

Fort Carson MWR Vendor Packet



HOLIDAY TREE LIGHTING CEREMONY

REGISTRATION/FEES:

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: \$75 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: \$75 per 10x10 booth

BOOTH SPACES: The location will be assigned by Event Coordinators and will be given out the week of the event. Limited quantity of booth space available. The Special Events Team is looking for merchants that offer holiday themed merchandise, and will be chosen accordingly.

The Booth: Approximately 10' X 10'. Includes one (1) 6 foot table with two (2) chairs and approximately four 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. This event has limited space and each vendor will be expected to remain in their designated area.

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.

Additional Chairs: \$1 per

Additional Tables: \$2 per

INTERNET: There is no wireless internet access at on the event site. You may use a personal cell phone or hot spot; however, we cannot guarantee the signal strength at the site. We encourage you to test all devices prior to the start of the event such as credit card readers to ensure they are working properly.

PARKING: Parking for vendors and exhibitors will be located at the Iron Horse Park off of Sheridan Ave, near the basketball courts and dog park.

SMOKING/PETS: There is no smoking in the event area. There are designated smoking areas outside that will be marked for your convenience. Pets are not allowed on site during the event. If you should have a bon-a-fide service animal, please contact the MWR Events Team. Contact information listed below.

ACCESS TO POST: Due to increased security measures, background checks are mandatory for all non-DoD ID card holders to gain access to the Installation. Visitors to the Installation can apply online for a day pass from their computer or mobile device. Please follow these instructions: Gate Access Website & Directions, <https://pass.aie.army.mil>. Choose the following options: Army, Fort Carson, *Accept the terms & conditions*, Visitor Pass Pass (do not choose special event pass)

LIABILITY: Please have your booth staffed throughout the day and take precautions to protect your materials. We are not responsible for items left unattended. It is the vendor/exhibitor's responsibility to have liability insurance to cover loss or damage to property and sales items. Proof of insurance coverage is required and must be submitted with this packet.

TAXES: It is the vendor's responsibility to comply with state and local tax regulations.

ADVERTISING: This packet only authorizes you to provide simple marketing materials. Such as business cards, flyers, and pamphlets within your assigned area at the event site during the designated date and time. To advertise outside of this event, contact MWR Advertising Office at 719-237-9081.

ITEMS PROHIBITED: Political activities, products that imply or appear to imply political affiliation, official sponsorship, approval, or endorsement, firearms, ammunition, handheld weapons, federally illegal substances, personal defense sprays, explosives, club like striking devices, stun guns, laser pointers, any type of fireworks, umbrellas, drones, outside alcoholic beverages, pets.

CASH: No ATM will be on site. Please come prepared with enough change or a credit card reader to accept payments.



ENDORSEMENT: DoD agencies and personnel cannot endorse your business. Participation in this event does not constitute an endorsement by the DoD and you are restricted from taking photographs of DoD personnel using or purchasing your products. DoD personnel are prohibited to accept gifts.

PARTICIPATION: This packet only authorizes you to operate on Fort Carson at the event site during the designated date and time. To operate outside of this event, it is your responsibility to gain authorization through the appropriate channels.

PERMIT: Vendors **MUST** fill out the enclosed solicitation permit. This gives you permission to sell goods on post.

WAIVER: ALL Exhibitors and Vendors to include anyone inside the booth during the event **MUST** fill out the enclosed Hold Harmless Agreement.

SET UP & TEAR DOWN TIMES:

Set Up: Friday, December 1st, 2:00 - 3:45pm. All vendors must be on site, with all materials at booth site, no later than 2:00pm.

Tear Down: Tear down will begin no sooner than 8:00pm. on the day of the event. Please do not begin tear-down early as vehicles will not be granted access to the event site and will be strictly enforced by DPTMS and the Military Police.

CANCELLATIONS:

Full Refund: Written request must be received by the MWR Events Team 30 days prior to event date (November 1st).

No Refunds: Request received on or after November 1st, will not receive a refund. Failure to submit your required documents and payment prior to November 17th, not on-site prior to K9 sweep at 2:00 pm the day of event, failure to pass the food inspection (if applicable), or those denied entry to post will not receive a refund as well.





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: _____ \$75, 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.

Additional Tables: _____ (quantity) \$2 per

Additional Chairs: _____ (quantity) \$1 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)