



DEPARTMENT OF THE ARMY
GARRISON HEADQUARTERS, JOINT BASE LEWIS-MCCHORD
1010 LIGGETT AVENUE, BOX 339500, MAIL STOP 1AA
JOINT BASE LEWIS-MCCHORD, WA 98433-9500

REPLY TO
ATTENTION OF

January 3, 2024

Directorate of Family and Morale, Welfare and Recreation

Dear Vendor,

We would like to invite you to operate a concession booth at Joint Base Lewis-McChord's two major summer festivals: Armed Forces Day is Saturday 18 May, from 11:00-7:00 p.m. and Freedom Fest is 29 June, 11:00-10:00 p.m. followed by fireworks at dark. This year AFD will be held on McChord Field and Freedom Fest will be held on Lewis Main, at Cowan and Memorial Stadiums, the 'downtown' area of post.

About the Festivals:

In addition to food, craft and retail vendor booths, we feature static displays of military equipment, carnival rides, historical encampments for Armed Forces Day and a Classy Car Show, Salute to the Union and Fireworks for Freedom Fest.

These festivals attract members of the Joint Base Lewis-McChord community and many DOD civilians from throughout the Puget Sound area. Historically we had over 10,000 people attend each event. Our audience for these events is about 75% military, including retirees and civilian employees. They live everywhere from Tumwater to Seattle and beyond.

Application Procedures: Invitation Letter

1. If you would like to participate as a concessionaire in our events, please fill out the attached application forms and return, with payment, via mail, to:

DFMWR Special Events
2013 N 3RD Street, Room 319
Box 339500 MS 20
Joint Base Lewis McChord WA 98433

Applications can also be dropped off at our office, Bldg 2013 N 3rd St, Room 319, Lewis Main, Joint Base Lewis McChord. Since our team is small, please call prior to visiting so we are sure to be there.

2. We select booths to provide a balance of products options for our customers. Our goal is happy customers and happy vendors. We will consider past performance, both good and bad, when making booth selections.

3. Due to large increase in demand for food vendor space, we will be accepting food vendors based on **photos of operations and menus**.

4. Please send a check with your application and pass request list. Make checks payable to 'IMWR Fund'.
5. We do maintain a waiting list in case of cancellations. Let us know if you want to be on it.
6. Fees are nonrefundable within two weeks of event day. We charge a \$25 processing fee for cancellation refunds at any time after your payment has been deposited in our account.
7. Deadline for registration is two weeks prior to each event, or until the event space is filled (and we often fill early).
8. Vendors who sell out of their trailer can set up on 17 May @ 1:00 PM for AFD and 28 June @ 1:00 PM for Freedom Fest.

Vendor Fees: Attachment A

1. Fees are based on the size of space you require, the type of organization you are, and the type of item you will be selling. A fee sheet is enclosed see attachment A.
2. You may purchase a banner (5'X18").
3. Your fee does include 1 outlets of 20 amps of electricity and water access. Any additional electricity will cost extra. We do not rent any tents, tables, or chairs.

****Booth Application Form: Attachment B****

1. Fill out all of the Booth Form according to your needs.

***** Post Access: Attachment C*****

1. A form is enclosed for you to fill out and return for access passes. After your booth is accepted and your names are cleared through our security. The Real ID Act is in effect on JBLM. Under the Real ID ACT of 2005, Drivers Lic & ID cards that are not valid for federal purposes, must accompany one of the JBLM Acceptable documents, such as a passport, Military ID, TWIC, I-551, I-94, I-327 and I-571. See enclosed list of acceptable ID (**attachment C.a.**) If you already have post access, you do not have to fill out this form.
2. We **cannot** accommodate last minute requests for a pass; if you aren't sure who will be working, send the names of anyone who might (and don't forget yourself).
3. **List of names must be submitted no later than 3 weeks prior to the event.**
4. **Workers who don't make it onto the list will need to process through the visitor center on event day or go through the Dupont gate and take the shuttle bus on. This may take up to 2 hours. Must have the proper form of ID to enter JBLM (see attachment C).**

****** W-9 Form: Attachment D******

1. The contracting office has asked for all vendors to return a W-9 Form, filled out to reflect your business name.
2. The contracting office requires all vendors to obtain a DUNS number. This number is free for government contractors and can be obtained by calling 1-866-705-5711. Make sure you state, you are a Federal contractor.

