

Vendor Info and Agreement Form (18 FSS Programs and Events)



Eligible participants will have:

¹. Legal approval to conduct off-duty business (as applicable) and ². Merchandise available for retail.

FULL NAME:	BUSINESS NAME:
EMAIL:	PCS DATE:
WEBSITE/BUSINESS PAGE URL:	PHONE NUMBER:
IS THIS A MULTI-LEVEL MARKETING BUSINESS? If yes, list the MLM company:	PAYMENT METHODS ACCEPTED: <input type="checkbox"/> Yen <input type="checkbox"/> USD <input type="checkbox"/> Credit Card <input type="checkbox"/> Other:
SELECT ONE: <i>*SOFA Sponsored persons (AD, Spouses, DoD, Contractors) must submit command approval to engage in private employment*</i> <input type="checkbox"/> ACTIVE DUTY/SPOUSE <input type="checkbox"/> DoD/GS EMPLOYEE <input type="checkbox"/> CONTRACTOR <input type="checkbox"/> LOCAL NATIONAL 日本国民	
DESCRIBE YOUR COMPANY AND THE TYPE OF PRODUCTS/ITEMS TO BE SOLD:	
VENDOR AGREEMENT: Please read and initial	
Vendor Participation: Depending on the Event/Program, participation can be determined ¹ . On a first come, first served basis OR ² . Through a competitive application process. All Events/Programs are 'Rain or Shine'. _____ 1	
Multi Level Marketing Vendor Participation: To avoid multiple vendors selling the same retail items, only one MLM company may participate at a time. In the event multiple vendors register selling the same MLM items, only the 1st vendor to register will be allowed to participate. Schilling will contact the other vendors to issue a refund. (Ex: Once a vendor registers selling 'Scentsy' items, no additional 'Scentsy' vendors may register. However, other essential oil MLM companies may continue to register). _____ 2	
Payment Fees: Fees are due at the time of registration. Fee includes (1) table, (1) chair, and (1) booth space. Equipment must be returned at the end of the program. Additional tables/chairs are allowed but must be self-provided. Additional canopies are prohibited. Limit (1) space per vendor/business. A vendor with two separate businesses may reserve up to (2) spaces but is welcome to host them both in one space. _____ 3	
Refunds and Cancellations: ¹ . Vendors that provide at least 72 hours notice of cancellation will be granted a full refund. ² . Vendors that 'NO CALL NO SHOW' will be prohibited from participating at any future FSS event. ³ . Full refunds will be issued if the program is cancelled. _____ 4	
Code of Conduct: This is a professional environment, Vendors must: ¹ . Be 16 years of age or older, ² . Remain at their booth the entire duration of the Event/Program, ³ . Bring their own change, ⁴ . Dispose of their own trash. _____ 5	
Prohibited Retail Items and Equipment: ¹ . Adult Novelties, ² . Cooking on site, ³ . Live Animals/Fires, ⁴ . Gas generators _____ 6	
Liability: Schilling Community Center is not responsible for: ¹ . Damage to a vendor's merchandise, ² . Providing Kadena AB access/escorting vendors, ³ . Providing power/electricity. _____ 7	
Schilling Community Center will determine tent space assignments and will not correspond with vendors regarding placement. _____ 8	
Vendors must comply with all memoranda, bulletins, and letters issued by Schilling Community Center. Vendors that do not comply will be shut down immediately, removed from the event, and denied any future participation. _____ 9	

I HAVE READ AND UNDERSTAND THE VENDOR AGREEMENT:

Vendor Signature

Date

If you have any questions/concerns, please contact the Schilling CC Programs Manager.

Natalia Pollastrini, DSN: 634-0694 or Email: natalia.pollastrini.1@us.af.mil