



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 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 15 March 2025 from 9:00 a.m. to 1:00 p.m. This event is intended for Active Duty Families and Retiree 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. **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. 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.
4. MWR will be on site 15 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.
5. If you choose to participate, your booth fee must accompany your registration form below. Forms are due no later than Monday, 3 March 2025. Booth fees can be paid by personal check, credit card or cash. Credit card can be made over the phone by calling (253) 966-4300. 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.
6. 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
15 March 2025 – 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

What is your handcrafted item: _____

<p>Are you a Registered JBLM Home Based Business? JBLM HBB will receive 50% off all vendor fees. _____</p>

Make check payable to IMWRF mail to:

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