

86th Force Support Squadron (86 FSS) Fall Fest 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 86 FSS PO Office. The PO must be in current good standing and hereby acknowledges the event as an 86 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 food item for sale at the PO booth. Organizations are requested to have food be "fall themed." PO may not sell any item that has not been approved by 86 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 fall food 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 86 FSS representative. Return application via e-mail to 86fss.privateorgs@us.af.mil, as outlined in Event Guidelines.
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. Failure to comply with established policies and procedures may result in a loss of privileges to participate in future 86 FSS special events up to 1 year from the date of infraction.
9. Please call 480-8728 or email 86fss.privateorgs@us.af.mil with any questions.

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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 86 FSS. Violation(s) may result in immediate suspension from 86 FSS special event fund raising and your PO will receive a written letter with infraction identified. Furthermore, your PO understands that the 2019 Fall 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 **\$50 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 86 FSS representative. Payable to: "86th Force Support Squadron".

_____ POs may accept euro for sales at the event. Euro Exchange Rate: \$1.00 = €1.00

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

_____ POs may check-in and begin setting up their booths on **Friday, 25 October at 1200**. Items may not be dropped off earlier than the designated date and time. **Vehicles must clear the event area on 27 October by 1200.**

_____ 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.

_____ 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.

_____ 86 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 **Tuesday, 1 October 2019** and up to date.

(Private Organization Representative Print Name & Signature)

(Date)