



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-R

MEMORANDUM FOR DISTRIBUTION

SUBJECT: 2024 Joint Base Lewis-McChord Sizzlin' Summer Market Booth Registration

1. We would like to invite you to participate in the Joint Base Lewis-McChord Sizzlin' Summer Market held at the Grand Opening of the new community park on Lewis Main (2022 Pendleton Ave between Firestone and America's Credit Union), Saturday 13 July 2024 from 11:00 a.m. to 5:00 p.m (Sizzlin' Summer Barbeque Competition and Craft Fair). 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 (10x20). All spaces will include one 10x20 pop up tent, two 6ft tables and two chairs. Additional tables will be an additional cost of \$5/table. Note that there will be a BBQ competition occurring at the same time to celebrate the grand opening of the park. Spaces are based on a first come, first served with form and payment.
 - 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 a 10x20 pop-up tent.
 - F. Bring your own dolly to unload your items.
 - G. Sellers must be set up and ready to sell by 10 a.m. on event day.
3. MWR will be on site 13 July 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 Monday, 21 June 2024. Booth fees can be paid by personal check, credit card or cash. Credit card 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 # _____

**SIZZLIN' SUMMER MARKET SITE REQUIREMENTS
13 JULY 2024
JBLM Community Park (2022 Pendleton Ave)**

Name: _____

Address: _____

City, Zip _____

Day Time Phone # _____ Alternate Phone # _____

Email Address: _____

OUTSIDE BOOTHS

\$30.00 for one 10x20 tent, two 6 foot tables & two chairs.

Additional tables are \$5.00 ea. (after 2). How many additional tables will you need?: _____

Total Amount: \$ _____

What is your handcrafted item: _____

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 mail to:

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

OR drop off at:

Corner of N 3rd Street and Pendleton,
Bldg 2013, room 319. If you find me away from the office, slip paperwork under door.