



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 Oktoberfest Flea Market Registration

1. We would like to invite you to participate in the Joint Base Lewis-McChord Oktoberfest with an additional Flea Market held near the MWR Fest Tent on Lewis Main, 27 September 2025 from 11:00 a.m. to 6:00 p.m. This event is intended for Active Duty Families and Retiree stationed at Joint Base Lewis-McChord to sell handcrafted goods, showcase their home-based business, and clear out unwanted garage sale items. In addition, there will be multiple food vendors, LIVE entertainment, and curated German-themed activities for all ages.
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 Oktoberfest 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 Civilian 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 your 10'x10' space.
  - F. Bring your own dolly to unload your items.
  - G. Sellers must be set up and ready to sell by 10:00 a.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, September 12th, 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. 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 # \_\_\_\_\_

**OKTOBERFEST  
FLEA MARKET VENDOR APPLICATION  
27 SEPTEMBER 2025- MWR FEST TENT**

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

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

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

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

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

**SITE EQUIPMENT:**

\$50.00 for (2) tables, (2) chairs and (1) 10'x10' space.

*\*MWR will provide Oktoberfest 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 I need 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: \_\_\_\_\_