



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
**JOINT BASE GARRISON HEADQUARTERS, JOINT BASE LEWIS-MCCHORD**  
**1010 LIGGETT AVE, BOX 339500, MAIL STOP 1AA**  
**JOINT BASE LEWIS-MCCHORD WASHINGTON 98433-9500**

AMIM-LMW

MEMORANDUM FOR DISTRIBUTION

SUBJECT: Joint Base Lewis-McChord Oktoberfest 2024 Market Booth Registration

1. We would like to invite you to participate in the Joint Base Lewis-McChord Annual Oktoberfest with an additional Vendor Market held outside the Fest Tent on Lewis Main, Saturday 28 September 2024 from 11:00 a.m. to 3:00 p.m. This event is intended for Active Duty Families and Retiree stationed at Joint Base Lewis-McChord to sell handmade craft items and show off their small home businesses. Limited spaces are available.
2. Spaces are **all outside** under individual canopies (10x10 or 10x20). All spaces will include one tent (10x10 or 10x20), tables and chairs. Additional tables will be an additional cost of \$5/table. Spaces are based on a first come, first served. **Your space will not be confirmed until payment is processed.**
  - A. You must be a Military ID card holder/DOD in order to participate.
  - B. Handmade craft sales are allowed.
  - C. No electrical outlets will be available.
  - D. You must supply your own change fund.
  - E. Must be able to fit everything under the pop-up tent.
  - F. Bring your own dolly to unload your items.
  - G. Sellers must be set up and ready to sell by 10:30 a.m. on event day.
3. MWR will be on site 28 September at 8:00 a.m. and a layout map will be sent via email. All booths will be assigned prior to the event and no same day booths will be assigned.
4. If you choose to participate, please submit forms which are **due no later than Friday, 13 September 2024 or until sold out of spots** (we will then add you to the waitlist). Booth fees can be paid by personal check, credit card or cash. Credit card payment can be made over the phone (phone number will be provided when we receive your completed form). If you wish to pay by check, please make check or money orders to IMWRF and mail to: DFMWR Special Events Office, Box 339500, MS 20, Joint Base Lewis-McChord, WA 98433.
5. Absolutely no refunds within 2 weeks prior to the event, a \$10.00 administrative fee will be charged when canceled within 2 weeks.

**If you have any questions, please call Special Events at 253-967-2085 or email  
JBLMSpecialEvents@army.mil.**

BOOTH # \_\_\_\_\_

**OKTOBERFEST MARKET SITE REQUIREMENTS  
28 SEPTEMBER 2024  
JBLM Fest Tent Area on Lewis Main**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, Zip \_\_\_\_\_

Day Time Phone # \_\_\_\_\_ Alternate Phone # \_\_\_\_\_

Email Address: \_\_\_\_\_

**OUTSIDE BOOTHS**

\$25.00 for one (1x) 10x10 tent, two (2x) 6-foot tables & two (2x) chairs.

\$35.00 for one (1x) 10x20 tent, three (3x) 6-foot tables & three (3x) chairs.

Additional tables are \$5.00 ea. How many additional tables will you need?: \_\_\_\_\_

Total Amount: \$\_\_\_\_\_

What items are you selling? : \_\_\_\_\_

CHECK ONE (Below is priority order):

- \_\_\_\_\_ ETS'ing or PCS'ing
- \_\_\_\_\_ Active Military ID card holder or Retiree's
- \_\_\_\_\_ FRG, Booster Club, Military Unit or Squadron
- \_\_\_\_\_ DOD Civilian

**We will be able to provide a phone number for credit card payments with submitted and approved forms.**

**OR you can make checks payable to IMWRF and mail to:**

DMWR Special Events Office  
Box 339500, MS 20  
Joint Base Lewis McChord, WA 98433

**OR you may drop off at:**

Corner of N 3<sup>rd</sup> Street and Pendleton  
Building 2013, Room 319