



FORT RUCKER FAMILY & MWR VENDOR PROGRAM

HOW TO BECOME A NEW VENDOR

Vendors are accepted on a first-come, first-served basis. Prior participation at Fort Rucker events does not guarantee a vendor space. We strive to provide a unique mix of vendors which causes vendor spaces and certain product line offerings to fill up before the specified deadline.

All registration forms and payments must be received prior to confirmation that your space has been secured. No exceptions!

Vendor information is subject to change and all updates will be posted on our website <http://rucker.armymwr.com/us/rucker/programs/special-events>. Vendor opportunities and a listing of items no longer being accepted can also be found at this website. Please visit this site prior to submitting your documents.

STEP 1: Fill out a 2019 Vendor Registration Form. (Mandatory for ALL vendors, including FRGs).

STEP 2: Obtain a DUNS number by following the directions in the SNAGS New Vendor Account Request Form. Mandatory for ALL vendors, except FRGs. If you already have a DUNS number, you do not need to obtain a new one.

Without a DUNS number on file, we cannot issue you a Concessionaire Contract.

STEP 3: Fill out and sign a W-9 Form. (Mandatory for NEW vendors, except FRGs).

If your address has changed, submit a new form.

Without a W-9 on file, we cannot issue you a Concessionaire Contract.

STEP 4: Email or mail your registration documents to: holly.c.imbriaco.naf@mail.mil or

DFMWR Special Events

P.O. Drawer 620189

Fort Rucker, AL 36362

STEP 5: Once all of your information has been submitted you will be contacted by the DFMWR POC with an Attachment A & B for your signature. The NAF Contracting Officer will contact you via email or mail about insurance requirements and will provide you a Concessionaire Contract. Please sign, date, and return the Concessionaire Contract and proof of insurance to the Contracting Officer as specified by the Contracting Officer.

Without proof of insurance, we cannot issue you a Concessionaire Contract.

STEP 6: Mail your payment (checks payable to IMWRF) to:

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You will receive a receipt from the DFMWR POC