

**86th Force Support Squadron (86 FSS) Event**  
**2019 FALL FEST**  
**EVENT GUIDELINES**

1. **Report any mishaps/incidents, as soon as possible, to the 86 FSS PO Office to [86fss.privateorgs@us.af.mil](mailto:86fss.privateorgs@us.af.mil). Information must include name of the individual involved, date and time of mishap, location and type of mishap or injury.**
2. Hours of Operation: Saturday, 26 October 19 from 1100-1600.
3. **All POs are responsible for the safety of their own volunteers and space.** The booth must be operated by PO personnel/volunteers (16 and older). Children under the age of 16 will not be allowed in the PO space.
4. Electricity will NOT be provided for this event.
5. If grilling, POs must provide a small container for ashes at their respective space. Do not put unused charcoal in the trash containers. It is the responsibility of the PO and representatives to remove used and unused charcoal from space.
6. POs must have appropriate fire extinguisher (U.S. or European equivalent) in the PO space. At least a 10-20 pound class ABC fire extinguisher and if frying or cooking with grease a class K/F fire extinguisher will be required. These items will be inspected and must meet AF standards. Use of government fire extinguishers is not authorized.
7. POs must properly dispose of oil and grease. Grease traps will not be provided. PO is responsible for removing grease/oil spills in their space. For oil/grease removal, PO is responsible to purchase Kitty litter, if needed.
8. Vehicles will not be authorized on event grounds during the event! All vehicles must be cleared by 1100 on 26 October.
9. PA/Microphone systems, explicit language, drugs, fireworks, animals, and pets are not allowed at the event.
10. Organizations must stay within the confines of their booth. Sales can be made up to 5 ft in front of booth space.

**SET UP**

1. Booth set up will begin on 25 October at 1200. Set up continues on 26 October at 0800 until the event begins. All large tents, booths, etc. must be in place by 26 October at 1100.
2. When setting up a tent it must be properly sand bagged or tied down. No stakes of any kind will be driven into the concrete/asphalt. NOTE: Weather in Germany can be unpredictable. It can be cold, rainy and extremely windy. Tents might be subject to wind damage, as sand bags do not always secure the structure adequately. Please consider this when deciding on booth type or tent set up.
3. Fire, Safety, and Public Health will conduct their inspections before the event begins. **Safety, Fire, Public Health Inspections must be passed and 86 FSS must approve to open to the public.** PO representative must be present.
4. Structures, stairs, and makeshift floors must be safe and in sound condition. Ensure nails do not protrude from the woodwork.

5. Each PO is responsible for providing trash bags, a trash container, a broom and dust pan in their space. All trash generated within each space is the responsibility of that PO for disposal in the appropriate dumpster. Do not use the FSS trash cans for your trash, find and use the nearest dumpster.

## **TEAR DOWN**

1. Space needs to be cleared **NLT 1200 on Sunday 27 October**. This includes the removal of all items brought by the PO and trash must be placed in the event dumpsters. The primary or alternate points of contacts identified on the PO booth application must be present or designate a representative, in writing, that may accept the cleaning deposit on their behalf. The individual must be aware of the tear down procedures. Failure to clear the space and/or check out with 86 FSS by 1200 on Sunday 27 October, will result in PO forfeiting its \$50.00 cleaning deposit to 86 FSS.

## **RESTRICTIONS**

1. Commercial (for profit) food service providers are prohibited from operating on base unless under contract with 86 FSS or AAFES. Therefore, POs may not sub-contract with commercial food service providers to operate the food booth. This does not preclude POs from renting equipment and/or purchasing supplies from commercial food service providers. However, the POs may not acknowledge any commercial sponsorship or advertise on behalf of any commercial enterprise during the event.
2. POs must limit their resale activity to items approved by FSS.
3. With the exception of coffee and tea served as beverages, rationed items will not be sold.
4. Tobacco and Alcohol resale during an 86 FSS event is prohibited.
5. If mobile payment devices are used, the organization assumes all liabilities. It is the organization's responsibility to ensure the card holder's protection. 86 FSS and the Fall Fest event are not liable for any problems caused.
6. Military Uniforms are not authorized while setting up or tearing down PO booths. Military personnel must wear civilian clothes while working in PO booths. Use of military vehicles is strictly prohibited during the entire period of the event.
7. Alcohol of any kind is not authorized in booths. Volunteers cannot drink alcohol before or during their shift.