

## USAG-MIAMI DFMWR VENDOR PACKET



### **FALL-O-WEEN FESTIVAL REGISTRATION/FEES: MERCHANDISE**

**VENDOR REGISTRATION DATES:** September 02, 2025- October 17, 2025

**EVENT DATE:** October 25, 2025, 3pm-6pm

**VENDOR SETUP:** October 25, 2025, 12:30pm-2:30pm

**VENDORS:** Individuals or small organizations selling a product or service. Example: candles, jewelry, bags, crafts, etc.

**FEE:** \$30 per 10x10 booth space.

**EXHIBITORS:** Not-for-profit organizations that want to distribute information or resources. All exhibitors must comply with AR 210-22. Examples: Boy Scouts, Local Libraries, State Parks, etc.

**FEE:** \$10 per 10x10 booth space.

**BOOTH SPACES:** The location will be assigned. Limited quantity of booth space available on a first come, first serve basis.

**THE BOOTH:** Approximately 10'x10'. Includes one (1) 6-foot table with two (2) chairs and approximately 4 feet of space behind the table for you to sit/stand and store extra items. You may bring extra tables, chairs, or display shelves if you remain within your designated booth space. If additional booth space is needed, an additional booth space must be purchased. Tents will not be provided. It is the vendor's responsibility to bring tent and tent weights.

**RENTAL ITEM FEES:** If you need additional tables or chairs, you may rent them from our Outdoor Recreation department. There is a limited supply of rental items and items will be rented on a first come, first serve basis.

**FEE: ADDITIONAL CHAIRS \$1 PER**

**FEE: ADDITIONAL TABLE \$5 PER**

**INTERNET:** There is no wireless internet access at the event site. You may use a personal cell phone or hot spot; however, we cannot guarantee the signal strength at the site. We encourage you to test all devices prior to the start of the event such as credit card readers to ensure they are working properly.

**PARKING:** Parking for vendors and exhibitors will be located at the Fitness Center.

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**SMOKING/PETS:** There is no smoking in the event area. Pets are not allowed onsite during the event. If you should have a bon-a-fide service animal, please contact the MWR Recreation Team.

**ACCESS TO USAG-MIAMI:** Due to increased security measures, background checks are mandatory for all non-DoD ID cardholders to gain access to the installation. The event Action Officer will notify you if there is an exception to policy.

**LIABILITY:** Please have your booth staffed throughout the day and take precautions to protect your materials. We are not responsible for items left unattended. It is the vendor/exhibitor's responsibility to have liability insurance to cover loss or damage to property and sales items.

**TAXES:** It is the vendor's responsibility to comply with state and local tax regulations.

**ADVERTISING:** This packet only authorizes you to provide simple marketing materials such as business cards, flyers, and pamphlets within your assigned area at the event site during the designated date and time. To advertise outside of this event, contact the MWR Commercial Sponsorship and Advertising Office at 305-437-1421.

**ITEMS PROHIBITED:** Political activities, products that imply or appear to imply political affiliation, official sponsorship, approval, or endorsement, firearms, ammunition, handheld weapons, federally illegal substances, personal defense sprays, explosives, club like striking devices, stun guns, laser pointers, any type of firework, umbrellas, drones, alcoholic beverages, pets.

**CASH:** There will be no ATM at the event site. Please come prepared with enough change or a credit card reader to accept payments. The closest ATM will be located at AAFES. AAFES is open Monday- Friday 0630-1600.

**ENDORSEMENT:** DoD agencies and personnel cannot endorse your business. Participating in the event does not constitute an endorsement by the DoD and you are restricted from taking photographs of DoD personnel using or purchasing your products. DoD personnel are prohibited from accepting gifts.

**PARTICIPATION:** This packet only authorizes you to operate on USAG-Miami at the event site during the designated date and time of the event. To operate outside of the event, it is your responsibility to gain authorization through the appropriate channels.

**PERMIT:** Vendors MUST fill out the enclosed solicitation permit. This gives you the permission to sell goods on the installation.

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**WAIVER:** ALL vendors and exhibitors to include anyone inside the booth during the event must fill out the enclosed Hold Harmless Agreement.

### **SETUP & TEAR DOWN TIMES:**

**SETUP:** October 25, 2025, 12:30pm-2:30pm. Personal vehicles are permitted inside the event area for loading/unloading purposes only. All vehicles must be out of the event site no later than 2:30pm the day of event and remain off until 6pm.

**TEAR DOWN:** Tear down will begin no sooner than 6pm on the day of the event. Please do not tear down sooner.

### **CANCELLATIONS:**

**FULL REFUND:** Written request must be received by the MWR Action Officer 30 days prior to the event date (September 25, 2025).

**NO REFUND:** Request received on or after September 26, 2025, will not receive a refund. Failure to submit your required documents and payment prior to October 17, 2025, failure to pass the food or fire inspection (if applicable), or those denied entry to USAG-Miami will not receive a refund as well. MWR staff reserve the right to remove unruly or disruptive vendors or exhibitors without refund.

