1. The Belvoir Community Holiday Expo is held on Saturday, December 2, 2017 from 9:00am to 3:00p.m.
2. **Each Vendor must be approved by event POC prior to making payment and reserving a spot.**
3. All forms and payments must be submitted by **November 20, 2017** in order to reserve a spot. Spots are at a first come first serve basis. Debit and Credit Cards preffered. Checks are payable to “IMWRF” and **must provide Social Security Number on the front of the check.** No Money Orders allowed. Payment must be made at the Fort Belvoir Community Center LTS office at: 1200 Taylor Road, Fort Belvoir VA 22060 from 0830-1530 Mon-Fri.
4. Location of Expo is Fort Belvoir Community Center, 1200 Taylor Rd, Fort Belvoir, VA 22060. Vendors will need to show a Military ID or Drivers license for access onto Fort Belvoir. Non military ID will need to enter through Tulley Gate. Directions will be provided prior to the craft show.
5. Each vendor space is roughly 5’x5’ and includes (1) 6ft table and (2) chairs**.** All displays, supplies, chairs and other items need to be kept within the assigned space and may not encroach into adjacent spaces. You may reserve more than one space.
6. The Fort Belvoir Community Center will provide an outdoor parking space in front of the building.
7. There will be no refund of any fees once the vendor has been notified that they have been accepted into the event.
8. Displays must be professionally and aesthetically pleasing. All display equipment must be in good condition, well-constructed and erected in such a manner as not to present a hazard. Vendors are responsible for keeping their area presentable and clean. No pets are allowed behind the display areas during the show.
9. Handwritten signs and sale signs are prohibited.
10. The Fort Belvoir Community consists of many families with small children. Please keep this in mind as you set up your display. Vendors are responsible for protecting their merchandise from damage and theft.
11. Schedule for Saturday December 2, 2017
    1. 6:00 a.m. Vendors are allowed on the grounds to unload
    2. 9:00 a.m. -- 2:00 p.m. Market hours
    3. **Vendors may not begin breaking down or packing up anything until the event is officially over (closing time) and the public has left**.
    4. Breakdown starts at 2:00p.m. and must be completed by 3:00p.m.
12. Each vendor is responsible for the collection and reporting of Virginia Sales Tax (6.0%).
13. The Fort Belvoir Community Center and/or MWR is not responsible or liable for any loss, theft or injury incurred by any vendor.

All information must be filled out below

Contact Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_State:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Zip:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: (Day)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Eve\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Mobile:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Website:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Names of person(s) attending for Gate Access: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Prohibited Items:** Weapons (including knives), Adult toys/items

Please check appropriate category:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Baskets |  | Books |
|  | Ceramics /Pottery |  | Clothing and accessories |
|  | Drawings |  | Gourmet Food |
|  | Glass |  | Wood Products |
|  | Leather |  | Paintings |
|  | Photography |  | Mixed Mediums |
|  | Toys |  | Jewelry |
|  | Other: |  | Furniture |

Please indicate the required logistics:

|  |  |  |
| --- | --- | --- |
| Quantity | Items | Price |
|  | 5’ x 5’ space, (1) 6ft Table, (2) Chairs | $60.00 Each |

**Event POC:** T’Erra Proctor

**Contact Number:** 703-805-5476

**Email:** terra.j.proctor.naf@mail.mil