

**INSTRUCTIONS FOR FRIENDSHIP DAY 2025
BOOTH REQUEST FORM**

Note: Please read all instructions. All blocks are mandatory unless otherwise noted.

Block 1. Enter the official name of the private organization (PO) or approved on base business (OBB).

Block 2. Self-explanatory

Block 3. The primary point of contact is the person signing the booth application.

Block 4. Enter the post office box for the primary point of contact.

Block 5. Indicate if power is desired. Please note:

a. The number of booths with power is limited, and are on a first come, first served basis.

b. No grills (charcoal, gas, etc.) will be permitted at booths without power due to their location.

c. No generators other than those provided by the event organizer will be allowed in the venue.

d. Tents may not be shared with other organizations or entities.

Block 6. Check all that apply. Note: This block applies to POs only. OBBs may only sell those products directly related to the approved business.

Once completed, sign and date the form and submit via email to:
ombiwakuni.mccscoordinator@usmc-mccs.org.

FRIENDSHIP DAY 2025 BOOTH REQUEST FORM

FOR OFFICE USE ONLY
Organization ID:

1. Name of Organization:

2. Organization Type:

Private Organization (PO)

Approved On Base Business (OBB)

3. Points of Contact:

	Name (Last, First, MI)	Email Address	Phone Number
Primary			
Secondary			

4. Organization Mailing Address:

5. Power required: Yes (\$550 booth fee) No (\$500 booth fee)

6. Our organization will be selling (check all that apply). Note: Applies to POs only. OBBs may only sell products directly related to their approved business.

Food

Drinks

Merchandise

7. By my signature below, I certify that I understand:

a. Each booth will consist of a (12' x 18') tent, two tables (1½' x 5'9"), two chairs, and one power receptacle with one outlet (if power requested). **Power consumption for each tent is limited to 15 amps.**

b. All POs are responsible for submitting a fundraising request to the MCCS Coordinator via email at ombiwakuni.mccscoordinator@usmc-mccs.org no later than 15 Mar 25. Failure to submit a fundraising request by this date may result in cancellation of the booth request.

c. A list of items to be sold, to include both consumables and non-consumables, is to be provided to the MCCS Coordinator with the fundraising request.

d. Booths may not be shared with other entities.

e. MCCS reserves the right to assign booths as necessary for safety and efficiency.

f. Use of "high pressure" sales tactics is prohibited, and patrons will not be approached to solicit business. No products or services not on the list of items

FOR OFFICIAL USE ONLY - PRIVACY SENSITIVE

to be sold submitted will be sold without prior written consent.

g. All booth operations will comply with the health standards prescribed by installation regulations, to include installation sanitation regulations. All operations are subject to inspection by MCCA, the Safety Office, Preventative Medicine, Army Veterinary Services, and the Fire Marshal for fire and safety hazards. The area immediately around the site must be kept free of trash and debris.

h. Cancellation

(1) Any portion of services scheduled under this agreement may be cancelled prior to performance without advance notice in the event of:

(a) Riots, threatened epidemics, acts of God, or for any unforeseen occurrences which make it impossible for MCCA to provide a facility for, or otherwise precludes the presentation of, the services and/or events which is the subject of this agreement;

(b) MCCA ceases to operate; or

(c) Deactivation of the installation.

(2) Should MCCA make notification of cancellation, any booth fees paid prior to event cancellation will be refunded by MCCA.

(3) Should a PO or OBB notify MCCA of cancellation:

(a) On or before 1 Apr 25, cancellation will be accomplished at no cost to either the organization or MCCA and booth fees will be refunded.

(b) After 1 Apr 25, but before 11 Apr 25, 50% of any booth fees paid will be refunded.

(c) After 11 Apr 25, no refund.

Name of Person Authorized to Sign Agreement	Email Address
Signature	Signature Date

PRIVACY ACT NOTICE: Information gathered on this form will be used to provide important information related to requirements, timelines and updates to organizations participating in Friendship Day 2024. Providing this information is voluntary; however, failure to do so may result in missed deadlines and/or cancellation of the organization's participation in the event.