



# FAMILY & MWR SPECIAL EVENTS VENDOR PROCESS

1. Vendor will contact Special Events Coordinator and submit requirements within the specified application period.
  - a. Home Based Business (HBB), submit the following:
    - Signed Vendor Agreement
    - HBB Permit
  - b. Private Organization (PO) & Soldier Family Readiness Group (SFRG), submit the following:
    - Signed Vendor Agreement
    - Signed Fundraising Request Form
2. Special Events Coordinator will route all received Vendor Application(s) and SFRG Fundraising Request(s) for approval the following business day. Routing is as follow:
  - a. DFMWR (approval/signature of Vendor Agreement Page)
  - b. PO and/or SFRG Fundraising Request for Legal Review and Garrison Commander's (GC) approval
3. Special Events Coordinator upon receipt of approved Vendor Agreement(s) and Fundraising Request(s) will send the approved packet to the vendor and advise them to pay the \$75 at FMB Office located at Bldg. P12601, 2nd Floor, Room 245.  
(POC: Mr. Choe, Kyong Sok, 755-2075, [kyongsok.choe2.ln@mail.mil](mailto:kyongsok.choe2.ln@mail.mil)).
4. Mr. Choe, Kyong Sok, upon receipt of payment will issue the DA 1992 to the vendor and scan a copy to the Special Events Coordinator for information/file.



# USAG Humphreys Family & MWR - Special Events VENDOR APPLICATION

## VENDOR DETAILS

**DATE SUBMITTED:** \_\_\_\_\_

**ORGANIZATION:** \_\_\_\_\_ **POC's Name:** \_\_\_\_\_

**POC's Phone:** \_\_\_\_\_ **POC's Email:** \_\_\_\_\_

**Vendor Status:**

**Vendor Participation:**

**Event Interested In:**

**Electricity Request:**

**LIST FOOD/ITEMS INTENDED TO SALE:**

**VENDER RESPONSIBILITY:**

- Setup Area will be available as early as 2 hours prior to event
- Vendors must provide their own extension cords, surge protectors and booth decorations
- Remain until the conclusion of the event
- Must sign in at information table before setting up and sign out after clean up.
- Maintain Gate Access to USAG-Humphreys
- Abide by all COVID-19 Safety Measures set by USAG Humphreys

\*NOTE: Menu/Product Items will be approved on a FIRST COME Basis. Which may mean a change in menu will be required based on submissions.

## EVENT INFORMATION

**Event Fundraising:** Opportunity to sell items throughout the duration of the event. Register your Unit, SFRG, Private Organization or Home-Based Business to be a vendor. Fees will apply. Electricity will be provided (110v/220v): Limited Space, First come first serve.

**Goodie Booth:** All necessary supplies, decorations and decor are solely an organization responsibility; Booths are volunteer based. Donation, Fundraising, or exchange of money is not permitted. (Goodie Booths only apply to Easter, Halloween or other specified Special Events.)

**Holiday Lane Contest:** Community Participants are encouraged to bring the creativity and tinsel to decorate your individual ORGANIZATIONS' Tree. FMWR will provide 'ORG TREE' for use (limited availability). Reservations are available on a First-Come, First-Served Basis or space availability. All necessary supplies, decorations and decor are solely an organization's responsibility. Tree Registration/Pickup ends **MON, 23 NOV**. Tree Setup shall be completed **NLT 2 DEC**.

**\*TERMS, CONDITIONS AND STATEMENT OF LIABILITY, ON PAGE 2 OF APPLICATION**  
Return to Special Events at [USAGHSpecialEvents@gmail.com](mailto:USAGHSpecialEvents@gmail.com)  
For more information email or call DSN: 757-1640 / 755-0216

\*\*A complete submitted vendor package is NOT considered approved, until you've received a separate payment notification from FMWR Special Events



# USAG Humphreys Family & MWR - Special Events TERMS, CONDITIONS & STATEMENT OF LIABILITY

The following rules will govern space(s) for the **USAG Humphreys Community-wide Special Event** \_\_\_\_\_

% The contractor shall pay the Installation Morale, Welfare and Recreation Fund (IMWRF) a non-refundable flat fee of \$75 per six-foot table, with a canopy and two (2) chairs. {Applies to Event Fundraising}

& Responsible to provide all labor, materials, equipment, merchandise, supplies and support necessary to present a commercial exhibition and is also responsible to install and dismantle exhibit.

' " The Contractor must have a Korean Business License or be a registered Private Organization or Home Based Business with US Army Garrison Humphreys (USAG-H).

(" Contractor must be in place during operational hours of the event. Contractor 's are responsible for maintaining a clean area and conduct a total cleanup and must remove all items and materials. All waste material must be taken to the dumpster provided. Contractor must then check in with information table prior to leaving.

) " Solicitation of business and the selling of merchandise are allowed within the exhibitor's own space of those goods handled or manufactured by the contractor. Solicitation of business by others within the space is **not** authorized.

\*" The Contractor is not authorized to sublet in whole or in part his space to any other exhibitor unless authorized by the Contracting Officer or his/her authorized representative.

+ " Electrical and plumbing facilities are NOT available at Contractor's spaces. {110v/220v AVAILABLE UPON REQUEST}

, " The IMWRF reserves the right to restrict an exhibit that might be considered undesirable. This restriction includes articles, conduct, dress of models, printed matter or anything objectionable to the IMWRF. Violation of any restriction herein will, at the discretion of the IMWRF, REQUIRES EXPULSION FROM THE AREA.

U" Alcohol, sales and or consumption are strictly prohibited.

- " The USAG-H IMWRF will not be responsible for theft, damage, or loss of sales. Income derived from sales at the event is not subject to any commission. They remain the property of the Contractor.

%\$" The registration agreement cannot be changed, altered, modified or otherwise transferred by either party without written consent of the parties, and will not be considered a joint venture nor partnership between contractor and the IMWRF.

11. Contractors are responsible for all taxes, whether excise, income or any other levies relating to income from the event.

12. Contractors are not authorized a refund, only in the event of inclement weather.

13. We the undersigned, have read, understand, and agree to the proceeding articles.

STATEMENT OF LIABILITY: I agree to release and hold harmless the USAG-H, Family and MWR, and the United States Government from any liabilities for injuries, damages, or losses incurred by me or my property, or caused by government negligence, while being present on, entering into, and leaving the premises for the purpose of participating in the 2020 Events. This release is binding on my heirs, executors and assigns. In addition, I agree to indemnify the U.S. Government for any damages I cause while participating in said event.

**Signature of Vendor:**

**Received by Special Events Coordinator**

**Signature:**

**Date:**

**Signature of NAFI Representative:  
Date:**

Director of Family and MWR: HEATHER M. RAY  
ADDRESS: BLDG 12601, 2<sup>ND</sup> FLOOR  
USAG HUMPHREYS, APO, AP 96271-5228  
DSN: 755-2681