### **Interested? Here's what to do ...**

Simply complete and return the enclosed registration form, solicitation permit, and access information (if needed). Email this packet to. [usarmy.miami.rrad.mbx.dfmwr-recreation@mail.mil](mailto:usarmy.miami.rrad.mbx.dfmwr-recreation@mail.mil) You will need to receive an approval email before making payment. Please allow 48 business hours for a response. All vendors must complete the whole packet to sell items on USAG-Miami. Packets and payment are due October 17, 2025, BY 3PM. (LIMITED SPOTS AVAILABLE)

*Don't have a scanner? You can take a picture of your registration and email it!*

**SEND VENDOR PACKETS AND REQUIRED DOCUMENTS TO**  
**[usarmy.miami.rrad.mbx.dfmwr-recreation@mail.mil](mailto:usarmy.miami.rrad.mbx.dfmwr-recreation@mail.mil).**

*If you don't receive a confirmation email within 48 business hours, please contact the MWR Recreation Team at 305-437-2400.*

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### **MAKING PAYMENTS:**

**Phone In (Credit Cards):** Please email us at: [usarmy.miami.rrad.mbx.dfmwr-recreation@mail.mil](mailto:usarmy.miami.rrad.mbx.dfmwr-recreation@mail.mil) to coordinate payment.

**In Person Payments (Cash or Credit Card):** In person payments are accepted on a walk-in basis from Monday-Friday 8am-3pm.



# Vendor Packet Registration Form

Business/Organization Name

Point of Contact

Phone

Address

City

State

Zip

Email - Required

Event Fee:

One Day Booth: \_\_\_\_\_ \$30, per 10x10 space

**Rental Fee:** Select all that apply. There is a limited supply of rental items and will be rented on a first come first service bases.

**Additional Tables:** \_\_\_\_\_ (quantity) \$5 per

**Additional Chairs:** \_\_\_\_\_ (quantity) \$1 per

**Additional Information:**

**Service Animal:** \_\_\_\_\_ (YES) \_\_\_\_\_ (NO)

The company listed above assumes full responsibility for compliance by its agent(s) with AR 210-7, AR 210-22, AR 215-1, AR 215-4 and with any regulations promulgated or published by USAG-Miami relating to solicitation on a military installation.

I read and understand the USAG- Miami MWR Vendor Packet and this solicitation pass is good for the day of the event only.

\_\_\_\_\_  
(Event Name and Date)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature and Date)

**APPROVED BY COMMUNITY RECREATION OFFICER ONLY**

\_\_\_\_\_  
(Signature and Date)



## APPLICATION FOR SOLICITATION PERMIT USAG Miami

Note: Any knowing and willful false statement on this application is punishable by fine or imprisonment (18 U.S.C. 1001).

**Name and Phone Number of Solicitor:**

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**Company Name, Address and Phone Number:**

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**Type of product you are selling:**

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The following statements must be signed by the Applicant/Agent and the President, Vice-President, or District Manager of the Company. The Company and the Agent warrant the following:

1. The Company listed above is presently licensed to sell in the State of Florida (if required) and all State regulations for selling on this Installation will be followed. Any change in license status will be reported to the Recreation Team in writing. We understand that it is our responsibility to find out State regulatory requirements.
2. The company listed above also agrees to disclose (and attach hereto) the names of other business organizations or firms for which it has a controlling interest and/or for which it serves as an exclusive agent in the State of Florida.
3. The company listed above agrees to report when this agent is terminated or transferred.
4. The agent's and/or company solicitation privileges are not currently suspended, denied or revoked, and have not been suspended, denied or revoked within the last five years.  
The agent and/or company is not currently and has not been barred from any installation for any reason.

If previously denied, suspended, or barred, list on a separate page, dates, location and circumstances surrounding the suspension/denial/debarment action.

5. The company listed above assumes full responsibility for compliance by its agent(s) with AR 210-7, AR 210-22, AR 215-1, AR 215-4 and with any regulations promulgated or published by USAG Miami relating to solicitation on military installation.

6. This statement will be updated annually, or within 30 days of a change affecting any of the required information. It is understood that failure to promptly update this application may result in revocation of the agent's and/or company's solicitation privileges.

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(Applicant/Agent)

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(President, Vice President or Manager)

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(Date)

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(Date)





# Hold Harmless Agreement

**Everyone inside the booth during the event will need to complete this.**

I am aware that participation in the DFMWR Fall-O-Ween Festival on October 25, 2025

is potentially hazardous. I should not enter unless I am medically able and properly trained.

I assume all risks associated with participation in this event including but not limited to falls, contact with other participants, traffic, weather variations to include high heat and humidity, and the condition of the event site. Having read this waiver and knowing these factors and in consideration of your accepting my entry, I for myself and anyone entitled to act on my behalf, waive and release DFMWR, the sponsors of the Fall-O-Ween Festival, the USAG- Miami

Community, other sponsors, representatives and successors from all claims or liabilities of any kind arising from my participation in this event even though liability may arise out of negligence or carelessness on the part of the persons named in this waiver. I grant permission to all the foregoing to use photography, motion picture or any recording of this event for any legitimate purpose.

By signing this waiver I agree to the rules and regulations of the Fall-O-Ween Festival.

I am at least 18 years or older. I agree not to cause any other direct or intentional physical harm to other participants or staff of the Fall-O-Ween Festival. I am aware that those in violation of this rule will be escorted off the premises without refund.

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(Print Name)

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(Sign and Date)