

For Rucker Special Events How to Become a 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 2018 Vendor Registration Form. (Mandatory for ALL vendors, including FRGs).

STEP 2: Obtain a DUNS number by following the directions in the SNACS 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: Mail your registration documents and payment (checks payable to IMWRF) to:

DFMWR Special Events
P.O. Drawer 620189
Fort Rucker, AL 36362

STEP 5: Once all of your information has been submitted, you will receive a receipt from the DFMWR POC and a Concessionaire Contract from the Contracting Officer via email or mail (if you do not have an email address). Please sign, date, and return the Concessionaire Contract to the Contracting Officer no later than five (5) business days prior to the event or as specified by the Contracting Officer.