saturday.

#### FOOD and NON- FOOD VENDOR POLICIES:

- The same food item may not be sold by more than one BPC organization or community vendor. In case of duplicate requests, consideration will be given on a first come, first served basis.
- In keeping with the Louisiana Health Regulations, all food items must be prepared on site or in a certified kitchen off-site.
- Coke will be the ONLY beverage concessionaire.
- Possession of alcohol and/or chemical substances or the consumption of these items is strictly prohibited.
- Vendors are responsible for equipping their own vending area with signage.
- Vendors are responsible for providing their own generator and/or tent if needed.
- Vendors are responsible for complying with all Department of Health regulations.

Go to the official BPC 100 Race website for more details: [www.bpcc100.org](http://www.bpcc100.org)

**STILL HAVE QUESTIONS?** Contact the BPC Foundation at 678-6010 or email us at [srogers@bpcc.edu](mailto:srogers@bpcc.edu)