



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 and 13 February. 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 approve vendor participation, determine table space location, as well as determine which vendors with the same/similar products will participate.
4. Starting 01 February, 11 am application & policy form needs to be emailed to **BOTH [ramcomcen@gmail.com](mailto:ramcomcen@gmail.com) and [86fss.ramsteincommunitycenter@us.af.mil](mailto:86fss.ramsteincommunitycenter@us.af.mil)**. On the first day applications can be submitted online only. After that, application packets can be turned in-person during our normal operating hours.
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](mailto:ramcomcen@gmail.com) and [86fss.ramsteincommunitycenter@us.af.mil](mailto: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. All vendors selling food must complete the attached Temporary Food Facility Request Form. This form will initiate the approval process with the Public Health, Food Safety & Sanitation Office. Approval is required for all vendors wanting to sell food. Food vendors are also required to attend a Food Handler's Training, regardless if they hold a current/recent Food Handler's Certificate. If a vendor's Temporary Food Facility Request Form is denied, the vendor can make corrections to their form and resubmit. Vendors can request a full refund if approval from the Public Health, Food Safety & Sanitation Office is not obtained.
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](mailto: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.
15. Application is only valid with applicant's signature on both sides. If applicable, a signed Temporary Food Facility Request Form must be included with application.

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.

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**Signature**

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**Date**



OFFICIAL USE ONLY	
March 4 - 5:	_____
April 1- 2:	_____
RECEIPT #:	_____
STAFF INIT	_____

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:**

March 4 + 5 <input type="checkbox"/>	Number of Tables Preferred  1 or 2	220V Electrical Outlet  YES or NO
April 1 + 2 <input type="checkbox"/>		

**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.
- \_\_\_\_\_ I am not authorized to sell my 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**



**DEPARTMENT OF THE AIR FORCE**  
**86TH AIRLIFT WING (USAFE)**

Date:

**MEMORANDUM FOR** 86 OMRS/SGXM (Public Health/Food Safety & Sanitation Office)

**FROM:**

**SUBJECT:** Temporary Food Facility Request

1. Request this organization receive approval for a temporary food service at:
  - a. Event:
  - b. Date/Time of event:
  - c. Name/Rank/Phone for Contact:
  - d. Location:
2. The following **foods & drinks** will be served/sold:
3. The above **foods & drinks** will be purchased from:

Complete listing of **approved sources** can be found at <http://vets.amedd.army.mil/86257B8D004A4B6C/Europe>. On the left column, click "By State or Country" and select country of which the food will be procured from. Being listed does **NOT** mean that **all** products from the vendor are approved. Every vendor has very specific items that they are approved for. Only those products are approved for procurement. **NOTE: European beef products have very limited sources. Please ensure your source is approved and listed on the website if purchasing beef.**

4. If there are any changes/cancellations to this application, I understand it is my responsibility to contact Public Health/Food Safety & Sanitation at DSN 479-2243. Failure to do so will be forwarded to my organization and could result in closure of the temporary food service facility.
5. I was briefed on sanitation requirements for temporary food service facilities and received a copy of the sanitation requirements letter. I understand the requirements outlined in the letter and will brief those persons who will be working in the facility. I also understand that, if sanitary and proper food handling practices are not met and maintained, the facility may be closed and future applications denied.
6. A copy of this approval and the letter on Sanitary Standard for Temporary Food Service Facilities will be readily available in the facility for the duration of the operation.

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Applicant Signature

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Public Health Signature

Approved

Disapproved