

An illustration at the top of the logo shows various kitchen items: a whisk in a bowl, a rolling pin, a ball of yarn, and a small heart. Below this illustration, the words 'HOMEMADE' and 'FOOD & CRAFT' are stacked in a bold, black, serif font. A horizontal line separates 'FOOD & CRAFT' from the word 'MARKET' below it, which is also in a bold, black, serif font.

HOMEMADE FOOD & CRAFT MARKET

1. The following participants are eligible to apply: DoD and NATO ID cardholders or Local national vendors with base privileges. Local national vendors without base privileges are not authorized to participate.
2. To ensure a fair process, applications will only be accepted between 01 August and 01 September. If space is available vendors will still be accepted until 1 week prior to the events.
3. The Ramstein Community Center reserves the right to determine table space locations and approve vendor's participation.
4. **Submit your application starting 01 August.** Any application sent before 01 August will not be reviewed. Applications may be submitted through email or in person. If sending your application via email, please send application to **BOTH ramcomcen@gmail.com and 86fss.ramsteincommunitycenter@us.af.mil**. If you are submitting your application in person, be sure to stop by during our regular work hours (Monday-Friday from 1100-1700).
5. All refunds, cancellations or changes must be made through Ramstein Community Center. The selling of tables between vendors is strictly prohibited. Unauthorized table transfers will not be honored by Ramstein Community Center and the seller/buyer's table(s) will be forfeited.
6. Direct sales products/vendors are strictly prohibited from participating in the Homemade Food & Craft Market. Direct sales advertisements using business cards, table cloths, banners, other marketing materials or showcasing products, even if it is not being sold, is prohibited.
7. No refunds will be authorized past 14 days prior to the start of the Homemade Food & Craft Market. Vendors who are a no-show for the event will not receive a refund and will automatically be ineligible to participate in the next fair; if disqualified vendor is already signed up for the next market, they will be removed and refunded.
8. Tables that are not set up by 0930 on the first day of the market (Saturday), will automatically be forfeited. If you are running late, please message Ramstein Community Center's Facebook page or email ramcomcen@gmail.com and 86fss.ramsteincommunitycenter@us.af.mil or call Front Desk 06371-47-6600.
9. Vendors must remain open for the **ENTIRE DURATION** of the events' operational hours – no tear down prior to 1700. The only exception to this rule is if a vendor is sold out/injured/ill. However, before you close/start packing up, the Ramstein Community Center Programmer/staff member in charge of the event **MUST BE NOTIFIED**.
10. No taping, nailing, or modification of any sort is allowed on the facility's windows, walls, mirrors, ceiling, ceiling fans, theater lights or other equipment. No changing the table placement is allowed.
11. All tables and chairs must be folded up and trash must be removed at the end of the event. Boxes must be broken down before they are put in the trash receptacles. Larger sized trash and boxes must be taken to the dumpsters located at the back end of the parking lot behind Pizza Gallerie.
12. Items sold at the market must be antique, handcrafted or homemade. Vendors selling food/beverages are required to obtain a food handler's certificate from the Public Health Food & Sanitation Office #06371-46-2499. All food items need to be wrapped and can only be consumed outside. Failure to display certificate during the event will result in forfeiture of table and refund. No store bought food or beverages are allowed to be sold during the event.
13. Converters or extension cords are the responsibility of the vendor and will **NOT** be supplied by the Ramstein Community Center.
14. Organizations registered as a Private Organization (booster clubs, PTA's, spouse clubs, etc.) must also complete the fundraiser request form found at 86fss.com. The form can be submitted by email to 86fss.privateorgs@us.af.mil. Please be sure that the Community Center staff has signed off as Facility Manager in box A. Forms must be submitted no less than two weeks in advance.

Failure to comply with any of the above mentioned rules will automatically disqualify you from participating in the next/future fairs. Sign and date if you have read and understood our policies.

Signature

Date



<i>OFFICIAL USE ONLY</i>	
OCT 1 - 2:	_____
NOV 5 - 6:	_____
DEC 3 - 4:	_____
RECEIPT #:	_____
STAFF INITIAL:	_____

VENDOR NAME: _____

SPONSOR NAME: _____ BRANCH: _____ UNIT: _____

PHONE NUMBER(S): _____

E-MAIL ADDRESS: _____

******* DIRECT SALES PRODUCTS & ADVERTISEMENTS ARE STRICTLY PROHIBITED *******

BUSINESS NAME: _____

BUSINESS WEBSITE/FB/INSTGRAM/ETSY: _____

***MERCHANDISE DESCRIPTION (required):** _____

PRICELIST: \$45 space (1 table) or \$90 space (2 tables); max 1 space.

