



<b>FULL NAME:</b>	<b>BUSINESS NAME:</b>
<b>EMAIL:</b>	<b>PCS DATE:</b>
<b>WEBSITE/BUSINESS PAGE URL:</b>	<b>PHONE NUMBER:</b>
<b>IS THIS A MULTI-LEVEL MARKETING BUSINESS?</b> If yes, list the MLM company:	<b>PAYMENT METHODS ACCEPTED:</b> <input type="checkbox"/> Yen <input type="checkbox"/> USD <input type="checkbox"/> Credit Card <input type="checkbox"/> Other:
<b>SELECT ONE:</b> <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	
<b>DESCRIBE YOUR COMPANY AND THE TYPE OF PRODUCTS/ITEMS TO BE SOLD:</b>	

**VENDOR AGREEMENT: Please read and initial**

**Vendor Participation is determined on a first come, first served basis.** This program is rain or shine--in case of inclement weather, the program will be moved inside to the Ballroom. The weather call will be made at 0800 on the \_\_\_\_\_ 1 morning of the program.

**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 \_\_\_\_\_ 2 companies may continue to register).

**Participation fee for Market Day is \$30 and payment is due at the time of registration.** Fee includes (1) table, (1) chair, and (1) 9ft x 12ft of tent space. Equipment must be returned by 3pm. Additional tables/chairs are allowed but must be self-provided. Additional canopies are prohibited. Limit (1) space per vendor/business. A vendor with two \_\_\_\_\_ 3 separate businesses may reserve up to (2) spaces but is welcome to host them both in one space.

**Refunds and Cancellations:** <sup>1</sup> Vendors that provide at least 72 hours notice of cancellation will be granted a full refund. <sup>2</sup> Vendors that 'NO CALL NO SHOW' will be prohibited from participating at any future FSS event. <sup>3</sup> Full refunds \_\_\_\_\_ 4 will be issued if the program is cancelled.

This is a professional environment, Vendors must: <sup>1</sup> Be 16 years of age or older, <sup>2</sup> Remain at their booth the entire \_\_\_\_\_ 5 duration of Market Day, <sup>3</sup> Bring their own change, <sup>4</sup> Dispose of their own trash.

Prohibited: <sup>1</sup> Adult Novelties, <sup>2</sup> Cooking on site, <sup>3</sup> Live Animals/Fires, <sup>4</sup> Gas generators (ODR rental generators OK) \_\_\_\_\_ 6 Schilling Community Center is not responsible for: <sup>1</sup> Damage to a vendor's merchandise, <sup>2</sup> Providing Kadena AB \_\_\_\_\_ 7 access/escorting vendors, <sup>3</sup> Providing power/electricity.

Schilling Community Center will determine tent space assignments and will not correspond with vendors regarding \_\_\_\_\_ 8 placement.

Vendors must comply with all memoranda, bulletins, and letters issued by Schilling Community Center. Vendors that \_\_\_\_\_ 9 do not comply will be shut down immediately, removed from the event and denied any future participation.

**I HAVE READ AND UNDERSTAND THE MARKET DAY 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

