



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: 2025 Joint Base Lewis-McChord Devotion Park Ribbon Cutting-Flea Market Booth Registration

1. We would like to invite you to participate in the Joint Base Lewis-McChord Devotion Park Ribbon Cutting-Flea Market held at Devotion Park on Lewis Main, Friday 8 August 2025 from 3:30 p.m. to 6:30 p.m. This event will celebrate the opening of our new Devotion Park, dedicated to all of our AFES food trucks. This event is also intended for Active Duty Families and Retiree stationed at Joint Base Lewis-McChord to showcase their home-based business, sell handcrafted goods, and clear out unwanted garage sale items in a fun, community-focused setting.
2. **MWR is offering 50% off for any registered JBLM Home Based Business (HBB). Please note that you're a JBLM Home Based Business when registering.**
3. MWR will provide Flea Market vendors with up to two (2) tables, two (2) chairs, and one (1) 10'x10' space. Due to the location and limited space, we're unable to accommodate any additional setup request beyond the designated space. Vendors are welcome to bring their own tents, and MWR will supply tents as needed based on weather conditions.
 - A. You must be a Military ID card holder/DOD in order to participate.
 - B. Gently used items and handmade craft sales are allowed.
 - C. No electrical outlets will be available.
 - D. You must supply your own change fund.
 - E. No rearranging of your tables outside you 10'x10' space.
 - F. Bring your own dolly to unload your items.
 - G. Sellers must be set up and ready to sell by 4:00 p.m. on event day.
4. **This event is limited to the first 25 vendors on a first-come, first-served basis. Registered home-based business will be given priority.**
5. Booth forms are due no later than Friday, July 25th, unless all 25 slots are filled beforehand. Please hold off on submitting payment until you receive confirmation from Special Events team that your spot has been secured.
6. Booth fees can be paid by personal check, credit card or cash. Credit card can be made over the phone by calling (253) 967-2085. 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.
7. Absolutely no refunds within 2 weeks prior to the event, a \$10.00 administrative fee will be charged when canceled within 2 weeks.
8. MWR will be on site 8 August at 12:00 p.m., 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.

If you have any questions, please call Special Events at 253-967-2085 or email

JBLMSpecialEvents@army.mil.

BOOTH # _____

**DEVOTION PARK RIBBON CUTTING-FLEA MARKET
8 AUGUST 2025 – DEVOTION PARK**

Name: _____

Address: _____

City, Zip _____

Day Time Phone # _____ Alternate Phone # _____

Email Address: _____

SITE EQUIPMENT:

\$15.00 for (2) tables, (2) chairs and (1) 10'x10' space.

**MWR will provide Flea Market vendors up to two (2) tables, two (2) chairs, and 10'x10' space. Vendors are welcome to bring their own tent if they prefer. MWR will provide tents as needed, depending on weather conditions.*

Number of: _____ tables & _____ chairs needed from MWR.

I plan to bring my own 10x10' tent: Yes: _____ No: _____

Booth Type:

"Garage Sale" Items: _____ Handcrafted Items: _____

If selling handcrafted items, what is your handcrafted item:

Are you a Registered Home Base Business? JBLM HBB will receive 50 % off all vendor fees.

Yes: _____ No: _____

I understand that this event is limited to the first 25 vendors on a first-come, first-served basis. Registered home-based business will be given priority. I will hold off on submitting payment until I receive confirmation from Special Events team that my spot has been secured. Yes: _____ No: _____

I understand that MWR will provide up to two (2) tables, two (2) chairs, and one (1) 10'x10' space, no additional space allowed. Vendors are welcome to bring their own tents, and MWR will supply tents as needed based on weather conditions.

Yes: _____ No: _____

Signature: _____ Date: _____