Information for Food Vendors:

1. Food booths must comply with Joint Base Lewis-McChord food service requirements. Mandatory training of ***all*** food booth staff. There will be an additional class on site on May 18, @ 9:00 for Armed Forces Day and for Freedom Fest on 29th July @ 9:00 am. Everyone who handles food, must take the course. Please bring your certificate to the event. Food training is good for one calendar year, so if you have your cards from last year they may still be valid. A person in charge must complete the ServSafe class or any equivalent food protection manager certificate and must be at the event.
Any questions please call Mr. Brenneka @ 253-968-2989.
2. 40 lbs of ice can be purchase through MWR, see the application. We will have it on site on event day. You must pick up your ice, please make sure you bring a wagon or dolly to transport.
3. **All FOOD** booths must provide certificates of liability insurance for up to \$100,000 per occurrence, naming **IMCOM F&M Enterprise Fund are added as Additional Insured** (under descript) **GMWROE as JBLM** (under certificate holder) in order for this to be an acceptable certificate.
4. Each food vendor/concessionaire that cooks with a generator, electrical hook-up or propane tank shall have a 5 lb. multipurpose ABC and/or BC Fire Extinguisher on site. Any use of a deep fat fryer shall require a “K “type extinguisher in addition to the ABC extinguisher. **Fire extinguishers shall be inspected, tagged and dated within the past 12 months and thereafter by a Fire Equipment Company registered within the State of Washington. Trailers with a range hood and fire extinguishing system needs to be inspected on an annual basis.**
5. As Joint Base Lewis-McChord is working towards zero-waste events, all booths must recycle the following into the appropriate bins, which will be provided on site: cardboard, plastic bottles, cans, grease and paper. **Styrofoam products are *not* allowed at JBLM events.**
6. Additional paperwork will need to be filled out 2 weeks prior to the event. Once you are accepted, I will send that form. This is for additional information on where you purchase your food at.

**** Home-Based Franchise Business Information ****

1. Vendors will be selected on a first come, first serve basis with completed applications and payment.
2. Deadline for form submittals is 8:00 a.m. 12 April for Armed Forces Day and 8:00 a.m. 31 May for Freedom Fest.
3. Selections will be among those who have sent in **COMPLETE APPLICATIONS**, with correct payment check(s) included (separate check for each event for which you are applying, and checks only, no exceptions).
4. Those not selected may pick up their check at the Special Events office after 13 April for Armed Forces Day and 3 June for Freedom Fest or give us email permission to destroy it.

Other Important Information:

1. Please be specific in space requirements. If you have special requests, this may be an additional charge. If you have questions about booth requirements or booth space, please call Kayla Aguilera at 253-967-2085 or email at JBLMSpecialEvents@army.mil.
2. Vendors who sell out of there trailers can set up the day before the event starting at 1:00 p.m., and other booths, starting at 3:00 pm. Booths must be set up and vehicles cleared of the site one hour prior to each event start time. ***Booths are expected to stay open for the entire event***, and no vehicles will be allowed to move on site prior to the crowd being cleared after the event.
3. Please double-check your electrical requirements to avoid problems on event day. Your booth fee includes up to one outlet of 20 amps of power per vendor. If you need more this will be at an additional cost.
4. Once your application is accepted, we will email with confirmation. We will also send an official short-term government contract that must be signed and returned. **Without this contract, you are not officially accepted.**

If you have questions or need clarification, please contact Kayla Aguilera, 253-967-2085 or email at JBLMSpecialEvents@army.mil.

3 Encl

Kayla Aguilera
Special Events Coordinator