

## FORT NOVOSEL FAMILY AND MWR VENDOR PACKET

### GENERAL INFORMATION

**BOOTH SPACES:** The location will be assigned. Standard booth space is 10x10. If you require additional space, please contact the MWR Events Team at (334) 255-1898. **Additional fees may apply.**

**ELECTRICITY:** Electricity is provided at no additional cost. If you require electricity, be sure to request it on your registration form. We will run extension cords to the individual booths. Extensions cords WITHIN the booth space will NOT be available.

**CASH:** There will NOT be an ATM on site. Please come prepared with enough change or a credit card reader to accept payments.

**INTERNET:** There will be internet access at the event site. We recommend bringing a personal cell phone or hot spot as a back up, as 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:** We request vendors to park in the large parking lot across from The Landing.

**COVID-19 MANDATES:** Current COVID-19 protocols are in effect. Verify requirements prior to arrival. Vendors are encouraged to bring their own hand sanitizer and/or other personal protective equipment.

**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. If you or any of your employees should require a visitor's pass, please contact the MWR Events Team. Contact information listed below. Visitors will need to bring a valid photo ID, proof of car registration and insurance. If you are unable to obtain a visitor's pass prior to the day of the event, please plan accordingly, as gaining access can take up to 30 minutes or greater depending on the time of the day.

**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.

**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 334-255-1898.

**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 Novosel 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.

**VENDOR AGREEMENT:** Vendors MUST fill out the enclosed agreement. 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.

### EVENT SETUP AND TEAR DOWN

<b>SETUP:</b> Vendor setup begins at: Personal vehicles are permitted inside the event area for loading/unloading purposes only on the day of the event.	
<b>SETUP:</b> All vehicles must be out of the festival field on the day of the event by:	
<b>SETUP:</b> Vendors must be prepared for K9 sweep of their area no later than:	
<b>BREAKDOWN:</b> Personal vehicles must remain off the festival field on the day of the event until: Vehicles will not be granted access to the event site until after this time, subject to DPTMS and the Military Police enforcement.	

### CANCELLATION

**FULL REFUND:** Written request must be received by the MWR Events Team 10 days prior to DFMWR EVENT date.

**NO REFUND:** Request received on or after 10 DAYS PRIOR to the DFMWR EVENT, will not receive a refund. Failure to submit all required documents timely, not on-site prior to K9 sweep the day of DFMWR EVENT, failure to pass the food inspection (if applicable), or those denied entry to post will not receive a refund.

**FORT NOVOSEL FAMILY AND MWR VENDOR PACKET (CONTINUED)**

**APPLICATION PROCESS**

**APPLICANTS** complete and return the attached documents:

1. EVENT VENDOR REGISTRATION
2. APPLICATION FOR VENDOR OPERATING PERMIT
3. EVENT VENDOR and HOLD HARMLESS AGREEMENT(S)

**All vendors MUST complete all forms and submit payment in order to sell items during the DFMWR EVENT.**

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

**SUBMITTING VENDOR PACKETS**

E-MAIL	IN-PERSON	BY MAIL
You will receive a confirmation within 48 hours of submission from this e-mail.	SOLDIER SERVICE CENTER NOVOSEL ST, STE 310 FORT NOVOSEL, ALABAMA 36362	DFMWR ATTN: Marketing 5700 NOVOSEL ST, STE 310 FORT NOVOSEL, ALABAMA 36362  Must be postmarked NLT 15 days prior to DFMWR EVENT.

**PAYMENT OF FEES**

WEBTRAC	IN-PERSON	BY MAIL
	SOLDIER SERVICE CENTER BUILDING 5700 STE 310 (DFMWR) FORT NOVOSEL, ALABAMA  8:00 a.m. to 4:00 p.m. Monday – Friday	DFMWR ATTN: NSM 5700 NOVOSEL ST, STE 310 FORT NOVOSEL, ALABAMA 36362  Must be postmarked NLT 15 days prior to DFMWR EVENT.  CHECKS PAYABLE TO: IMWRF

**MWR EVENTS TEAM CONTACTS**

EVENT POINT OF CONTACT	SPECIAL EVENT POINT OF CONTACT	EVENT FORM GENERATED / LOCKED BY

## EVENT VENDOR REGISTRATION

### VENDOR INFORMATION

BUSINESS / ORGANIZATION NAME:

POINT OF CONTACT:

TELEPHONE NUMBER:

ADDRESS:

CITY:

STATE:

ZIP:

E-MAIL:

### EVENT INFORMATION

EVENT:

DATE:

### EVENT FEE / REGISTRATION TYPE

ARTS & CRAFTS

NON-PROFIT  
ORGANIZATION

N/A

N/A

### BOOTH INFORMATION

Include any space required to maneuver trailers, open doors, walk, etc. Standard booth space is 10x10.  
If you require additional space, please contact the MWR Events Team at (334) 255-9567. Additional fees may apply.

10x10 BOOTHS:

OTHER (SPECIFY):

CONCESSION / SUPPORT VEHICLE:

### ELECTRICAL REQUIREMENTS

110V/20A (MAX 4):

110V/30A (MAX 1):

220V/30A (MAX 1):

220V/50A (MAX 1):

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 Novosel relating to vendor operations on a military installation. I read and understand the Fort Novosel MWR Vendor Packet and this vendor operating pass is good for the day of the event only.

### VENDOR ACKNOWLEDGEMENT

I read and understand the Fort Novosel MWR Vendor Packet and this vendor operating pass is good for the day of the event only.

PRINT NAME:

SIGNATURE:

DATE:

**APPLICATION FOR VENDOR OPERATING PERMIT**

**VENDOR INFORMATION**

BUSINESS / ORGANIZATION NAME:		
POINT OF CONTACT:	TELEPHONE NUMBER:	
ADDRESS:		
CITY:	STATE:	ZIP:
E-MAIL:		

**EVENT INFORMATION**

EVENT:	DATE:
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**PRODUCT(S) BEING SOLD**


**VENDOR ACKNOWLEDGEMENT**

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 Alabama (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 Alabama.
3. The Company listed above agrees to report when this agent is terminated or transferred.
4. The Agent's and/or company's vendor operating 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 Novosel 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 vendor operating privileges.

APPLICANT / AGENT:	SIGNATURE:	DATE:
PRESIDENT / VICE-PRESIDENT / DISTRICT MANAGER:	SIGNATURE:	DATE:

## EVENT VENDOR HOLD HARMLESS AGREEMENT

### VENDOR INFORMATION

BUSINESS / ORGANIZATION NAME:

POINT OF CONTACT:

TELEPHONE NUMBER:

ADDRESS:

CITY:

STATE:

ZIP:

E-MAIL:

### EVENT INFORMATION

EVENT:

DATE:

### PARTICIPANT ACKNOWLEDGEMENT

I am aware that participation in the DFMWR EVENT outlined in the above "Event Information" is potentially hazardous. I should not enter or participate 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, waive and release DFMWR, the sponsors of the DFMWR EVENT, the Fort Novosel 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 DFMWR EVENT.

I agree not to cause any other direct or intentional physical harm to other participants or staff of the DFMWR EVENT.

I am aware that those in violation of this rule will be escorted off the premises without refund.

I am at least 18 years of age or older.

PRINT NAME:

SIGNATURE:

DATE: