

MCAS YUMA 2019 AIR SHOW

2019 PRIME VENDOR APPLICATION

AIR SHOW INFORMATION

The Marine Corps Air Station Yuma, The United States Marine Corps premier aviation training base, will host it's annual open house and military air show. The MCAS Yuma Air Show is one of Yuma Counties largest weekend events. It ranks as one of the best Yuma area attractions with over 20,000 spectators in just one day. It is an unmatched source of FREE family entertainment.

This year's show will be held ~
Friday, March 8, 2019 (evening)
Saturday, March 9, 2019 (day)

SELECTION PROCESS

Marine Corps Community Services (MCCS), a Non-Appropriated Fund (NAF) Instrumentality of the United States Government, provides Morale, Welfare, and Recreation (MWR) programs to military service members, their dependents, and other authorized patrons with goods, services, and activities necessary for their health, comfort and convenience. MCCS also provides athletic, recreation, and leisure time activities to those stationed at MCAS Yuma. To support these programs and this event, MCCS will be selecting a wide variety of food, beverage, and specialty items based on best value. All applicants must meet minimum requirements. Submission of an application does not constitute award of contract.

MCCS will select vendors who offer the highest quality items. Applications for food and beverage booths at this Event should include:

Photos of food or beverage/novelty are encouraged. Product demonstration and sampling is not possible.

All vendors must possess a valid resale license. A copy of your company's resale license should be submitted with the application package.

Include a copy of all W9's with the application package.

Provide current active food handlers safety certifications for each employee working at the Event.

Provide a list of previous events recently attended.

Provide a rough sketch/drawing or picture of the setup/booth area. Please note, although this rough draft does not need to be professionally drafted it must be detailed enough to assist MCCS with placement and staging.

All items offered for sale must contain a price sheet and be approved in advance. Once approved, there can be no substitutions or additions.

POLICIES AND GUIDELINES

1. Food and beverage booths are for food and beverage items only. Novelty booths are for novelty items only. No cross selling between food and novelty booths. Food vendors must comply with food safety standards in the Tri-Service Food Code TB MED 530/NAVMED P-5010-1/AFMAN 48-147_IP.
2. No flyer's or other promotional materials may be distributed on the grounds, including parking lots, or from the confines of the booth area, nor are there to be solicitations for new customers via sign-up sheets.
3. Raffles are not permitted under any circumstance.
4. All items for sale and the price list, must be approved in advance. There will be no substitutions or additions after approval.
5. A five foot prep area is available behind your booth space.
6. All Department of Defense, Department of the Navy, United States Marine Corps and MCAS Yuma regulations, policies and orders will be followed to include MCO 5100.28, prohibiting smoking in and around the booth areas. A designated smoking area will be provided to all patrons away from the flight-line. Alcohol consumption will be allowed only in designated areas.
7. Voice amplification is permitted provided the volume is kept to a reasonable level as determined by MCCA. Complaints received regarding abuse of this privilege will result in removal of the amplification system.
8. All booths must be kept clean and orderly at all times. Rubbish must be placed in refuse containers (centrally located).
9. Vendor is responsible for paying all applicable county, state and federal sales taxes.
10. Water, phones and lights are not available for inside booths. External lighting units will be provided for the night show. Vendors will need to provide their own internal lighting for their booth. Vendors may bring their own generators but they must be whisper quiet units, loud and noisy generators will not be authorized.
11. Electricity will be provided for the exclusive use of cash registers and credit card processors.
12. All vendors are **required** to conduct sales utilizing a cash register. At the end of the event a "Z" tape or similar final report will be printed out and brought to the accounting trailer at the end of the event.
13. Vendors that accept credit card payments will also need to provide a printed report showing all sales and provide it at the end of the event.
14. All merchandise must be stored off the ground (i.e. on pallets).
15. Labor for loading/unloading and set-up must be provided for by vendor. MCCA staff and military personnel cannot assist vendors with loading/unloading, set up or break down.
16. Access to MCAS Yuma is controlled and patrolled by military police. All visitors must show a valid government issued ID. All vehicles entering are subject to search and vehicle operator must have proof of valid driver's license, insurance and registration for the vehicle. Access to base is vendor's sole responsibility. Denied access will not negate underlying agreements or contracts.
17. This application and any subsequent agreement that may be entered into does not authorize vendor to make use of any Marine Corps trademarks, including but not limited to those connected to MCCA programs. Vendor may make factual statements in reference to the sponsored event. Example:
On vendors media, vendor could state, "A proud sponsor of MCAS Yuma 2019 Air Show", however vendor may not display any Marine Corps or MCCA logo, emblem, seal, trademark or other protected mark. Marine Corps and MCCA trademarks are regulated by the U.S. Marine Corps Trademark Licensing Program. Information on this program, including FAQs, guidance on obtaining a license, and contact information for the Marine Corps Trademark and Licensing Office is available at www.marines.mil/trademark.

