INDEPENDENT NOVELTY VENDOR APPLICATION

AIR SHOW INFORMATION

The Marine Corps Air Station Yuma, The United States Marine Corps premier aviation training base, will host its 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 ~
Saturday, March 13, 2027

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 provide 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 novelty booths at this event must include:

- Copy of your company W9. (https://www.irs.gov/pub/irs-pdf/fw9.pdf)
- Copy of a valid resale license, TPTL or Sellers Permit.
- Copy of Certificate of Liability Insurance: *Marine Corps Community Services (MCCS) and Headquarters Marine Corps (HQMC), Business and Support Service Division (MR) as Additional Insured. Dates of show.*
- Pictures of the novelties being offered.
- Pictures of the tent, cart or vehicle, or a drawing detailed enough to help with placement.
- A complete price list, once approved there will be no substitutions or additions.

Prepare your personnel rosters, you will be required to provide those names several weeks before the event.

POLICIES AND GUIDELINES

1. Novelty booths are for novelty items only. No food/beverage items are to be sold in or around the booth. All items must be in good taste and are subject to Marine Corps rules and regulations. No weapons, noisemakers or fireworks will be permitted (i.e. water guns, knives, poppers, etc.)
2. No flyers or other promotional materials may be distributed. This includes parking lots, or from the confines of the booth area; nor are there to be any 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 storage area is available behind your booth space.
6. All Department of Defense, Department of the Navy, Unites 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 MCCS. 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. No cash box sales!
13. Vendors that accept credit card payments will also need to provide a printed report showing all sales 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. MCCS 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 or MCCS logo, emblem, seal, trademark or other protected mark. Marine Corps and MCCS 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. The flight deck inside the booth and prep area must be protected at all times by a flame retardant/non-slip floor covering.
21. Set-up will be completed no later than 3:00 p.m. on the Friday, day before the show. 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.
22. 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.
23. A vendor's brief will be sent to all vendors nearer the air show by MCCS personnel. Insure all aspects are read and understood.
24. 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, (760)277-1344 or email cpen-sponsorshipsales@usmc-mccs.org

IMPORTANT DATES TO REMEMBER

November 13, 2026 - Application packages must be received on or before this date.

VENDOR APPLICATION FORM
INDEPENDENT NOVELTY

Company:_____

Point of Contact:_____ Alternate:_____

Email: _____ Phone:_____

Mailing Address:_____

State:_____ Zip Code:_____ Fax:_____

Novelty items being sold:

Brief description of the main items: _____

_____

_____

Indicate the number of booth spaces desired:

10’ X 10’ ~ _____
10’ X 15’ ~ _____
10’ X 20’ ~ _____
15’ X 20’ ~ _____
15’ X 30’ ~ _____

Stationary/Mobile Cart ~ _____
Other Size ~ _____

All novelty concessions agree to pay 10% of sales to MCCS.

Do you vend from: Tent ☐ Trailer ☐ Truck ☐ Cart ☐ Other ☐

Other than a mobile concession that must fit within your booth space, will an extra parking space be needed nearby for parking of a supply trailer or any kind of oversized vehicle that won't/can't fit in a parking stall?
Yes ◯ No ◯ Size of trailer/extra vehicle: _____

REFERENCES

Name three current references from recent events attended:

Name of Event	Point of Contact	Phone Number

MCCS Use Only:

Date Received _____ Resale License ☐ W9 ☐ Price List ☐ Product Pictures ☐

Booth Picture ☐ Certificate of Liability Insurance ☐

BEFORE YOU SEND:

Did you remember to?

Read the application package carefully?
Complete the application form in its entirety?
Complete and include your W9?
Include your resale license or TPTL?
Include your Certificate of Liability Insurance?
Include product pictures?
Include a complete price list?
Include pictures of your tent/setup?

Email complete packet to:

YumaAirshow@usmc-mccs.org

APPLICATION MUST BE RECEIVED BY THE DUE DATE