

CFAY HBB Vendor's Market Checklist



Thank you for your interest with participating in this event! To help ensure your home based business is cleared for fundraising, please follow the checklist below.

Only current home based businesses in good standing will be allowed to apply.

Event application package deadline is **3 NOV 2025**

Payment of \$100 is due to MWR Tickets & Travel by **11 NOV 2025**

Completed packages must be turned in to CFAY Legal.

*** NO extensions or late submissions will be granted***

Step 1 – CFAY LEGAL

Is your home based business registered and approved to operate onboard CFAY?

- YES = Please go to Step 2
- NO, we are not approved to operate = Please fill out a **Request to Conduct Commercial Activities or Private Employment from Military Family Housing or On Board Fleet Activities, Yokosuka**. To receive the form email CFAY legal at the email address below or for their website <https://cnrj.cnmc.navy.mil/Installations/CFA-Yokosuka/Operations-and-Management/Legal/>
(For questions, please contact CFAY Legal, DSN 243-7335, CFAYLegal@us.navy.mil)
**** PROCESS MAY CONTINUE WHILE RECOGNITION IS BEING REVIEWED.**

Step 2 – CFAY LEGAL

- Please fill out **Special Event Request Form (Version H – 2025)**. Please visit <https://cnrj.cnmc.navy.mil/Installations/CFA-Yokosuka/Operations-and-Management/Legal/> to access the request form.
(For questions, please contact CFAY Legal, DSN 243-7335, CFAYLegal@us.navy.mil)

Step 3 – PREVENTATIVE MEDICINE - TFE

Will your organization be handling or preparing food?

- YES = Complete **Temporary Food Establishment Form** and obtain Temporary Food Establishment Form DD-2970 form from Preventative Medicine
 - Food not sourced from approved sources (e.g. Commissary & NEX) must be added to this form for approval from Army Vet
 - Valid (through date of event) Food Handlers certificate must be included with DD-2970 submission for all members who are preparing and/or handling food.
 - Next Temporary Food Handlers Course:
 - October 31, Room 201, Building E-22

The Temporary Food Establishment Form can be found on the CFAY Legal Webpage:

<https://cnrj.cnmc.navy.mil/Installations/CFA-Yokosuka/Operations-and-Management/Legal/>

- NO = Proceed to Step 4 or 5
(For questions, please contact Preventive Medicine, DSN 243-2649, dha.nmrtyc_prevmed@health.mil)

Step 4 – FIRE DEPARTMENT

Will your business be using any kind of open flame on site at this event?

- YES = Please fill out a **Hot Work Permit**. Please email MWR_Yokosuka_Special_Events@us.navy.mil to request a copy. Fill out the permit, and have a Fire Inspector from the Fire Dept. review and sign on the day of event. **Only a pre-filled copy is needed for the application packet.**
- NO = Please go to Step 6.
(For questions, please contact Fire Prevention office via phone, DSN 243-5170, or email M-YO-CNRJ-FirePreventionYokosuka-GS@fe.navy.mil)

Step 5 – CFAY LEGAL

Provide the following to CFAY Legal for processing by **3 NOV @ 1600**:

- Approval letter (CFAY LEGAL)
- Food handler certificates (if applicable) (PREVENTIVE MED.)
- Signed Temporary Food Establishment Form (if applicable) (PREVENTIVE MED./ ARMY VET)
- Pre-filled Hot Work Permit (if applicable) (FIRE)
- Completed Fundraising Request form (CFAY LEGAL)

ONCE APPROVED:

Step 6 - MWR

There is a mandatory **\$100**, registration fee needed to participate. This fee covers the cost of 1 10x10 canopy, 1 8-Foot Table, and 2 Chairs. Limited Power will be available for this event and power request must be detailed during sign up.

Once approved and confirmed by CFAY Legal, registration fees can be made at our **MWR Tickets & Travel Office**. This is located in BLDG 1559 and is a credit/debit only facility.

*****Registration opens **27 OCT**

*****Registration closes **11 NOV**

(Additional Logistic requests due by 11 NOV – to the Special Events office or MWR_Yokosuka_Special_Events@us.navy.mil)

Any questions? Please contact:

MWR Special Events, DSN 241-5060

Email: MWR_Yokosuka_Special_Events@us.navy.mil