

**FORT IRWIN'S SPECIAL EVENT**  
**BOOTH SPACE APPLICATION FORM**  
**EVENT: "Island Beach Bash", May 22nd, 2019, 5-10 p.m.**

Sign-up # \_\_\_\_\_

Assigned Booth Space # \_\_\_\_\_

NAME OF ORGANIZATION/INDIVIDUAL \_\_\_\_\_

ORGANIZATION MAILING ADDRESS \_\_\_\_\_

POINT OF CONTACT (POC): \_\_\_\_\_ E-MAIL: \_\_\_\_\_

POC TELEPHONE NUMBER (work): \_\_\_\_\_ (home): \_\_\_\_\_

CIRCLE TYPE OF BOOTH:      Games              Crafts              Miscellaneous              Food

DESCRIPTION OF ITEMS BEING SOLD (\*For Food Booths: Attach menu and prices): \_\_\_\_\_

FORT IRWIN VENDOR PERMIT # \_\_\_\_\_ OR ONE DAY VENDOR PERMIT# \_\_\_\_\_

	On Post/Off Post Vendor Space Fee	Number of spaces Required	ELECTRICAL Circle One YES                    NO	SUBTOTAL
Booth Fee*	\$40 each		Requirements:	
Electrical	\$10			
			TOTAL	
			RECEIPT#	

\*Booth Fee includes: (2) 6' Tables and (2) Chairs. Table and Chairs will be placed in each space. You are allowed to bring extra as your space allows.

VENDOR SIGNATURE: \_\_\_\_\_  
(printed name/signature) (date)

INFORMATION LETTER REVIEWED: \_\_\_\_\_ (Vendor Initials)

AUTHORIZED MWR REPRESENTATIVE: \_\_\_\_\_  
(signature) (date)

PREVENTIVE MEDICINE APPROVAL: \_\_\_\_\_  
(For Food Booths ONLY) (signature) (date)

VENDOR POC FOR THIS EVENT IS: Carla Averill Phone: (760) 380-7447 Email: [carla.a.averill.naf@mail.mil](mailto:carla.a.averill.naf@mail.mil)  
Turn in applications in person to: DFMWR BLDG 1317 Normandy Road Rm 2, Mon-Fri 8:00 am - 3:30 pm. PAYMENTS CAN BE  
MADE BY CASH, CHECK, OR MONEY ORDERS. MAKE CHECKS OR MONEY ORDERS OUT TO MWR.



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

11 APR 2019

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

Dear Potential Vendor,

You are invited to participate in the "Island Beach Bash" event for the Fort Irwin Community on May 22<sup>ND</sup>, 2019. Event hours are 5-10 p.m. The event will be a family friendly Polynesian luau featuring live music, and dance show, three Polynesian villages with native demonstrations and activities, vendors, water slides, photo booths, a fire dancer, and an authentic catered luau dinner. Tickets for the luau meal will be sold in advance and a limited amount will be sold at the event.

DFMWR will offer a flat rate of \$40.00 for all on and off post vendor spaces. This price includes (1) 12'x12' space with canopy, (2) 6' tables, and (2) chairs. Should you need electricity, **please add an additional \$10**. If utilizing electricity, YOU must provide your own extension cords/power strips for your area. Please indicate on your application your electrical requirements (volts, watts, amps, etc.) and the equipment being used (fan, light, computer, crockpot, etc.). After sunset, the field lighting is minimal especially with the canopies covering your space. If you require lighting for your booth to showcase your product well, or need visibility to conduct transactions; we encourage you to purchase electricity and bring your own light source (lamp, string of lights, etc.).

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:** Due to the theme of this event and because a company is catering the luau meal, we will accept a limited number of food booths only. Please contact the event coordinator if you are wishing to sell food. DFMWR will provide (2) 6' tables, (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.** Preventive Med is located at Bldg. 172 Inner Loop Road (760-380-3026). Copies of Food Handler's Cards and all above requirements are due by **3:30 pm, May 13<sup>th</sup>, 2019. For Unit/FRG Fundraiser booths, all requirements must be turned in by May 8<sup>th</sup> to allow enough time for legal review.** If signing your Unit or FRG up, you must first turn your application in to the event coordinator, and then see the Financial Management Office (Bldg. 1317, Rm 4) to turn in your Unit Fundraiser form. You are free to set any price you think the public will accept; however, if you are selling beverages you must sell them for \$1.00 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:** DFMWR will provide (2) 6' tables 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.

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 payments for regular booth spaces (Not Unit/FRG or food booth spaces) must be post

marked no later than May 10<sup>th</sup>, 2019 and received by May 13<sup>th</sup>, 2019. 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) 380-4784 (DFMWR Bldg. 1317.)

\*\*ALL BOOTHS are pending approval until ALL requirements are met. Deadline for Unit/FRG and Food Booths is May 8<sup>th</sup>, 2019, 3:30 p.m. Deadline for all other booths is May 13<sup>th</sup>, 2019, 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.

\*\*\*For businesses like Pampered Chef, Lipsense, LuLaRoe, etc., we will only accept two booths of the same business (not to exceed two), IF the FIRST vendor to sign up is okay with an additional vendor of the same company participating in the event.

\*\*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 canopy or EZ-up.

\*\*Vendors may arrive on May 22nd beginning as early as 2:00 p.m. and all vehicles must be off the field by 4:45 p.m. Space assignments will be provided at your arrival time and an email will be sent out the day before with final directions to the field. Booths must be ready for operation at 5:00 p.m. Food booths must be ready for inspection by 3:00 p.m. No vehicles will be allowed on field between 4:45 p.m. and the end of the event at 10:00 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. 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. If you do not have a military ID and require a visitors pass to access post; please contact the event coordinator prior to event day.

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

Sincerely,

A handwritten signature in black ink that reads "Carla Averill". The signature is fluid and cursive, with the first name "Carla" being larger and more prominent than the last name "Averill".

Carla Averill  
Special Events Coordinator  
Family and Morale Welfare and Recreation