



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, JOINT BASE LEWIS-MCCHORD
1010 LIGGETT AVE, BOX 339500, MAIL STOP 1AA
JOINT BASE LEWIS-MCCHORD WASHINGTON 98433-9500

IMLM-MWR

MEMORANDUM FOR DISTRIBUTION

SUBJECT: 2016 Joint Base Lewis-McChord Fall Flea Market Booth Registration

We would like to invite you to participate in the Joint Base Lewis-McChord Annual Fall Flea Market held at MWR fest tent on Lewis Main, 10 Sep 2016 from 8:00 a.m. to 12:00 p.m. This event is intended for Active Duty Families and Retiree stationed at Joint Base Lewis-McChord to be able to get rid of unwanted "garage sale" items. Limited spaces are available.

- Applications will be accepted based on a priority list (see dates on form).
 - a. Military personal who is ETS'ing or PCS'ing
 - b. Active Military ID card holder's and Retiree's
 - c. FRG's, Booster Clubs and Military Units fundraising
 - d. DOD civilian
- You must be a Military ID card holder/DOD in order to participate. Please be prepared to show ID at the time of payment is made or event day.
- All items must be "garage sale" items only. No resale items, craft items or **professional sellers** will not be allowed.
- Booth fees must be paid by personal check, money order or cashier's check only. Absolutely no refunds within 2 weeks prior to the event, a \$10.00 administrative fee will be charged when canceled earlier than 2 weeks prior.
- No electrical outlets will be available. One outlet will be shared by customers to test electrical equipment.
- You must supply your own change fund.
- No rearranging of your tables.
- Bring your own dolly to unload your items.
- **Space set up will be on 10 Sep at 6:00 a.m. Sellers must be set up and ready to sell by 7:30 a.m. on event day, if you have not set up or contacted Special Events Office by 7:40 a.m. your space will be sold to other flea market participants.**

If you choose to participate, your booth fee must accompany your registration form below. Make check or money orders only (**NO CASH**) out to IMWRF and mail to: DFMWR Special

Events Office, Box 339500, MS 20, Joint Base Lewis-McChord, WA 98433. If you have further questions, please call Gloria Tomczewski at (253) 967-6772 or email specialevents@jblmmwr.com.

1 Encl

GLORIA TOMCZEWSKI
Recreation Specialist
Special Events

BOOTH # _____

**FALL FLEA MARKET SITE REQUIREMENTS
10 SEP 2016 – MWR FEST TENT**

Name: _____

Address: _____

City, Zip _____

Day Time Phone # _____ Alternate Phone # _____

Email Address: _____

\$26.00 for a choice of 2 tables or 2 open spaces or 1 table and 1 open space.
Choose up to 2 below. (6'x2' ea)

How many: _____ tables or _____ spaces

\$30.00 for a choice of 3 tables or 3 spaces. Choose up to 3 below.

How many: _____ tables or _____ spaces

Any additional tables/spaces are \$6.00 (after 3).

CHECK ONE (Below is priority order):

- _____ ETS'ing or PCS'ing (accepting now)
- _____ Active Military ID card holder or Retiree's (accepted after 6 Aug)
- _____ FRG, Booster Club and Military Unit (accepted after 13 Aug)
- _____ DOD Civilian (accepting after 20 Aug)

Make check payable to IMWRF mail to:

DFMWR Special Events Office
Box 339500, MS 20
Joint Base Lewis-McChord, WA 98433

Or drop off at:
Corner of N 3rd Street and Pendleton, Bldg 2013, room 341 (3RD floor). If you find us out, slip under door.