



# Fort Leonard Wood Family & MWR Event Vendor Application

Attn: Installation Wide Events

16593 Piney Hills Drive

Fort Leonard Wood, MO 65473

Application, Security Form and Payment due by \_\_\_\_\_

Applying for the following event: Select One

Contact Person Name: \_\_\_\_\_

Website: \_\_\_\_\_

Company Name: \_\_\_\_\_

What I am selling: \_\_\_\_\_

Title: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Business Telephone: \_\_\_\_\_

Contact cell phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**REQUIRED VENDOR FEE/SPACE:** *Cost depends on size and scope of event:*

Product Vendor: \$50-\$300 / per 10'x10' empty space

Food Vendor: \$50-\$800 / per space (electric is an additional charge)

**Optional Rentals:** (NOT included in vendor fee), please indicate your desired rental item AND quantity for (Tents/tables are limited and will be rented on a first come first served basis):

Folding Table (optional): \$25 (subject to availability): Yes ☐ How Many Not Required ☐

10'x10' Pop up Tent (optional): \$50 (subject to availability): Yes ☐ How Many Not Required ☐

Pair of folding chairs: (optional): \$15 (Subject to availability): Yes ☐ How Many Not Required ☐

**\*NOTE:**

☐ As a Vendor I understand that this event is outdoors, rain or shine and potential for warmer severe weather. No Refunds  
*Refunds for extenuating circumstances may be requested through the DFMWR.*

TOTAL DUE: \$ \_\_\_\_\_ TOTAL ENCLOSED: \$ \_\_\_\_\_

☐ Vendor Understands: Completion of this application does not guarantee you a space at the MWR Event.

Family and MWR will review all applications on a first-come, first-served basis. If you are an approved vendor, you will be notified by Fort Leonard Wood MWR via email. Space is not secured until payment is received. **Please allow us time to process applications.**



## Fort Leonard Wood Family & MWR Event Vendor Application

Attn: Installation Wide Events  
16593 Piney Hills Drive  
Fort Leonard Wood, MO 65473

### Intending to be legally bound, Vendor agrees as follows:

- BOTH VENDOR APPLICATION AND PAYMENT FORM MUST BE RETURNED!**
- Each vendor is required to provide their own liability insurance and DFMWR is not held responsible for any property of the vendor or party members of the vendor.
- The site fee must be paid in full no later than \_\_\_\_\_. Your site location will be assigned based upon arrival on the day of event.  
Due Date
- Set up must be completed by \_\_\_\_\_ Time \_\_\_\_\_ Date \_\_\_\_\_ and removal completed no later than \_\_\_\_\_ Time \_\_\_\_\_ Date \_\_\_\_\_. Vendors may begin setting up at \_\_\_\_\_ Time \_\_\_\_\_ Date \_\_\_\_\_. Vendors are responsible for cleaning up their vendor space.
- All food vendors are subject to an area/kitchen inspection by Army Preventative Med.
- Vendors will **NOT** sell any alcoholic beverages or products.
- All Vendors, their Staff and Guests are required to undergo a Security Check to access the installation.
- Though we try to avoid it, there may be other vendors selling like items. We do not guarantee product or brand exclusivity.
- FMWR reserves the right of discretion of items for sale. If FMWR deems an item for sale inappropriate, vendor must pull the item.
- Only family-friendly items are allowed for sale.
- The vendor area will have general lighting. Vendors are encouraged to bring additional battery powered lighting, or lanterns to illuminate their vendor space.
- Vendors are to come self-sufficient. Vendors will be provided a 10'x10' empty space to setup their booth. Unless rented from the MWR Rental Warehouse, tables and tents will not be provided. Rentals from the MWR Warehouse requires an additional reservation and cost.
- If there are no electrical connections available, if needed and approved, vendors may provide their own generator.
- Spots will be designated when vendors arrive.
- A visitor pass will be required for all vendors, and their drivers, guests, or helpers etc.
- Fees can be paid via: cash, check, or credit card.

Any questions should be directed to Shawn Koehler, Special Events Coordinator, USAG Fort Leonard Wood Family & Morale, Welfare, and Recreation at, 573-596-6913, [shawn.v.koehler.naf@army.mil](mailto:shawn.v.koehler.naf@army.mil)

### Your completed application and security should be mailed or dropped off to:

**MWR Installation Wide Events, Attn: Shawn Koehler, 16593 Piney Hills Drive, Fort Leonard Wood, MO 65473.** Please include the applicable vendor fee, application and all security forms. Payment may be paid by check, credit card or cash.

**All fees are non-refundable** (no exceptions). Please make checks payable to MWR Fort Leonard Wood. Upon acceptance of the application, we shall have an agreement. All fees are due by \_\_\_\_\_

Fee Due Date

Visitor Pass online: [https://pass.aie.army.mil/steps/branch\\_selection](https://pass.aie.army.mil/steps/branch_selection)

The undersigned represents that the Vendor information above is true and correct, the undersigned is authorized to sign this document, and the Vendor agrees to all of terms and conditions above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print name & title

| OFFICE USE ONLY                                                     |       |
|---------------------------------------------------------------------|-------|
| DATE RECEIVED                                                       | NOTES |
| APPROVED <input type="checkbox"/> WAITLIST <input type="checkbox"/> |       |
| DATE EMAILED                                                        |       |
| DATE PROCESSED                                                      |       |
| PROCESSED BY                                                        |       |