



FORT RUCKER FAMILY & MWR

Vendor Information Sheet

We value our vendors and make every effort to build and maintain a positive relationship. Below is helpful information to assist in the process of participating in Fort Rucker community events. If you have any questions or concerns, feel free to contact the Special Events Team at (334) 255-1749 or (334) 255-9810.

Vendor information is subject to change and all updates will be posted on our website <http://rucker.armymwr.com/us/rucker/programs/special-events> . A list of events and pricing can also be found at this website.

Booth Space & Equipment Provided

- All booth spaces are 10' x 10' unless otherwise stated on the contract. Please include the total space you will need, to include room to open concession trailer doors, accommodate trailer hitches, etc. If you need additional space, please contact the Special Events Coordinator; additional fees may apply based on your spacing needs.
- NO equipment is provided to vendors including, but not limited to, tables, chairs, canopies, extension cords, etc.
- Vendors must be set up by the time specified on the contract. Late arrivals may not be allowed to set up.
- Booth location will be assigned on the event day and is at the discretion of the Special Events Coordinator. Requests for specific booth locations will be taken into account but cannot be guaranteed due to items offered and location of electrical outlets.

Exclusivity

- With the exception of Fort Rucker DFMR activities, there is no exclusivity of items being sold at any event.
- The Special Events Coordinator reserves the right to limit number of food vendors and product lines offered (to avoid duplication).

Parking and Vehicle Location Requirements

- There is NO parking on the event field. Each event will have designated vendor parking.
- Vehicles can be used on the event field for setup however, must be removed no later than one (1) hour prior to the start of the event, unless otherwise stated in the contract.
- Food vendors may request to leave a concessionaire trailer, refrigeration truck, or other support vehicle on the event field behind their booth space. The Special Events Coordinator reserves the right to limit the number, location, and type of vehicle left on the event field during an event.
- Non-food vendors will not be able to leave a support vehicle on the field during an event unless prior approval is received from Special Events Coordinator.
- Vendors needing a visitor access card can find the necessary Form 2746-R-E on our website. Please complete and bring to either the Daleville or Ozark gate Visitor Center the morning of the event. Be sure to allow yourself time in the event of long lines.



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Electricity

- To ensure your power requirements are met, please fill out the registration form and/or attachment A accurately.
- 110v-20amp and limited 110v-30amp, 220-30amp and 220-50amp electricity outlets are provided to booths as stipulated in the contract.
- Vendors requiring 110v-30amp, 220v-30amp, or 220v-50amp electricity will only be allotted one of that outlet types and up to four 110v-20amp outlets.
- Electrical outlets may be up to 50 feet away from a vendor's booth space. Vendors are responsible for bringing sufficient electrical cords to accommodate the distance. All cords must be rated for the voltage/amperage in use.

Food Vendors

- All food vendors must complete the Lyster Army Health Clinic's Preventative Medicine Food Handlers Course to be eligible to sell food on Fort Rucker; the class is free.
- ServSafe certified vendors do not need to attend this class, but must have a copy of the certification with them at the event.
- The Basic Food Handlers Course is offered on the second (2nd) and fourth (4th) Friday of every month at Lyster Army Health Clinic, in room K-108. For more information visit <https://lyster.amedd.army.mil/HealthcareServices/SitePages/Preventive%20Medicine.aspx> or call them at 255-7930. This class should be taken before the event day.
- The certification you earn is valid for one (1) year. A refresher course (for those whose certification has expired) will be held at each event at the vendor check-in tent; times TBD.
- Any meat products being sold must be USDA approved.
- Food vendors are responsible for their own food safety compliance. Preventative Medicine will inspect food vendors at each event, regardless if the vendor has participated in past Fort Rucker events. If a vendor is removed for food safety concerns, a refund will not be given.

Payment

- Cash or checks (write checks out to IMWRF) may be mailed to:
DFMWR Special Events
P.O. Drawer 620189
Fort Rucker, AL 36362
- Or hand delivered to 5700 Novosel St. (Soldier Service Center), 3rd floor, Suite 390, Special Events.
- Post-dated checks are not accepted and cannot be used to secure a vendor space.

Refunds

- Once a contract is signed, refunds are at the discretion of DFMWR.
- Vendors who violate the contract provisions or do not adhere to the Fort Rucker safety regulations will not be issued a refund.
- In the event DFMWR cancels an event in its entirety, refunds will be issued. It takes approximately two (2) weeks for a refund check to be processed.