



# Vendor Fundraising Checklist



- ☐ Check on your Organization status: Approved to Operate and in Good Standing
- ☐ Fill out Fundraising Request Form
- ☐ Fill out DD Form 2970, Attend Food Handlers, and Submit both to Preventative Medicine
- ☐ Fill out Hot Work Forms, keep one for event day
- ☐ Submit all paperwork to Legal by Friday, 12 September
- ☐ After receiving CFAY Legal participation approval letter bring to MWR Tickets & Travel and make \$350 payment to register (credit/debit only) by 23 Sep
- ☐ Attend participation meeting on Thurs, 25 Sep @ 1300 or Fri, 26 Sep @ 0900
- ☐ Bring all paperwork with you on the event day to your assigned zone.



# VENDOR INFORMATION & RULES



**Rule violations may result in IMMEDIATE SUSPENSION from the CFAY FRIENDSHIP DAY 2025 and a letter sent to the NFEs command.**

- 1) A non-refundable payment of **\$350** will be made to MWR no later than 16:00, 23 September 2025. Credit / debit preferred, exact cash and official checks may be accepted. Checks should be made payable to "MWR Yokosuka." Payments are made at the MWR Tickets and Travel Office (1st floor, building 1559, next to Starbucks)
- 2) The payment to MWR includes one 10'x10' tent, one 8' table, two chairs, and one standard 3 prong, 2 plug outlet (**20 amps/2000 watts ea.**). Vendors may bring their own additional equipment other than tents as long as it fits within the 10'x10' tent space. For safety purposes no items may be placed outside of the 10'x10' tent space, including signage.
- 3) MWR will provide the Yen rate no later than 24 September. This rate should be used to guide converted USD prices. The same yen rate **MUST** be applied to all sales, with the exception of \$1 items which may be sold for \$1/Y100. MWR and/or CFAY Legal reserves the right to halt sales of product that are priced outside of an acceptable variance of the shared yen rate.
- 4) Vendors may begin setting up their booths on Sunday, 05 October at 05:00. Items may not be dropped off prior to that time or secured to the tent the day before. Vehicles must be completely clear of the event footprint by 0745. Booths that require fire or medical inspections must be ready for inspection by 0700. All vendors must be ready for sales by 0800.
- 5) Animals and pets are not allowed in the vendor booth area.
- 6) SOFA-sponsored personnel and/or private organization members are not permitted to accept or request donations for photographs, school fund raisers, charitable causes, etc. at the event.
- 7) Command Logo items are items bearing a command logo such as t-shirts, coins, ball caps, mugs, and other items. Pictures of any items bearing a Command logo must be included in fundraiser application and CO must approve use of Command logo. The maximum you may charge for these items is \$50 or equivalent yen exchange. Please be advised not to sell or display any merchandise that is or can be considered a weapon (Samurai swords, knives, Ninja stars, etc.).
- 8) Glass bottles/containers and all alcohol sales by private organizations are prohibited. Glass bottles/containers and alcohol for use/consumption by the vendors is also prohibited. Vendors who are found to be intoxicated or consuming alcohol will be immediately asked to leave.
- 9) Preventative Medicine requirements are the responsibility of the private organization. More information can be obtained by calling the U.S. Naval Hospital Preventative Medicine Dept. at 243-2649.
- 10) All on-base locations are approved food sources. If you wish to purchase any consumable, food item, or cooking product off-base, please reference the approved sources available from the Army Vet/Food Inspector Office. This includes anything that has direct contact with consumables such as ice.
- 11) Organizations planning to use charcoal or gas, or do any form of on-site cooking, must indicate this on their application and when signing up at the MWR Tickets & Travel Office. All grills must be operated a minimum of 10 feet outside of the tent area. In the case of rain, grills still may not be covered.
- 12) In accordance with the COMFLEACTINST 5760.5G food and beverage items sold at this event **MUST** be for immediate consumption only. The selling of bulk packaged items is not authorized. Items with expiry dates before the day of the event are not authorized.