



DEPARTMENT OF THE ARMY
DIRECTORATE OF FAMILY AND MORALE, WELFARE AND RECREATION
BLDG 1317, NORMANDY DRIVE, P.O. BOX 105094
FORT IRWIN, CA 92310-5000

5 JUN 2017

NAF Support Services Division
Directorate of Family and Morale, Welfare and Recreation

Dear Potential Vendor,

You are invited to participate in the "Summer Jam" event for the Fort Irwin Community on July 8, 2017. Event hours are 5-10 p.m. The event will be a family friendly event consisting of food and beverages, rides, inflatables, games, DJ, and a live concert featuring American Idol winner, David Cook. Family and MWR will offer a flat rate of \$40 for all on and off post vendors. This price includes (1) 12'x12' space with canopy, (1) 6' table and (2) chairs. Should you need electricity, **please add an additional \$10**. If utilizing electricity, YOU must provide your own extension cords for your area. Please indicate on your application your electrical requirements (volts, watts, amps, etc) and the equipment being used.

Please read the following paragraphs closely regarding the two types of booth spaces and what is and what is not provided for each. You will need to initial on your application form that you have read this letter in its entirety and that you will comply with the rules and regulations as set forth.

For FOOD BOOTH SPACES: MWR will provide (1) 6' table, (2) chairs and (2) electrical outlets. If you need additional tables or chairs a limited number are available through Outdoor Recreation. To reserve, stop by Bldg. 4100 Goldstone Road (Ft. Irwin) or call (760) 380-3434. Food Booths are required to provide 1) Menu and prices 2) List of electrical equipment and electrical requirements 3) Copies of Food Handler's Cards 4) Preventive Medicine approval. **To obtain a Food Handler's Card you must take a test with Preventive Medicine and they must sign off on your application upon completion. Copies of Food Handler's Cards and all above requirements are due by 3:30 p.m., June 29th, 2017. You are free to set any price you think the public will accept; however, if you are selling beverages you must sell them for \$1 or more so as not to compete with Business Operations Division (BOD) and MWR booths. Food items, (with the exception of drinks), are not allowed to be duplicated by booths or compete with BOD and MWR booths. Your items will be checked and approved upon receipt of application.

For GAME/CRAFT/MISCELLANEOUS VENDOR BOOTH SPACES: MWR will provide (1) 6' table and (2) chairs. If you need additional tables or chairs a limited number are available through Outdoor Recreation. To reserve, stop by Bldg. 4100 Goldstone Road, (Ft. Irwin) or call (760) 380-3434. There will be no duplication of game booths. Acceptance of booths will be done on a first come – first serve basis. You are free to set any price you think the public will accept. Multiple representatives of home-based sales companies (LuLaRoe, Scentsy, Lipsense, MaryKay, Pampered Chef, etc.) **will be** accepted; however, you will be notified if another representative has already reserved a spot.

If you would like to participate, please return the application and payment to 1317 Normandy Drive, Room 1, Monday – Friday between 8 a.m. – 3:30 p.m. or send to Directorate of Family and Morale Welfare and Recreation, PO Box 105094, Fort Irwin, CA 92310. Attn: MWR Special Events Coordinator. Application and payment must be post marked no later than Jun. 26th, 2017 and received by Jun. 29th, 2017. Please make checks payable to "MWR".

**Booth space is limited and is reserved on a first come – first serve basis. To ensure the most effective use of our limited space, vendors will be required to stay within the 12'x12' space limitation. If more space is required, please call the event coordinator to verify availability and additional applicable space charges.

**ALL VENDORS must have a valid Fort Irwin Commercial Solicitation Permit. To apply for a permit, call (760) 380-6248 (DFMWR Bldg. 1317, Room 4).

**ALL BOOTHS are pending approval until ALL requirements are met. Deadline is June 29th, 2017, 3:30 p.m.

**Please be specific on your application form as to the items you will sell. No additions or substitutions will be allowed without prior consent. If a violation is found, you will be requested to close your booth with no refund.

**Forbidden Items: Pets, weapons, X-rated movies and magazines.

**You are allowed to bring your own canopy or EZ-up; however, please keep in mind it may be windy and to bring proper items to stabilize. Please indicate on your application if you are bringing your own.

**Vendors may arrive beginning at 3 p.m. on July 8th to set up. Space assignments will be provided at that time. A map will be at Army Field entrance of layout and vendor assignments, as well as staff on field that can direct you to your space. Booths must be ready for operation at 5 p.m. No vehicles will be allowed on field between 4:30 p.m. and the end of the event at 10 p.m. You will need to wait until 10:15 p.m. to bring any vehicle onto the field to avoid pedestrians exiting the event. Please be prepared for wind. If you are a no-show, there will be no refund. There is no rain date. If the event is cancelled by the organizers prior to the day of the event, a full refund will be sent to you. If weather impacts attendance on the day of the event, there is no refund.

If you require overnight accommodations, we have the Landmark Inn available on post: (760) 386-4040.

Please feel free to call me at (760) 380-7447 for further information.

Sincerely,

Carla Averill

Special Events Coordinator
Family and Morale Welfare and Recreation