18. Signage is to be provided by the vendor and is limited to two (2) signs or banners. Company names may be displayed on signs. Only items being sold shall be advertised. All signage is subject to approval by MCCS. No balloons or blimps are allowed. Price lists must be posted and visible to all patrons
19. All vendors receive one free parking pass. Additional parking is available in the free general parking area. Any vehicles parked in general parking must be removed by 4:30 p.m. day of the show.
20. Vendors will capture all gray water. They will also remove and dispose of any grease and oil away from the flight deck. Dumpsters, porta potties and drains will not be used for disposal.
21. The flight deck inside the booth and prep area must be protected at all times by a flame retardant/non-slip floor covering.
22. Set-up will be completed no later than 3:00 p.m. on Friday March 8, 2019. Set-up includes issuance of HOT WORKS permit from the MCAS Fire Department by 2:00 p.m. No exceptions! By 7:00 a.m. on Saturday, vehicle movement is strictly prohibited on the flight-line. Vendors will have three hours, once the show is complete, to remove all vendor owned equipment from the flight-line.
23. Vendors and their employees will be required to pass background checks conducted by base personnel to gain access to MCAS Yuma. Information required will be addressed between the vendor and MCCS personnel closer to the date of the air show. Any personnel failing this background check will be denied access to this event.
24. Only propane tanks are authorized on the flight-line. All tanks are subject to MCAS Fire Department inspection. A Hot Works permit must be issued prior to the tank being utilized. NO EXCEPTIONS!
25. Vendor must have an appropriate, fully charged, Fire Extinguisher located inside your booth. NO EXCEPTIONS!
26. A vendors brief will be sent to all vendors nearer the air show by MCCS personnel, insure all aspects are read and understood.
27. MCCS will not offer exclusive sales rights on any items, unless they are through corporate sponsorship and bear the MCAS Yuma Air Show logo. For more information on corporate sponsorship, contact the Sponsorship Coordinator, (928)269-3245 or visit www.yumaairshow.com.

IMPORTANT DATES TO REMEMBER

December 07, 2018 - Application packages must be received on or before this date, along with booth fee. Booth fees will be returned to applicants that are not selected. Once a contract is signed, any payments made will not be returned if a vendor later decides not to participate.

December 14, 2018 - Final vendor selections will be made by this date. Vendors will be notified by email whether their application has been selected.

December 17, 2018 - Vendors not selected will be notified and procedures begun to return booth fee deposits.

January 25, 2019 - Listing, by full name and birth-date, with drivers license information, emailed to MCCS Services representative or yumacontacting@usmc-mccs.mil.

2019 PRIME VENDOR APPLICATION FORM

Company: _____

Point of Contact: _____

Alternate: _____

Email: _____

Phone: _____

Mailing Address: _____

City: _____

State: _____

Zip Code: _____

Fax: _____

Describe each individual booth you desire to bring ~

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Indicate the number of booth spaces desired:

10' x 10' ~ \$200.00 _____

10' x 15' ~ \$250.00 _____

10' x 20' ~ \$300.00 _____

15' x 20' ~ \$350.00 _____

15' x 30' ~ \$400.00 _____

Stationary/Mobile Cart ~ \$125.00 _____

Other Size ~ _____ (fee to be negotiated)

Do you use a BBQ grills? Yes No

Only propane tanks are authorized on the flight-line, no charcoal is permitted.

Please indicate the number of tanks _____ / size of tanks _____

*Note: All booths will be given a 5ft area behind their booth for staging/set up. Any deviation from this area will incur a \$250.00 fee, due on the day of the show.

Please indicate if there is a need to accommodate parking of a semi-trailer and tractor unit or any other extra-large vehicles used to store necessary items. (please indicate number and size)

Booth Space Fee \$ _____

Cart Fee \$ _____

Other \$ _____

Deposit Due \$ _____

Check Payable to MCCS Yuma 0270

Credit Card Payment. Please contact MCCS Finance at (928)269-2446

REFERENCES:

Name three current references from other Air shows/special events recently attended.

Name of Event	Point of Contact	Phone Number

MCCS Use Only:

Date Received: _____

Application ___ Deposit ___ Resale License ___ IRS W9 ___ Price List ___ Product Pictures ___ Booth Sketch ___

BEFORE YOU SEND:

Did you remember-

- ☞ Read the application package carefully
- ☞ Complete the application form in its entirety
- ☞ Include payment of Total Booth Fees due
- ☞ Include a product listing with prices
- ☞ Include a copy of your resale license
- ☞ Include any samples/brochures/pictures
- ☞ Complete and include your W9 with the application
- ☞ Include photos of your tent/setup

Mail Complete Packet to:

Marine Corps Community Services
Attn. Finance Office
Box 99119
Yuma, AZ 85369-9119
(928) 269-3103

Or alternately, complete package can be emailed to:
yumacontracting@usmc-mccs.org

APPLICATIONS MUST BE RECEIVED BY DECEMBER 7, 2018