



EVENT PLANNING REMINDERS

The Foley Sports Tourism team is here to help you every step of the way. This list will help give you some important information to plan a successful event.

INSURANCE, LICENSES & PERMITS

- Bookings can only be secured upon return of your signed agreement and if applicable, non-refundable facility deposit. (see Partnership Agreement)
- A *Certificate of Insurance* is due no later than 10 days prior to the start of the event.
- A licensed or certified, and insured athletic trainer is required on-site during all athletic events.
- Any vendor must provide a *Certificate of Insurance* as well as a copy of their current business license. (see page 2 for details)
- If alcohol/liquor is on-site, a *Certificate of Liability Insurance* is required as well as an on-site City of Foley officer

RULES & REGULATIONS

- Review full list of facility rules and regulations at:
FoleySportsTourism.com/general-polices-facility-rules-regulations/
- The following are key policies to remember for events held at the Foley Sports Tourism Complex
 - Hanging of posters/signage are only allowed on brick/block wall surfaces. (No duct tape, nails, glue or other adhesives are permitted)
 - When finalizing your event layout...DO NOT BLOCK any emergency exits with tables, chairs, cameras, equipment, etc. Plan your layout accordingly as fire code will be enforced for events held at the Foley Event Center. For details on fire code requirements please contact your event manager.
 - NO parking at the front of the Foley Event Center or at the front of the Field House. Parking is NOT allowed in any fire lanes. These areas can be utilized to unload event materials but are limited to 15 minutes. Vehicles then must be moved to general parking.

EVENT SCHEDULE/AGENDA

- Your final schedule/event agenda is due to us at least 10 days prior to your event load in date. Please indicate your load in/load out times so we can schedule staff accordingly.
- Notify your event coordinator immediately of any changes made within 10 days of your event start date.
- For athletic events, game times should be scheduled between 8am-8pm (No game should be scheduled to start after 8pm).

VENDORS

- All vendors must be approved by FST. Vendors must provide a *Certificate of Insurance*.
- Vendors must set up and breakdown within the dates and times that have been agreed upon between FST and the event organizer.
- Only select outside food vendors are allowed and must be approved by FST. We will provide concessions if needed.
- Any vendor must present a copy of their current business license to the City Revenue Department no less than three (3) days prior to the event date and indicate whether a power source will be required.

FINAL INVOICE

- Approximately 1-2 weeks after the event, you will receive an invoice for your post event payment. This will be based off your final lodging numbers. (See Partnership Agreement for details)

HOURS OF OPERATION

- Hours of operation may vary. Our typical staffed hours are between 7:00am-3:00pm, Monday-Friday.

SHIPPING ITEMS & DELIVERIES

- All deliveries and scheduled pickups that are outside of Monday-Friday, 7:00am-3:00pm must be pre-arranged through your event manager at least 24 hours in advance.
- It is very important to us that we do not overlook, or misplace your items, please be sure to label your shipments as follows:

Shipments to the Foley Event Center:

ATTN: Riley Wagner
(Name of Your Event)
Foley Event Center
1001 E. Pride Blvd
Foley, AL 36535

Shipments to the Fields or Stadium

ATTN: Andrew Martin
(Name of Your Event)
Foley Sports Tourism Complex
920 E. Pride Blvd
Foley, AL 36535

MAIN CONTACTS

Your Event Manager will be your main contact for planning all your event details, including scheduling, questions, setup and on-site contact.

For events held at the Foley Event Center contact:

Riley Wagner
Event Manager
rwagner@cityoffoley.org
251-550-9445

For events held at the Fields & Championship Stadium contact:

Andrew Martin
Event Manager
amartin@cityoffoley.org
205-873-4008

If unavailable, **Angie Sullivan** (Event Operations Administrator) will be your backup contact. She can be reached at 251-424-5713 or asullivan@cityoffoley.org

HAVE SPECIFIC QUESTIONS?

Marketing: For access to creative assets like photos, copy, logos, and promotional templates, please contact:

Shellie Kichler
Chief Marketing & Sales Officer
251-923-2119
skichler@cityoffoley.org

Hotel & Lodging: If you need assistance negotiating discounted hotel rates or booking accommodations for groups and teams, reach out to:

Christy Thompson
Business Development Manager
251-923-3331
cthompson@cityoffoley.org

Catering & Hospitality: For help coordinating catering with local restaurants or preparing welcome bags for teams, contact:

Tricia Lopez
Hospitality Services Manager
630-888-5045
tlopez@cityoffoley.org

www.FoleySportsTourism.com