

Ansbach Family and MWR Community Bazaar

Vendor Application

Greetings Bazaar Vendor,

You are cordially invited to join us at the next Ansbach Community Bazaar:

MAY 1st – 3rd 2020
Friday – Sunday

1. **LOCATION:** Bldg. 9033 Katterbach Fitness Center (Katterbach Kaserne).
2. **VENDOR Percentages:** Vendor will receive **85-87%** of their total sales, per your BPA contract terms.
3. All sales transactions will be processed by FMWR personnel at designated payment stations. **Vendors are not authorized to accept any form of payments.** Credit card surcharge fee of **2.0%** will be deducted from final bill for all credit card sales.
4. Vendors are only authorized to sell items that are listed on their BPA Contract on file at NAF Contracting. FMWR reserves the right to review this listing and exclude items that were part of contract.
5. All merchandise will be clearly identified with the sales price in **US Dollars**. For merchandise marked in Euros, the official DFAS Exchange rate must be clearly posted for customers.
6. Vendors are expected to be present during the Bazaar operating hours and will not tear down their stations prior to the closure of the Bazaar before 1700 on the final day of the Bazaar.
7. Space Fees will be collected upon check-in following final space confirmation, and may be made in USD, EURO, MasterCard, VISA or Maestro/EC.
8. Equipment used in your space must be serviceable and meet CE safety/fire requirements. It is vendor's responsibility to ensure that tables, benches and other displays are safe and secure for use in a public space. Vendors must pass a safety and fire inspection prior to the start of the bazaar.
9. Vendors will not damage tables, benches, walls, ceilings, or floor with nails, tape, glue or any other devices while setting up or operating their concession and will be held responsible for any damages. Vendors will breakdown and remove all bulk trash and sweep their stations prior to departing the facility on the final day of the bazaar.
10. Gate Access will be provided when you submit your ID documents, background checks and vehicle information to the event POC. **All documents must be current and valid for duration of event. Valid security documents are the responsibility of the vendor. You must submit documentation at least 4 weeks prior to event date - not later than 1 APRIL 2020 - to the event organizer (POC).**
11. Submittal of this document does not guarantee bazaar participation. Bazaar POC will reply to you via email if you have been accepted or not as a vendor in this Bazaar.
12. **Organizers:** Ryan Moran (+49) 09802-83-7297. Handy (+49) 0160-989-05896

Vendor (RecTrac Transcode) # _____
Internal Use Only

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13. Space Fees:

Early bird discount. Please return this application by **29 FEB 2020** to secure the discounted fee!

Early Bird Pricing: 1-2 spaces cost **\$75 each**. Each additional space over 2 costs \$100 each.

Example: 2 spaces cost \$150. 3 spaces cost \$250.

Standard Pricing: (**After 29 FEB**): 1-2 spaces cost **\$120 each**. Each additional space over 2 costs \$150 each.

Example: 2 spaces cost \$240. 3 spaces cost \$390.

By returning this form I understand and agree to the terms and procedures listed above.

VENDOR/BUSINESS NAME: _____

BPA CONTRACT # (Government Contract #): _____

E-MAIL: _____ **PHONE:** _____

PRODUCT TYPES: _____

SPACES REQUESTED (Size = 3x3 meters ea.): _____ **TABLES #** _____ **BENCHES #** _____

ELECTRICAL OR OTHER REQUIREMENTS (# of outlets): _____

Every effort will be made to support these requests, but cannot be guaranteed

PRINTED NAME: _____ **SIGNATURE:** _____ **Date:** _____

Please check box below and return this application to the e-mail addresses below:

I WILL ATTEND: ☐ YES ☐ NO ☐ Please invite me to the next bazaar:

→ → → Return Form by Email to ryan.m.moran.naf@mail.mil

LOCATION & GATE ACCESS

Katterbach Main Gate: 8 km east of 91522 Ansbach on the B-14. GPS: 49.311923, 10.652522.

Bazaar Location: Katterbach Fitness Center, building 9033

DOORS OPEN FOR SETUP: Thursday, 30 APR 2020: 0900-1800. Friday, 1 MAY 2020: 0900-1200

BAZAAR HOURS: Friday, 1 MAY – Doors Open for Vendors: 0900. Bazaar Hours: 1200-1900
Saturday, 2 MAY – Doors Open for Vendors: 1000. Bazaar Hours: 1100-1800
Sunday, 3 MAY – Doors Open for Vendors: 1100. Bazaar Hours: 1200-1700

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