Circle and check all that apply:

OCT 1 + 2 ___	Location	Number of Tables Preferred	220V Electrical Outlet
NOV 5+6 ___	MPR _____ Lobby _____		
DEC 3 +4 ___	Other _____	1 or 2	YES or NO
	(CR1, CR 2, MPR 411)		

READ BELOW AND INITIAL THAT YOU HAVE READ AND UNDERSTOOD THE NEW POLICIES:

The Ramstein Community Center reserves the right to approve vendors participation, determine table space location as well as which vendors with the same/similar products will participate.

- _____ I am a DoD/NATO ID cardholder or local national vendor with base privileges.
- _____ Refunds will be given until 14 days prior to the event. No refunds will be given for no shows.
- _____ You are not authorized to sell your table to another vendor. All cancellations/refunds must go through Ramstein Community Center.
- _____ Failure to comply with **ALL** our policies will automatically disqualify you from participating in the next fair.

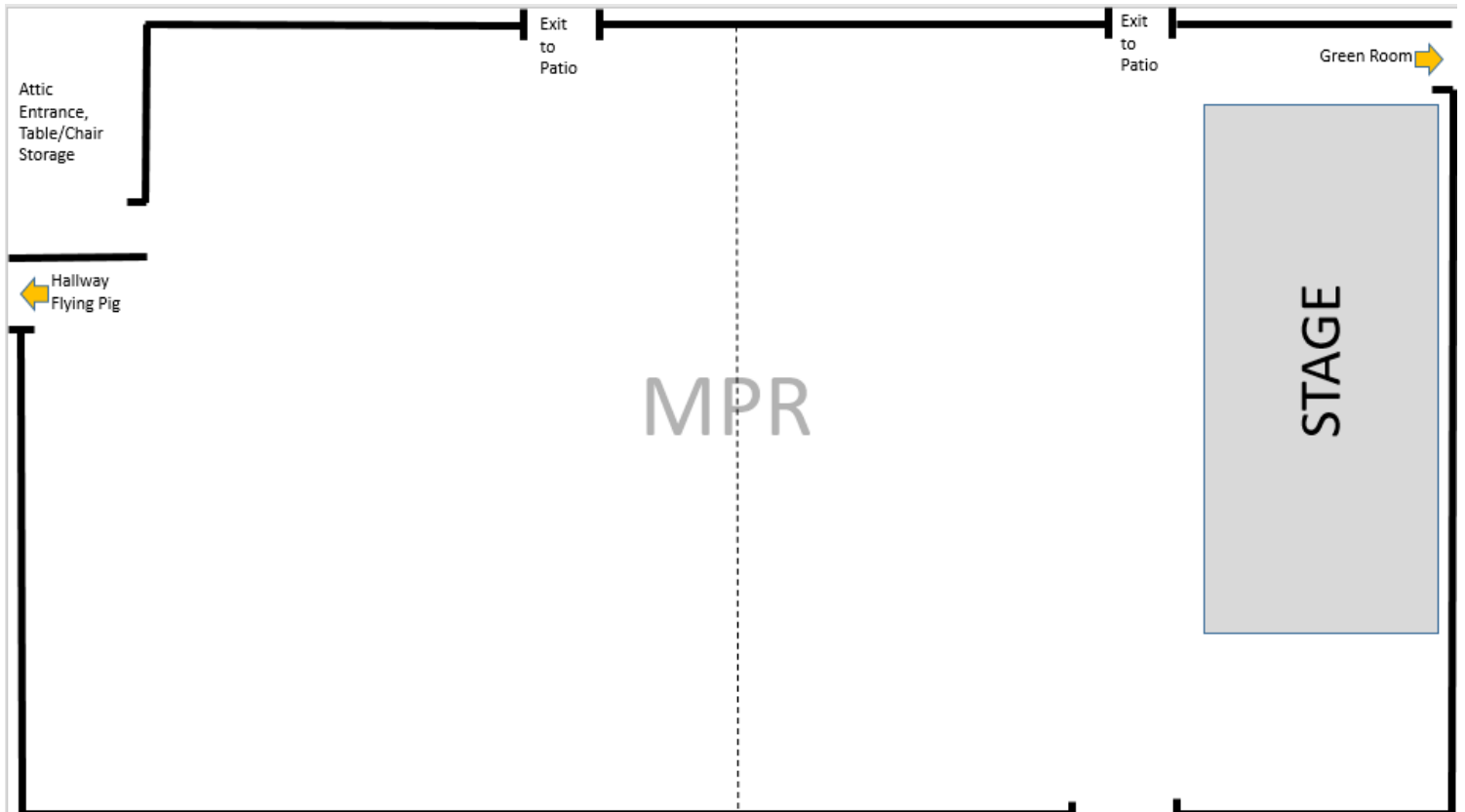
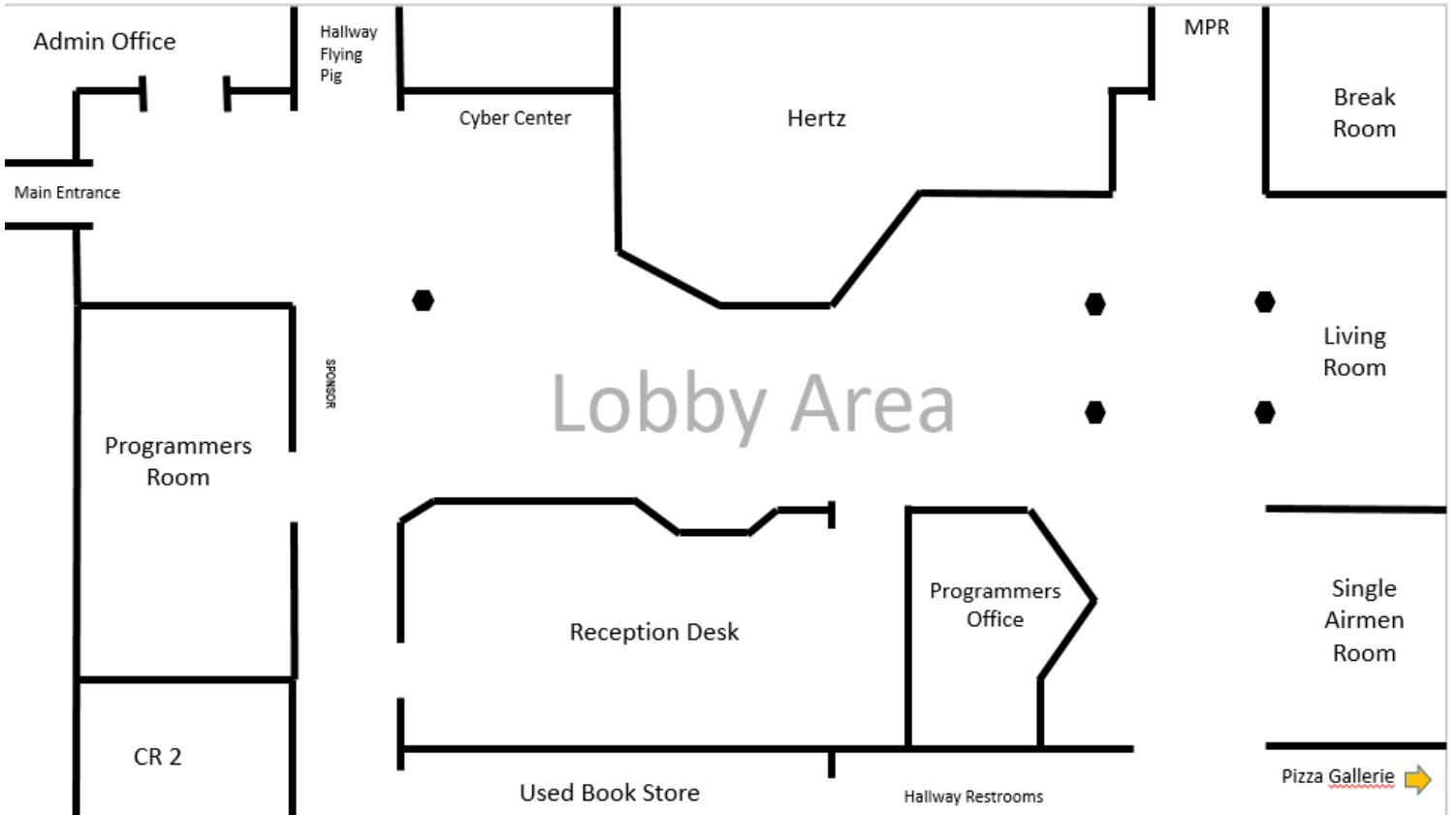
DISCLAIMER

"Notice to Homemade Food & Craft Market Participants: If you operate a business in Germany, German law applies to your activities whether they occur on a military installation or not. You may be considered to be operating a business if you engage in continuing or regular sales of arts/craft items. Registration/licensure of private businesses is strictly the responsibility of the individual, not the Community Center or the Air Force. If this applies to you please ensure that you make contact with the local German Trade Office."

Sign and date if you have read and understood everything outlined above.

Signature

Date





CR 1

Hallway Flying Pig

