

## INSTRUCTIONS FOR FRIENDSHIP DAY 2025 BOOTH REQUEST FORM

\*\*\*Please read all instructions. All blocks are mandatory unless otherwise noted.\*\*\*

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

Block 2. Check the appropriate block. These are the only two categories of organizations authorized to participate in Friendship Day 2025 (FD 25). Units may not fundraise at FD 25 unless organized as a PO due to the presence of non-Department of Defense personnel.

Block 3. The primary point of contact (POC) is the person signing the booth application. **(Note: Personal email addresses and phone numbers only. Applications received with official email addresses and/or phone numbers will be returned with no action taken.)**

Block 4. Enter the post office box for the primary POC.

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. No tents other than those provided by the event organizer will be allowed in the vendor area.

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, carefully read all of the conditions listed on the application. If you agree to the terms and conditions, sign and date the form and submit via email to:

[ombiwakuni.mccscoordinator@usmc-mccs.org](mailto:ombiwakuni.mccscoordinator@usmc-mccs.org).

## FRIENDSHIP DAY 2025 VENDOR ROW BOOTH REQUEST FORM

1. Name of Organization:

2. Organization Type:

Private Organization (PO)

Approved On Base Business (OBB)

3. Points of Contact:

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

4. Organization Mailing Address:

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

6. Items to be sold (check all that apply). (Note: This block applies only to POs. OBBs may only sell products directly related to their approved business.)

Food

Drinks

Merchandise

Other Activities (Specify):

7. By my signature below, I certify that I am authorized to act on behalf of the organization listed in Item 1 above, and that I have read, understand, and agree to abide by the terms and conditions listed on the reverse side of this form, and that failure to do so may result in cancellation of our organization's booth and forfeiture of any booth fees which have been paid.

Name of Personal Authorized to Sign Agreement	Email Address <b>(Personal email addresses only)</b>
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 2025. 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.

# FRIENDSHIP DAY 2025 VENDOR ROW BOOTH REQUEST FORM

## TERMS AND CONDITIONS

Initials

1. Each booth will consist of a 12' x 18' tent, two tables (1 ½' x 5'9"), and two chairs. Booths with power will have one power receptacle with two outlets, and be limited to 15 amps maximum consumption. No tents or generators other than those provided by Marine Corps Community Services (MCCS) will be allowed in the vendor area.
2. All private organizations (POs) are responsible for submitting a fundraising request to the MCCS Coordinator via email at [ombiwakuni.mccscoordinator@usmc-mccs.org](mailto:ombiwakuni.mccscoordinator@usmc-mccs.org) no later than 21 Mar 25. Failure to submit a fundraising request by the due date may result in cancellation of the booth request.
3. Booths may not be shared with another entity.
4. MCCS reserves the right to assign booth location as necessary for safety and efficiency.
5. Use of high pressure sales tactics is prohibited, and patrons will not be approached to solicit business.
6. All booth operations will comply with the health, safety and fire standards prescribed by installation regulations, to include installation sanitation regulations. All operations are subject to inspection by MCCS, the Safety Office, Preventative Medicine, Army Veterinary Services, and Fire & Emergency Services for fire and safety hazards. The area immediately around the site must be kept free of trash and debris.
7. Merchandise. All vendors must comply with trademark restrictions and regulations published by the respective service.
8. Cancellation
  - a. Any portion of the services scheduled under this agreement may be canceled by MCCS prior to performance without advance notice in the event of: Riots, threatened epidemics, acts of God, or for any unforeseen occurrence(s) which make it impossible for MCCS to provide a facility for, or otherwise precludes the presentation of, the services and/or events which is the subject of this agreement; MCCS ceases to operate; or deactivation of the installation. Should MCCS make notification of cancellation, any booth fees paid prior to event cancellation will be refunded by MCCS.
  - b. Should a vendor notify MCCS of cancellation:
    - (1) On or before 1 Apr 25, cancellation will be at no cost to either the organization or MCCS and booth fees will be refunded.
    - (2) After 1 Apr 25, but before 12 Apr 25, 50% of any booth fees paid will be refunded.
    - (3) After 12 Apr 25, there will be no refund.