CONCESSION AGREEMENT/CONTRACT PROCESS

1. The event application is submitted to the Contract Specialist from the Site Manager and/or Region Office. The application must be approved by the site manager and/or the Region Manager. (This will allow for the Region Office to be aware of the events being held on the sites and will allow for operational approval above the Site Manager).

2. The Contract Specialist will create the contract/concession agreement and send back to Site Manager for review. Upon approval from Site Manager, the Contract Specialist will submit to all parties for signatures.

3. When the contract/concession agreement is signed by all parties - the Contract Specialist will notify the Site Manager and Region Manager via email with a copy of the agreement.

4. The payment will be sent to the site. The site will deposit the revenue into their operating account under the miscellaneous concession agreement fund source, 61100. *(If the Contracts Revenue / Concession Agreement does not show up as a product in the site's sales screen, the site needs to follow the steps below to add the product to their Entity site.)*
   >Click on the 'Search & Add Products to My Inventory' button
   >Select 'Concess Agreements' in the Category drop down box
   >Search and then select 'Contracts Revenue'
   *Don't forget to do a manual POS download

5. When the deposit is made – the site will scan/email a copy of the check or a copy of the receipt showing the processed funds to the Contract Specialist (Mallory Barfield), who will then update the contract database.

NOTE: Applications should be submitted for processing at least 30-45 days in advance of the event date.