

Fort Carson MWR Vendor Packet



Trick or Trot 5k/1 Mile Registration and Fees:

Vendor Registration dates: August 19 - October 18

Event Date: October 26th, 10:00 am - 1:00 pm

Vendor Set Up: 8:00 - 9:00 am

***Limited booth space is available. Vendor approval is based on the discretion of the Special Events Team.**

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 or 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: Booth spaces will be assigned approximately five business days before the event. Limited quantity of booth space is available on a first come, first served basis. Vendor approval is at the discretion of the Special Events team, based on the needs and scope of the event. Not all applicants will be approved.

Booth Details: Each booth space is approximately 10' x 10' and includes (1) six foot table and (2) metal folding chairs. Vendors are permitted to bring extra tables, display shelves, or other equipment for retail, as long as it remains within the designated booth space. Canopies are not included in the space, but vendors are permitted to bring their own, as long as it remains within the designated booth space.

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: \$2 per

Additional Tables: \$4 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 devises 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 can apply online for for a day pass. 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 (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: This event does not constitute an endorsement by the DoD and you are restricted from taking DoD agencies. DoD agencies and personnel cannot endorse your business. Participation in photographs of DoD personnel using or purchasing your products is prohibited. DoD personnel are prohibited from accepting gifts.

PARTICIPATION: Vendors are only allowed to vend during the designated date and time. To operate outside of this event, it is each vendor's responsibility. This packet only authorizes vendors to operate on Fort Carson at the event site with authorization from 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: Saturday, October 26, 8:00am - 9:00 am. Personal vehicles are permitted inside of the area for unloading and loading only. All vehicles must be out of event site no later than 9:00 am and remain off until 1:00 pm.

Tear Down: Tear down will begin no sooner than 1:00 pm on the day of the event. **No early tear down is permitted** unless permission is granted by the Special Events Team.

CANCELLATIONS:

Full Refund: Written request must be received by the MWR Events Team 30 business days prior to event date (September 26).

No Refunds: Requests received on or after September 26 will not receive a refund. Failure to submit your required documents and payment prior to October 18, not on-site prior to K9 sweep at 9:00 am the day of event, failure to pass the food inspection (if applicable), or those denied entry to post will not receive a refund.





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 **October 18 (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): Phone payments are accepted Monday through Friday, 8:30 am - 4:00 pm by calling 719-526-4494. **Please leave a voicemail if there is no answer and someone will return your call.** You can also email fortcarsonerevents@gmail.com to request a call back.

In Person Payments (Cash, Check, Credit Card): In person payments are accepted on an appointment basis only. No drop-ins will be accepted. To make an appointment, please email fortcarsonerevents@gmail.com

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

Ms. Alissa Moore: 719-526-4494

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.

Additional Tables: _____ (quantity) \$4 per

Additional Chairs: _____ (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)