



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, reservation & prep fee. (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 onsite 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 operations 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 a general parking spot.

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 operations 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:

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

Shipments to the Fields or Stadium

Chad Raybon
(Name of Your Event)
Foley Sports Tourism Complex
920 E. Pride Blvd
Foley, AL 36535

EVENT CONTACTS

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

Events at the Foley Event Center

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

Events at the Fields & Championship Stadium

Chad Raybon
Operations Manager
craybon@cityoffoley.org
251-923-8702