

Fort Leavenworth Spouses' Club (FLSC) Vendor Policy Guidelines

The information you provide will be submitted to Fort Leavenworth Family Morale Welfare and Recreation (FMWR) for approval to participate as a vendor in FLSC events. All vendors, including those with on-post solicitation permits, must complete this registration. This form is valid **only** for FLSC events and is not a general on-post solicitation permit.

Vendor Responsibilities

- Vendors must follow all FLSC policies and event-specific rules. Non-compliance may result in disqualification from future events.
 - Vendors must secure their own childcare and bring their own promotional materials.
 - Alcohol sales are prohibited per Fort Leavenworth policy.
 - Franchise vendors must comply with their franchise agreements; FLSC is not liable for violations.
 - Vendors are responsible for taxes and reporting to the Kansas Department of Revenue (KDOR). The vendor name and information will be submitted to KDOR as a participant in each event you attend.
 - Vendors must provide a \$20 opportunity gift (non-profits are exempt).
 - All vendors (both on-post and off-post vendors) must adhere to the FMWR requirements for solicitation and home-based businesses. Before you can be a vendor with the FLSC, you must submit the required documents to Megan Browning at megan.e.browning.naf@army.mil and Katherine Salaiz at Katherine.d.salaiz.naf@army.mil. These forms can be accessed at <https://leavenworth.armymwr.com/programs/fundraising-and-solicitation>.
 - For off-post food vendors bringing food items to our events, you will need the Solicitation permit. For on-post food vendors, FMWR will work with the Fort Leavenworth Veterinary/Preventive Medicine Unit on your behalf during the Home-Based Business permit process. For questions pertaining to post approval, please contact Megan Browning at megan.e.browning.naf@army.mil and Katherine Salaiz at Katherine.d.salaiz.naf@army.mil. All forms can be accessed at <https://leavenworth.armymwr.com/programs/fundraising-and-solicitation>.
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Event Registration

- Invitations are sent approximately 6 weeks before each event.
 - Vendors are not allowed to forward any invitations they receive.
 - Vendors must be registered, agreeing with the FLSC vendor policy before they receive an invitation.
 - RSVPing “yes” is a commitment to attend and pay promptly.
 - Space is limited and granted on a first-come, first-served basis. Vendors will be notified by email on their status as a vendor.
 - Completing the online form is required for each event. This does not guarantee event participation, but it does ensure you’re invited to our events in order to participate.
 - Only one vendor per company per event is allowed; FLSC will alternate similar vendors as needed.
 - Vendors must arrive on time, clean up afterward, and bring their own materials.
 - The option to purchase a meal will be offered when applicable. Cancellations after the deadline still require meal payment.
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Payment & Invoicing

- Vendors must be registered with FMWR. Click [here](#) for more details.
 - Payment is due at registration. If space is unavailable, payment will be refunded.
 - If you cancel after the deadline (which will be stated in the email), you are still responsible for payment. Late cancellations will not be refunded.
 - Your spot is only secured once payment is received. Failure to pay may result in suspension from future invites.
 - If you bring a guest who requires a meal, you are responsible for their payment.
 - FLSC may pursue unpaid balances using any necessary measures.
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Liability & Cancellations

- FLSC is not liable for lost, stolen, or damaged items.
 - Events may be rescheduled due to weather or unforeseen circumstances.
 - Vendors will be notified of any rescheduling.
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Contact:

Any questions or concerns regarding the FLSC vendor policy or management can be emailed to the Vendor Coordinator at **vendorflsc@gmail.com**.