



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

26 Oct 2017

Community Recreation Division  
Directorate of Family and Morale, Welfare and Recreation

Dear Potential Vendor,

You are invited to participate in our annual Holiday Market event on December 1<sup>st</sup> from 4-8 p.m. The event will take place at Samuel Adams, 37 Goldstone Road, Fort Irwin, CA, 92310. The annual Christmas Tree Lighting Ceremony will also be taking place in conjunction with the Holiday Market at 6 p.m. at the Town Center.

Our holiday market will consist of vendors in the ballrooms, giveaways and prizes from our MWR Marketing Department, an elves workshop for the kids, visits with Santa, hot cocoa bar, food, and much more!

Vendor spaces will be indoors and consist of (2) 6' rectangular tables and (2) chairs. Please plan on bringing your own table coverings.

If you would like to participate, please return the application and payment to 1317 Normandy Drive, Room 1, Monday – Friday between 8:00 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 received by **November 27<sup>th</sup>, 2017, at 3:30pm**. Please make checks payable to "MWR". If you mail your application close to the deadline; please call the event coordinator to ensure it has been received.

**\*\*Booth space is limited and is reserved on a first come – first serve basis.**

**\*\*ALL VENDORS** must have a valid Fort Irwin Commercial Solicitation Permit. This is a free permit and allows you to operate your business on Fort Irwin. You can also request a one-day permit if you're only interested in doing this event. To apply for a permit, call (760) 380-3348 (DFMWR Bldg. 1317, Room 4).

**\*\*Vendors** may arrive beginning at 2:00 p.m. to set up. Space assignments will be provided at that time. Booths must be ready for operation at 4:00 p.m. If you are a no-show, there will be no refund. If the event is cancelled by the organizers prior to the day of the event, a full refund will be sent to you. Vendor Parking will be the parking lot along the side of Sam Adams; spaces that face Goldstone Road.

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

Sincerely,

A handwritten signature in black ink that reads "Carla Averill".

Carla Averill  
Special Events Coordinator  
Family and Morale Welfare and Recreation