



FAMILY & MWR SPECIAL EVENTS VENDOR PROCESS

1. Vendor will contact Special Events Coordinator and submit requirements within the specified application period.

- a. Home Based Business (HBB) & Community Participants, submit the following:
 - Signed Vendor Agreement
 - HBB Permit
- b. Private Organization (PO) & Soldier Family Readiness Group (SFRG), submit the following:
 - Signed Vendor Agreement
 - Signed Fundraising Request Form

2. Special Events Coordinator will route all received Vendor Application(s) and SFRG Fundraising Request(s) for approval the following business day. Routing is as follow:

- a. DFMWR (approval/signature of Vendor Agreement Page)
- b. PO and/or SFRG Fundraising Request for Legal Review and Garrison Commander's (GC) approval

3. Special Events Coordinator upon receipt of approved Vendor Agreement(s) and Fundraising Request(s) will send the approved packet to the vendor and advise them to pay the fee at FMB Office located at Bldg. 236 2nd Floor, Room 228.

(POC: Ms. Keiko Nogami, 652-5378, keiko.p.nogami.ln@army.mil)

- a. Vendor Fees:
 - i. 15'X20' Space: \$50 - Includes Cooking and Storage Space (CSS)
 - ii. 15'X20' Space: \$80 - Include 12'x18' Canopy, Table, Chair and CSS
 - iii. 40'X30' Space: \$100- Food Truck Space

4. Ms. Keiko Nogami, upon receipt of payment will issue the DA 1992 to the vendor and scan a copy to the Special Events Coordinator for information/file.



USAG Okinawa Family & MWR - Special Events VENDOR APPLICATION PACKAGE

VENDOR DETAILS

DATE SUBMITTED: _____

ORGANIZATION: _____ **POC's Name:** _____

POC's Phone: _____ **POC's Email:** _____

Vendor Status:

Vendor Participation:

Event Interested In:

Electricity Request:

NOTE: (*) Events depend on HPCON Level & TBD.

LIST FOOD/ITEMS INTENDED TO SALE (CHOOSE ALL THAT APPLY):

COMPETITIONS:

Hamburger	Fish	Ice Cream	Food Truck
Hot Dogs	Pizza	Clothing	Crafts
Sandwiches	Soda	Jewelry	STEM
Steak	Water	Art	Beauty & Health Care
Chicken	Energy Drinks	Other: _____	Other: _____

Grill Master
Grandma's Apple Pie
Best Mac -n- Cheese

NOTE: Menu/Product Items will be approved on a FIRST COME Basis. Which may mean a change in menu will be required based on submissions.

EVENT DEADLINES

30 Days Before Event by 1630: Vendor Applications Due

Send via email to ross.f.blanche.naf@army.mil or deliver to Outdoor Recreation, Fitness Center, or Auto Hobby

14 Days Before Event by 1630: Vendor Payments Due

Payments can be made via phone at 652-4290 or by visiting Outdoor Recreation, Fitness Center, or Auto Hobby. Cash payments can also be made by visiting the FMO Office, Bldg 236 Room 228, Monday - Friday 0730-1630.

7 Days Before Event: Vendor Coordinators Meeting - Torii Training Center

This meeting is mandatory for all vendors to receive briefs on Fire, Safety, Environmental, and Food Handling Safety. Vendors will also receive Parking Permits at this meeting.

***TERMS, CONDITIONS AND STATEMENT OF LIABILITY, ON PAGE 2 OF APPLICATION**

Return to ross.f.blanche.naf@army.mil - For more information email or call DSN: 652-4137

**A complete submitted vendor package is NOT considered approved, until you've received a separate payment notification from FMWR Special Events



USAG Okinawa

Family & MWR - Special Events

TERMS, CONDITIONS & STATEMENT OF LIABILITY

The following rules will govern space(s) for the **USAG Okinawa Community-wide Special Event**

% The Vendor shall pay the Installation Morale, Welfare and Recreation Fund (IMWRF) a non-refundable flat fee.

& Responsible to provide all labor, materials, equipment, merchandise, supplies and support necessary to present a commercial exhibition and is also responsible to install and dismantle exhibit.

' " The Vendor must have a Japan Business License or be a registered Private Organization or Home Based Business with US Army Garrison Okinawa (USAG-O).

(" Vendor must be in place during operational hours of the event. Contractor's are responsible for maintaining a clean area and conduct a total cleanup and must remove all items and materials. All waste material must be taken to the dumpster provided. Contractor must then check in with information table prior to leaving.

) Solicitation of business and the selling of merchandise are allowed within the exhibitor's own space of those goods handled or manufactured by the contractor. Solicitation of business by others within the space is **not** authorized.

** The Vendor is not authorized to sublet in whole or in part his space to any other exhibitor unless authorized by the Contracting Officer or his/her authorized representative.

7" The IMWRF reserves the right to restrict an exhibit that might be considered undesirable. This restriction includes articles, conduct, dress of models, printed matter or anything objectionable to the IMWRF. Violation of any restriction herein will, at the discretion of the IMWRF, REQUIRES EXPULSION FROM THE AREA.

U" Alcohol, sales and or consumption are strictly prohibited.

8" The USAG-O IMWRF will not be responsible for theft, damage, or loss of sales. Income derived from sales at the event is not subject to any commission. They remain the property of the Contractor.

9" The registration agreement cannot be changed, altered, modified or otherwise transferred by either party without written consent of the parties, and will not be considered a joint venture nor partnership between vendor and the IMWRF.

10. Vendors must display parking permit on rear view mirror for entry and remain on vehicle at all times.

11. Vendor must display Food Handlers Certificate/Card on booth at all times.

12. Vendors are responsible for all taxes, whether excise, income or any other levies relating to income from the event.

13. Vendors are not authorized a refund, only in the event of inclement weather

14. We the undersigned, have read, understand, and agree to the proceeding articles.

EMERGENCY CANCELLATION: The NAFI reserves the right to cancel an event in cases of emergencies which include, but are not limited to: unsafe Health Protection Levels (HPCON), extreme weather conditions (e.g. violent typhoons, high winds, heavy downpour) and Commander-ordered changes in the installation Force Protection Condition (FPCON) that result in level "BRAVO" or higher. In these cases, a decision to cancel an event will be made No Later Than 0800 HRS on the applicable event day resulting in restricted access to the Installation. VENDORS will be notified in such cases as soon as this information is available.

STATEMENT OF LIABILITY: I agree to release and hold harmless the USAG-O, Family and MWR, and the United States Government from any liabilities for injuries, damages, or losses incurred by me or my property, or caused by government negligence, while being present on, entering into, and leaving the premises for the purpose of participating in the 2022 Events. This release is binding on my heirs, executors and assigns. In addition, I agree to indemnify the U.S. Government for any damages I cause while participating in said event.

Signature of Vendor:

Signature of NAFI Representative:

Date:

Received by Special Events Coordinator

Director of Family and MWR(Acting): Mr. Jared Barrick
Address: Bldg. 236 2nd Floor, Room 233
USAG Okinawa, APO AP 96376-5114
DSN: 652-5396

Signature:

Date: