

Fort Carson MWR Vendor Packet



HOLIDAY TREE LIGHTING CEREMONY

REGISTRATION/FEEES:

Vendor Registration dates: October 16 - November 17

Event Date: December 1st, 5:00 pm - 8:00 pm

Vendor Set Up: 2:00 - 3:45 pm

Vendors: Individuals or small organizations selling a product or service. Examples: candles, jewelry, bags, crafts, etc.

Fee: \$50 per 10x10 booth

Exhibitors: Not-for-profit organizations that want to distribute information. All exhibitors must comply with AR 210-22

Examples: Boy Scouts, Libraries, CVBs, State Parks, etc.

Fee: \$50 per 10x10 booth

BOOTH SPACES: The location will be assigned. Limited quantity of booth space available on a first come, first served basis.

The Booth: Approximately 10' X 10'. Includes one (1) 6 foot table with two (2) chairs and approximately 4 feet of space behind the table for you to sit/stand and store extra items. You may bring extra tables or display shelves, as long as you remain within your designated booth space. Canopies are not included, but you may bring

RENTAL ITEM FEES: There is a limited supply of rental items and will be rented on a first come first service bases. If you are interested, please contact the MWR Events Team, contact information listed below.

10' X 10' Canopies: \$50 per

Additional Chairs: \$1 per

Additional Tables: \$2 per



APPLICATION FOR SOLICITATION PERMIT FORT CARSON, COLORADO

Note: Any knowing and willful false statement on this application is punishable by fine or imprisonment (18 U.S.C. 1001).

Name and Phone Number of Solicitor:

Company Name, Address and Phone Number:

Type of product you are selling:

The following statements must be signed by the Applicant/Agent and the President, Vice-President, or District Manager of the Company. The Company and the Agent warrant the following:

1. The Company listed above is presently licensed to sell in the State of Colorado (if required) and all State regulations for selling on this Installation will be followed. Any change in license status will be reported to the Special Events Team in writing. We understand that it is our responsibility to find out State regulatory requirements.
2. The company listed above also agrees to disclose (and attach hereto) the names of other business organizations or firms for which it has a controlling interest and/or for which it serves as an exclusive agent in the State of Colorado.
3. The company listed above agrees to report when this agent is terminated or transferred.
4. The agent's and/or company solicitation privileges are not currently suspended, denied or revoked, and have not been suspended, denied or revoked within the last five years.
The agent and/or company is not currently and has not been barred from any installation for any reason.

If previously denied, suspended, or barred, list on a separate page, dates, location and circumstances surrounding the suspension/denial/debarment action.

5. The company listed above assumes full responsibility for compliance by its agent(s) with AR 210-7, AR 210-22, AR 215-1, AR 215-4 and with any regulations promulgated or published by Fort Carson relating to solicitation on military installation.

6. This statement will be updated annually, or within 30 days of a change affecting any of the required information. It is understood that failure to promptly update this application may result in revocation of the agent's and/or company's solicitation privileges.

(Applicant/Agent)

(President, Vice President or District Manager)

(Date)

(Date)





Hold Harmless Agreement

Everyone inside the booth during the event will need to complete this.

I am aware that participation in the DFMWR _____
(Event Name and Date)

is potentially hazardous. I should not enter unless I am medically able and properly trained.

I assume all risks associated with participation in this event including but not limited to falls, contact with other participants, traffic, weather variations to include high heat and humidity/extreme cold and ice, and the condition of the event site. Having read this waiver and knowing these factors and in consideration of your accepting my entry, I for myself and anyone entitled to act on my behalf, waiver and release DFMWR, the sponsors of the _____, the Fort Carson
(Event Name)

Community, other sponsors, representatives and successors from all claims or liabilities of any kind arising from my participation in this event even though liability may arise out of negligence or carelessness on the part of the persons named in this waiver. I grant permission to all the foregoing to use photography, motion picture or any recording of this event for any legitimate purpose.

By signing this waiver I agree to the rules and regulations of the _____. I am at least
(Event Name)

18 years or older. I agree not to cause any other direct or intentional physical harm to other participants or staff of the _____. I am aware that those in violation of this rule
(Event Name)

will be escorted off the premises without refund.

(Print Name)

(Sign and Date)



Interested? Here's What To Do...

Simply complete and return the enclosed registration form, solicitation permit, and access information(if needed). Email this packet to fortcarsonerevents@gmail.com. You will need to receive an approval email before making payment. Please allow 48 business hours for responses. All vendors MUST complete the whole packet in order to sell items on post. Packets and payment are due **November 17th(limited spots available)**.

Don't have a scanner? You can even take a picture of your registration and email it!

SEND VENDOR PACKETS & REQUIRED DOCUMENTS:

By email at: fortcarsonerevents@gmail.com

If you don't receive a confirmation email within 48 hours, please contact the MWR Events Team, contact information listed below.

MAKING PAYMENTS:

Phone In (Credit Cards): Call the Special Events Center at 719-524-3882. Payment accepted Monday through Friday 9:00 am - 4:00 pm. Please leave a voicemail if there is no answer and someone will return your call.

In Person Payments (Cash, Check, Credit Card): Special Events Center, 6550 Specker Ave. Bldg. 1829, Fort Carson CO, 80913. Payment accepted Monday through Friday 9:00 am - 4:00 pm.

MWR Events Team Contact Information Office Hours: Monday- Friday 8:00 a.m. to 4:00 p.m.

Ms. Rebecca Baden: 719-238-1854

Email: fortcarsonerevents@gmail.com



Vendor Packet Registration Form

Business/Organization Name

Point of Contact

Phone

Address

City

State

Zip

Email - Required

Event Fee:

Booth: _____ \$50, per 10x10 space

Rental Fee: Select all that apply. There is a limited supply of rental items and will be rented on a first come first service bases.

10' X 10' Canopies: _____ (quantity) \$50 per

Additional Chairs: _____ (quantity) \$1 per

Additional Tables: _____ (quantity) \$2 per

Additional Information:

Service Animal: _____ (YES) _____ (NO)

The company listed above assumes full responsibility for compliance by its agent(s) with AR 210-7, AR 210-22, AR 215-1, AR 215-4 and with any regulations promulgated or published by Fort Carson relating to solicitation on a military installation.

I read and understand the Fort Carson MWR Vendor Packet and this solicitation pass is good for the day of the event only.

(Event Name and Date)

(Print Name)

(Signature and Date)

APPROVED BY EVENTS TEAM ONLY

(Signature and Date)