

FREEDOM FEST 19

**MINOT AFB
5 JULY 2019
4:00 PM - DUSK**

PRIVATE ORGANIZATION FUNDRAISING OPPORTUNITY

VENDOR INFORMATION

REGISTRATION

- Now to 17 May 2019.
- Cost: \$80 for a booth space. A \$50 cleaning deposit will be returned from total cost if all requirements are met.

SELECTION

- Vendors can sell food or beverages, create an activity or offer a game!
- All applications will need to list 2 food or activity selection options.
- 1 selection option will be approved by an FSS representative.
- Selections are made on a first come, first served basis.

REQUIREMENTS

- All vendors selected must attend a mandatory public health and safety briefing or they will be disqualified to participate.
- All POs will be required to sign a concessionaire contract with 5 FSS.

Email all applications to 5FSS.FSCA.MinotOrgCoord@us.af.mil
Applications can be found at 5thforcesupport.com under "Private Organizations"

5th Force Support Squadron (5 FSS) Event

PRIVATE ORGANIZATION (PO) BOOTH APPLICATION 2019

1. **Name of PO:** _____

Please print full organization name (no abbreviations or acronyms) that is registered with the 5 FSS PO Office. The PO must be in current good standing and hereby acknowledges the event as an 5 FSS event and will comply with their requests and regulations as stated in the following:

- a. DoDI 5500.7-R, *The Joint Ethics Regulation (JER)*
- b. AFI 34-223, *Private Organizations Program*
- c. AFI 36-3101, *Fundraising*
- d. Event Guidelines, Restrictions, & Information disseminated at the **mandatory** PO Briefing

2. **PO Point of Contacts:** (Names, telephone numbers, and non-military email addresses are all required. At least one of the individuals identified **must be** available to contact during the event.)

INFORMATION	Point of Contact (PRIMARY)	Point of Contact (ALTERNATE)
First and Last Name		
Primary Phone Number		
Cell Phone Number		
Personal Email Address		

3.

PO Booth: Specifically, list primary and alternate item for sale at the PO booth (i.e. food, games, and suggested prices). PO may not sell any item that has not been approved by the 5 FSS representative.

Do not list drinks, unless that will be the sole item for sale (i.e. floats, lemonade, etc.) All non-alcoholic beverages (sodas & waters) will be sold for \$1.00.

	PRIMARY	ALTERNATE
Name of Item for Sale		
Suggested Price		

4. All qualified POs will be selected on a first come, first serve basis and will be notified.
5. At least one PO representative **must be** present at the scheduled mandatory PO Briefing.
6. The participation fee to fundraise at the event is outlined in the Event Guidelines. Payment is due at the mandatory PO Briefing to the 5 FSS representative. Return application via e-mail to MinotAFBPrograms@gmail.com.
7. All individuals that work/volunteer at the PO booth must have read and understand the event guidelines. Furthermore, the primary and alternate points of contacts are responsible to ensure that all personnel have been trained on safety, fire, and public health standards.
8. Please email MinotAFBPrograms@gmail.com with any questions.

5th Force Support Squadron (5 FSS) Event

PRIVATE ORGANIZATION (PO) BOOTH APPLICATION 2019

By initialing each statement below and signing this agreement, the private organization (PO) agrees to comply with the following and any other event guidelines set forth by 5 FSS. Violation(s) may result in immediate suspension from 5 FSS special event fund raising and your PO will receive a written letter with infraction identified. Furthermore, your PO understands that the 2019 Minot AFB Independence Day Celebration, Freedom Fest, is subject to change or cancellation.

_____ If your organization successfully meets all the application criteria and is selected to participate, the participation fee will be **\$150 inclusive of \$50 cleaning deposit which will be refunded, if all requirements are met.** Cash or checks only. Payment is due at the mandatory PO Briefing to the 5 FSS representative. Payable to: "5th Force Support Squadron".

_____ All food, ice, supplies (i.e. charcoal, plates, etc), equipment (i.e. grills, preparation tables, fire extinguishers, etc.), tent, and any other items needed to operate the booth is the responsibility of the PO.

_____ POs may check-in and begin setting up their booths on **Friday, 5 July at 0800** Items may not be dropped off earlier than the designated date and time. **Vehicles must clear the event area on 5 Jul by 1400.**

_____ PA/Microphone systems, children under the age of 16, alcohol, drugs, animals, and pets are not allowed in the booth areas. POs are **prohibited** from selling, serving, and/or consuming alcohol. No items in glass bottles/containers are allowed in the booth area.

_____ Complying with Public Health, Safety, and Fire Prevention requirements are the responsibility of the PO. PO's are subject to inspection at any time during Freedom Fest (1600-2200).

_____ All on-base locations are approved (safe vendors) to source any food items or consumables. If the PO wishes to purchase any consumable, food item, or cooking product off-base, please contact Public Health.

_____ All grills must be operated outside of the tents. Additionally, all on-site cooking **requires a fire extinguisher** provided by the PO and approved by the Fire Department.

_____ 5 FSS provides an assigned booth space (**20 ft x 20 ft**). POs are to stay within their assigned space and sales are to be made up to 5 ft in front of the booth space. Please **do not encroach** on empty side spaces, sidewalks, or other areas; these are vacant by design due to safety and fire requirements.

_____ POs must dispose/cleanup all trash to include spilled oil/food items in the respective booth space.

_____ All POs must be recognized by the 86 FSS Private Organization Office in accordance with AFI 34-223, *Private Organizations Program*, before **Wednesday, May 1 2019**.

(Private Organization Representative Print Name & Signature)

(Date)