



GENERAL INFORMATION

The 2017 Fort Riley Christkindl Market is quickly approaching! Christkindl is a German themed craft fair highlighting local vendors with homemade products. Additional enhancements, such as Santa, facepainting, and cookie decorating are located throughout the event venue. This year, Christkindl will be held on Saturday, December 2nd from 9am-3pm at Riley's Conference Center. We typically have between 2,500-4,500 patrons come through each year and peruse vendor's goods.

REGISTRATION/FEEES:

Vendors: Individuals or organizations selling a product or service.

Examples: candles, jewelry, bags, crafts, etc.

Fee: \$60/booth

Electricity: additional \$10

Important: Vendors *MUST* fill out at the enclosed solicitation permit. This gives you permission to sell goods on post.

BOOTH SPACES: One (1) 8ft table with two (2) chairs will be provided per booth purchased with approximately 3-5 feet of space behind each table for you to sit/stand and store extra items. You may bring extra tables or display shelves, as long as you remain within your designated booth space (approximately 8' x 6').

ELECTRICITY: Electricity is provided at an additional cost of \$10. If you require electricity, be sure to request it on your registration form. We will run extension cords to the individual booths. Extensions cords **WITHIN** the booth space will not be available.

ACCESS TO POST: Due to increased security measures, anyone coming on post needs to have a background check completed. To decrease your wait time, ALL non-DoD card holders *must* fill out and complete the attached access pass information. All non-DoD card holders will need to enter through Henry Gate/Marshall Airfield, exit 303 on Hwy I-70.

CANCELLATIONS: Anyone cancelling before November 17 will be provided a full refund; however, cancellations made November 18 or later will not be provided any refund. Additionally, anyone who does not submit their access pass to Taylor Ferrarin prior to November 17 and is subsequently denied entry to post will not receive a refund.

SET UP & TEAR DOWN TIMES:

Set up: Set up will be available on both Friday and Saturday. Friday, December 1, set-up is from 4:00p-7:00p. Saturday set up begins at 6:30am. A limited amount of carts and dollies will be available for your

use. **Please note: we are not responsible for items left at the Conference Center overnight or during set-up times.**

Tear Down: Teardown will begin at 3:00pm. **Please do not begin teardown early.**

INTERNET: There is no free wireless internet access at this facility; however, you may purchase wireless internet the day of the event for \$9.50/day. You may also use a cell phone or hot spot; however, we cannot guarantee the signal strength within the facility. We do apologize for the inconvenience.

TAX: It is the vendor's responsibility to comply with state and local tax regulations. Fort Riley falls within Geary County, therefore, state and county taxes will apply. The Geary County tax rate is currently 7.75%. Please contact the Kansas Dept. of Revenue for more information at 785-368-8222.

SMOKING: There is no smoking in the event area. There are designated smoking areas outside that will be marked for your convenience.

PARKING: Parking for vendors will be located at the northern most parking lot, furthest away from the facility. This is to give YOUR customers easy access to the facility.

LIABILITY: Please have your booth staffed throughout the day and take precautions to protect your materials. We are not responsible for items left unattended. It is the vendor's responsibility to have liability insurance to cover loss or damage to property and sales items.

CASH: We have an ATM on site which many customers utilize. The ATM only distributes in increments of \$20.00, so please make sure you have plenty of cash on hand. We are unable to provide change for vendor's large bills.

HOW TO REGISTER.

Registration begins immediately. Spots will fill up quickly, so register early!! Simply complete and return the enclosed registration form, solicitation permit, and access information (if needed), along with payment. All vendors **MUST** complete the attached solicitation permit in order to sell items on post. *Payment is required at the time of registration.*

Please email or mail ALL applications to:

taylor.m.ferrarin.naf@mail.mil

-OR-

DFMWR Special Events

Attn: Taylor Ferrarin

500 Huebner Rd.

Fort Riley, KS 66442

Don't have a scanner? You can even take a picture of your registration and email it!

PAYMENTS:

Checks/cash: Checks or cash may be mailed with registration to the above address. Checks should be payable to IMWRF.

Credit cards: Credit cards may be processed over the phone at 785-239-2807

Christkindl Market 2017

Registration Form

Business Name

Point of Contact

Phone

Address

City

State

Zip

Email Address (*Required! All information will be sent via email*)

Payment

Booth Fee _____ \$60 per booth

Number of Booths _____

Electricity \$10.00 _____ Yes _____ No

Please calculate your total amount based off the provided list.

STOP!

Did you include your solicitation permit and access pass? All vendors must complete the solicitation permit. All non-DoD cardholders must complete the access pass information.

Checks/cash: Checks or cash may be mailed with registration to the above address. Checks should be payable to IMWRF.

Credit cards: Credit cards may be processed over the phone at 785-239-2807.

Please email or mail all applications to:

taylor.m.ferrarin.naf@mail.mil

-OR-

Taylor Ferrarin
Special Events
500 Huebner Rd.
Fort Riley, KS 66442

Don't have a scanner? You can even take a picture of your registration and email it!

Access Pass

Any non-DoD Cardholders attending with your booth will need to fill out the below information for each person.

Last Name	First Name	M.I
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Date of Birth	M F	Sex
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Driver's License Number (If DL#, SS# is required)	State
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Email Address (If no email address, phone number is required)

Last Name	First Name	M.I
-----------	------------	-----

Date of Birth	M F	Sex
---------------	-----	-----

Driver's License Number (If DL#, SS# is required)	State
---	-------

Email Address (If no email address, phone number is required)

Last Name	First Name	M.I
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Date of Birth	M F	Sex
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Driver's License Number (If DL#, SS# is required)	State
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Email Address (If no email address, phone number is required)

Solicitation Permit

APPENDIX C

APPLICATION FOR SOLICITATION PERMIT-FORT RILEY, KANSAS

Note: Any knowing and willful false statement on this application is punishable by fine or imprisonment (18 U.S.C. 1001). For a complete description of regulations on Fort Riley, see FR Suppl 1 to AR 210-7.

Name/Phone Number of
Solicitor: _____

Company Name, Address and Phone Number:

Type of product you are selling:

The following statements must be signed by the Applicant/Agent and the President, Vice-President, or District Manager of the Company. The Company and the Agent warrant the following:

1. The Company listed above is presently licensed to sell in the State of Kansas (if required) and all State regulations for selling on this installation will be followed. Any change in license status will be reported to Commander, Fort Riley, ATTN: IMWE-RLY- (Solicitation Office), Fort Riley, Kansas 66442-6400. We understand that it is our responsibility to find out State regulatory requirements.
2. The company listed above also agrees to disclose (and attach hereto) the names of other business organizations or firms for which it has a controlling interest and/or for which it serves as an exclusive agent in the State of Kansas.
3. The company listed above agrees to report when this agent is terminated or transferred.
4. The agent's and/or company solicitation privileges are not currently suspended, denied or revoked, and have not been suspended, denied or revoked within the last five years. The agent and/or company is not currently and has not been barred from any installation for any reason. If previously denied, suspended, or barred, list on a separate page, dates, location and circumstances surrounding the suspension/denial/debarment action.

5. The company listed above assumes full responsibility for compliance by its agent(s) with AR 210-7 and with any regulations promulgated or published by Fort Riley relating to solicitation on military installation.

6. This statement will be updated annually, or within 30 days of a change affecting any of the required information. It is understood that failure to promptly update this application may result in revocation of the agent's and/or company's solicitation privileges.

(Applicant/Agent)

(President, Vice President or
District Manager)

(Date)

(Date)