**2018 FORT CARSON MERCHANDISE VENDOR APPLICATION**

**Your Event:**

**Due Date of Application: 6 months prior to event date**

1. Company Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. Company Point of Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. Day Time Phone #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 5. Alternate Phone #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 6. E-Mail\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7. DUNS number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (call 1-866-705-5711 or request via the web at <https://iupdate.dnb.com/iUpdate/confirmSource.htm>

8. Electrical Requirement: \_\_\_\_\_Amps 9. Voltage needed: 110/120 *or*  220/240

10. Do you need tent/tables/chairs? Yes (please circle those that apply) No

11. Do you have a concession trailer/tent? Yes No What side is the serving window? Passenger or Driver’s side

Size to include tongue, serving window and awning: \_\_\_\_\_ L X \_\_\_\_\_W

12. Please list or attach all products/services you will sell or give out. Items not listed may not be eligible for sale.

13. Gate Access pass needed? Yes No

14. Fees based on 20’x20’ space: **Your Event LINE TOTAL**

 **Event Date \_\_\_\_\_\_\_\_\_\_\_\_ 100.00 \_\_\_\_\_\_\_\_\_\_\_\_**

 **EXTRA FRONTAGE $15 per foot \_\_\_\_\_\_\_\_\_\_\_\_**

 **EXTRA DEPTH $15 per foot \_\_\_\_\_\_\_\_\_\_\_\_**

 **TOTAL PAYMENT ENCLOSED \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**YOU ARE RESPONSIBLE FOR:**

* DUNS number - a one-time requirement for a unique 9-digit ID number. This is free.

. Visit the web at ***www.fedgov.dnb.com/webform***)

* Heavy duty electrical cords with sufficient outlets for your operation.
* Power to run your operation.
* Gate Access to Fort Carson.
* Liability Insurance certification naming **Garrison Morale, Welfare and Recreation Operating Entity at Fort Carson.** Address: 1675 Ellis Street, Bldg. 1217, Fort Carson, CO. 80913.
* Payment due by 3 months prior to event.

**MAIL FORMS AND PAYMENT TO:** DFMWR Events and Entertainment

 Attn: Sarah Rumpza

 1675 Ellis Street, Bldg. 1217, Room 210

 Fort Carson, Colorado 80913

 **\*\*\* YOU WILL BE NOTIFIED VIA EMAIL IF YOUR BOOTH IS ACCEPTED FOR EACH EVENT\*\*\***

 **ATTACHMENT A**