



FORT RUCKER FAMILY & MWR VENDOR PROGRAM

HOW TO BECOME A NEW VENDOR

Welcome to the 2020 Fort Rucker Special Event Season! You are invited to participate in another exciting year of events including: Children's Festival, Freedom Fest, Yard Sales, Oktoberfest, and more. We hope you will join us for these memorable events by providing a unique mix of products, arts and crafts, or food and beverages to the Fort Rucker Soldiers, family members, and the surrounding community.

Family and Morale, Welfare and Recreation (FMWR) strives to positively influence the quality of life for our Soldiers, family members, civilians, and retirees; working with superior vendors is one of the ways we can achieve this goal. For vendors, these events provide exposure and the opportunity to interact with a segment of the Wiregrass population they may not otherwise come in contact with. Together, we are able to provide unforgettable, quality events to our community.

We look forward to another successful event season as we continue to serve those who serve our country and support the Wiregrass. We hope you will join us by following the steps listed below. Feel free to contact the Special Events team with any questions at (334) 255-1749 or (334) 255-9810.

STEP 1: Complete the 2020 Vendor Registration Form (Mandatory for ALL vendors, including FRG's).

STEP 2: Obtain a DUNS Number by calling the government dedicated DUNS Number self-request line at: 1-866-705-5711 or by submitting your DUNS Number request via <http://fedgov.dnb.com/webform/>. Mandatory for ALL vendors, except FRG's. If you already have a DUNS Number, you do not need to obtain a new one.

Without a DUNS Number on file, we cannot issue you a Concessionaire Contract.

STEP 3: Fill out and sign a W-9 Form (Mandatory for NEW vendors, except FRG's). If your address has changed, please submit a new w-9 Form.

Without a W-9 on file, we cannot issue you a Concessionaire Contract.

STEP 4: Email your registration documents to timothy.m.carter.naf@mail.mil or shannon.d.burke.naf@mail.mil or mail to:

DFMWR Special Events
P.O. Drawer 620189
Fort Rucker, AL 36362

STEP 5: Once all of your information has been received you will be contacted by DFMWR Special Events with event requirement forms for your signature. The NAF Contracting Officer will contact you vial email or mail about insurance requirements and will provide you a Concessionaire Contract. Please sign, date, and return the Concessionaire Contract and proof of insurance to the Contracting Officer as specified.

If proof of insurance is requested, Contracting cannot issue you a Concessionaire Contract until they receive proof.

STEP 6: Mail your payment (checks payable to IMWRF) per the Attachment A & B to:

DFMWR Special Events
P.O. Drawer 620189
Fort Rucker, AL 36362

Or pay in person at 5700 Novasel St (Soldiers Service Center), 3rd floor, Suite 390, Special Events.

You will receive a receipt from the DFMWR Special Events POC

Vendors are accepted on a first-come, first-served basis. All registration forms and payments must be received prior to confirmation that your space has been secured. Vendor information is subject to change and all updates will be posted on our website <http://rucker.armymwr.com/us/rucker/programs/special-events>. Please visit this site prior to submitting your documents.