

# VENDOR APPLICATION



## OFFICIAL USE ONLY

### Table Assignments

March 2024: \_\_\_\_\_

April 2024: \_\_\_\_\_

RECEIPT #: \_\_\_\_\_

STAFF INIT: \_\_\_\_\_

NAME: \_\_\_\_\_ Business Name: \_\_\_\_\_

PHONE NUMBER(S): \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_

SPONSOR NAME: \_\_\_\_\_ BRANCH: \_\_\_\_\_ UNIT: \_\_\_\_\_

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

### DETAILED PRODUCT DESCRIPTION (required)

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PRICELIST: \$45 space (1 table) or \$90 space (2 tables); max 1 space.			Official use only	
March 2-3 Yes / No	# of Tables 1 / 2	220V Outlet Yes / No	<input type="checkbox"/>	<input type="checkbox"/>
April 6-7 Yes / No	# of Tables 1 / 2	220V Outlet Yes / No	<input type="checkbox"/>	<input type="checkbox"/>

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 will not be selling any products that are not approved by Public Health

\_\_\_\_\_ I am not authorized to sell my table to another vendor. All cancellations/refunds must go through Ramstein Community Center.

\_\_\_\_\_ I understand failure to comply with ALL our policies will automatically disqualify from participating in the next fair.

**\*\*DISCLAIMER\*\***

*"Notice to Homemade 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

# VENDOR APPLICATION



## Policies & Procedures



1. Those eligible to apply: DoD and NATO ID cardholders. Local national vendors without base privileges are not authorized to participate. To ensure a fair process, applications will only be accepted from 05 through 13 February. If space is available vendors will still be accepted until 1 week prior to the events. Online applications must be emailed to be emailed to [ramcomcen@gmail.com](mailto:ramcomcen@gmail.com).
2. 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.
3. 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.
4. Direct sales products/vendors are strictly prohibited from participating in the Homemade Craft Market. Direct sales advertisements using business cards, tablecloths, banners, other marketing materials or showcasing products, even if it is not being sold, is prohibited.
5. No refunds will be authorized past 14 days prior to the start of the Homemade 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.
6. Tables that are not set up by 0930 on the first day of the market (Saturday), will automatically be forfeited. Vendors MUST contact the Ramstein Community Center to communicate any lateness or absence by calling the front desk at 06371-47-6600 or Facebook messaging.
7. Vendors must remain open for the **ENTIRE DURATION** of the events' operational hours – no tear down prior to 1600. 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**.
8. 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.
9. **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.
10. Items sold at the market must be antique, handcrafted, or homemade.
11. Converters or extension cords are the responsibility of the vendor and will NOT be supplied by the Ramstein Community Center.
12. Application is only valid with applicant's signature on **both** pages.
13. **You are not officially registered for this event until you have received approval and payment has been received.**

Failure to comply with any of the rules will automatically disqualify you from participating in the next/future fairs. Understand after 3 attempts of communication and we are unable to contact you, if you're unresponsive or if any of the information on my application is incorrect your table will be forfeit. Sign and date if you have read and understand our policies.

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Signature

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Date