



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 Spring Flea Market Booth Registration

1. We would like to invite you to participate in the Joint Base Lewis-McChord Annual Spring Flea Market held at MWR Fest Tent on Lewis Main, Saturday 16 March 2024 from 9:00 a.m. to 1:00 p.m. This event is intended for active-duty families and retirees stationed at Joint Base Lewis-McChord to be able to get rid of unwanted "garage sale" items and handmade craft items. Limited spaces are available.
2. Spaces are a combination of inside the Fest Tent and outside under our large canopy or individual canopies. Please specify if you would like to be inside or outside. Outside spaces limited to a 10x20 space (with choice of 2 tables or 2 open spaces). Note that the St. Patrick's Day celebration will be occurring inside the Fest Tent with an Irish Band playing. 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. Gently used items and handmade craft sales are allowed.
 - C. No electrical outlets will be available. One outlet will be shared by customers to test electrical equipment.
 - D. You must supply your own change fund.
 - E. No rearranging of your tables inside the tent.
 - F. Bring your own dolly to unload your items.
 - G. Sellers must be set up and ready to sell by 8:30 a.m. on event day.
3. MWR will be on site 16 March at 7:00 a.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.
4. If you choose to participate, please submit your registration form below. Forms are due no later than Monday, 4 March 2024. Booth fees can be paid by personal check, credit card or cash. Credit cards can be made over the phone. Checks can be mailed or dropped off. Please do not send payment until we have confirmed a spot for you. Once forms are received and processed, we will direct you for payment.
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 # _____

SPRING FLEA MARKET SITE REQUIREMENTS
16 March 2024 – MWR FEST TENT

Name: _____

Address: _____

City, Zip _____

Day Time Phone # _____ Alternate Phone # _____

Email Address: _____

INSIDE FEST TENT

\$35.00 for a choice of 2 tables or 2 open spaces or 1 table and 1 open space. Choose up to 2 below. (6'x2' ea)

How many: _____ tables or _____ spaces

\$40.00 for a choice of 3 tables or 3 spaces. Choose up to 3 below.

How many: _____ tables or _____ spaces

Any additional tables/spaces are \$5.00 (after 3).

OUTSIDE FEST TENT (Limited to 10'x20' spaces)

\$30.00 for choice of 2 tables or 2 open spaces or 1 table and 1 open space. Choose up to 2 below. (6'x2' ea)

How many: _____ tables or _____ spaces

If you're selling handcrafted items, please list it here: _____

CHECK ONE (Below is priority order):

_____ ETS or PCS

_____ Active Military ID card holder or Retiree

_____ FRG, Booster Club, Military Unit or Squadron

_____ DOD Civilian

Make check 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.