



MORALE, WELFARE AND RECREATION DEPARTMENT  
FLEET ACTIVITIES, YOKOSUKA  
PSC 473, Box 60  
FPO AP 96349-0060

## SECTION I

### MOST OFTEN ASKED QUESTIONS

These are some of the most often asked questions about the MWR Community Flea Market and they are included here to help explain the Operating Procedures which follow. To the extent any of the answers provided to the questions may be inconsistent with the Operating Procedures, the Operating Procedures shall control.

#### 1.0 HOW DO I START SELLING AT THE MWR COMMUNITY FLEA MARKET?

(A) Clearly define what you plan to sell. Some goods and services cannot be sold or are restricted.

(B) Obtain an MWR Community Flea Market Application Form. Sign the form in the seller's personal name. Provide your telephone number, e-mail address and a list of items you plan to sell.

(C) Register at MWR Community Center Program Office any Monday through Friday, excluding holidays to reserve space, before the registration deadline.

When you are ready to sell you will need to bring the following items with you to the MWR Community Flea Market:

(D) Your MWR Community Flea Market Application Form signed in your personal name.

(E) For Private Organization, your approved Fund Raising Letter issued by CFAY Legal Staff Judge Advocate (SJA) authorizing the private organization's operation on the Installation.

(F) Government issued I.D. card, Driver's license or other with photograph.

(G) All applicable fees made with credit card or check. Cash payments will not be accepted.

## **2.0 WHAT AM I ALLOWED TO SELL AT THE MWR COMMUNITY FLEA MARKET?**

Upon receipt of your application, the MWR Community Center Program Office will explain those items which are prohibited or restricted and those items which require prior written approval to sell. To inquire, you may also call or visit MWR Community Center Program Office any Monday through Friday, excluding holidays, from 9:00 a.m. and 6:00 p.m.

## **3.0 WHAT IS THE SIZE OF THE SPACES?**

The spaces are approximately 10 feet x 10 feet (square frontage). The space size is designed to accommodate the seller's display material and merchandise. All display material, merchandise must be within the assigned boundaries at all times. This includes set up time, selling time, and tear down time. Sellers are not permitted to do business outside their assigned space.

## **4.0 WHAT IS THE FEE TO SELL AT THE MWR COMMUNITY FLEA MARKET?**

The current registration fee is as follows: PACKAGE A: \$12 (1-Table and 2-Chairs); PACKAGE B: \$20 (1-Table, 2-Chairs and 1-1' x 10' Pop-up Tent). Seller's locations are posted on-site and can also be provided at The MWR Community Center Program Office.

## **5.0 IS THERE ELECTRICITY AVAILABLE IN THE SPACES?**

Electricity is unavailable. Electrical outlets found near some indoor and outdoor spaces may not be used. Alternative means, such as the use of generators, at the MWR Community Flea Market, are not authorized.

## **6.0 WHAT DO I DO WITH MY EMPTY BOXES, PACKING MATERIALS AND TRASH?**

There are no trash facilities available to sellers at The MWR Community Flea Markets. The customers' use trash containers are located off-site of the MWR Community Flea Market designated area. You must dispose of your own boxes and trash and your space must be free of trash and debris when you leave at the end of the day.

## **8.0 WHAT HAPPENS IF I MISS MY RESERVATION?**

To participate, your application form, with the reservation fee must be received before the registration deadline.

## **9.0 IF I HAVE A QUESTION, SUGGESTION OR CONCERN WHILE I AM AT THE MWR COMMUNITY FLEA MARKET, WHOM SHOULD I CONTACT?**

You may contact an MWR Community Flea Market representative on-site throughout the day. If you are unable to meet with a

representative on-site, the Manager or Assistant is available Monday thru Friday, excluding holidays, between the hours of 9:00 a.m. and 6:00 p.m. at the MWR Community Center Program Office.

#### **10.0 WHAT DO I DO IN CASE OF AN EMERGENCY SITUATION?**

Contact an MWR Community Flea Market representative as soon as possible so assistance can be obtained to handle the emergency. Emergency Medical Services and Military Police are located near the premises to handle emergencies. If additional help is needed, they will contact the proper authorities. If you do call 911 immediately contact MWR Community Flea Market Management so they know the location of the accident and assist Emergency Personnel or Emergency Vehicles with proper access. In the case of a serious emergency, listen for announcements made over the Public Address System. If any action is required on the part of the sellers, instructions will be announced over the Public Address System.

#### **11.0 WHAT IS THE PROCEDURE ON DAYS OF INCLEMENT WEATHER?**

The MWR Community Flea Market will be cancelled when inclement or severe weather conditions are forecasted. When the MWR Community Flea Market is cancelled, due to weather, and/or when closure of the Military Installation becomes necessary, the seller's registration fee will be refunded.

#### **12.0 HOW DO I BECOME A "PERMANENT" SELLER?**

There are no "permanent" sellers at The MWR Community Flea Market. You may apply for space after the event is scheduled and announced to the public. The application can be obtained on-line or at The MWR Community Center Program Office along with information about our other programs.

#### **13.0 WHAT IS THE MWR LOOKING FOR IN THE COMMUNITY FLEA MARKET SELLER?**

- (A) You must offer 100% customer satisfaction.
- (B) You should have signs that show the value being offered.
- (C) You should involve the customer and make your operation a fun experience for the customer.
- (D) You should offer for sale unique items not commonly found in available retail outlets.

**14.0 AFTER SUBMITTING MY APPLICATION FORM, HOW LONG WILL IT BE BEFORE I AM ISSUED A SPACE?**

When space is available, there is no waiting time, for sellers that are not private organization. Spaces are issued on an "availability" basis only. All applications are considered and your application will be kept on file. You will be notified if your application is approved.

**15.0 WHAT DO I NEED TO DO TO EXPAND TO A DOUBLE SPACE OR AN ADDITIONAL LOCATION AS A SELLER?**

Double spaces and additional locations are issued on an "availability" basis only. You must have enough product and variety of product for the increased space or location. You must submit an additional MWR Community Flea Market Application Form to The MWR Community Center Program Office.

**16.0 WHAT IF I REPRESENT A PRIVATE BUSINESS AND WANT TO USE MY PRIVATE EMPLOYMENT SELLER'S AUTHORIZATION LETTER?**

As per the individual's Private Employment Seller's Authorization Letter, Private Businesses are not authorized.

**17.0 WHAT IF I REPRESENT A CFAY RECOGNIZED PRIVATE ORGANIZATION AND WANT TO USE MY FUND RAISING APPROVAL AUTHORIZATION?**

The MWR Community Center Program Office requires individuals to reserve space at The MWR Community Flea Market in the private organization's name. Ten (10) spaces will be allocated, for private organization's participation. Private organizations must participate in a lottery for one (1) of the ten allocated spaces. When selected, the private organization must submit all required documents and make payment prior to the registration deadline, to reserve the space.

To be eligible to participate as a private organization, the organization must be in good standing with CFAY Legal Staff Judge Advocate (SJA) and must submit a copy of their Fund Raising Approval.