

FLSC Vendor Policy 2022-2023

The Fort Leavenworth Spouses' Club will use the information in this packet to be submitted to Fort Leavenworth Family Morale Welfare and Recreation (FMWR) in order to receive permission to participate as a vendor in FLSC events. All vendors, even those who have already obtained an on-post solicitation permit, must complete the registration form. This registration entitles you to participate in FLSC events ONLY and will not be accepted as an on-post solicitation permit for other events on Fort Leavenworth.

Vendors agree to comply with the general FLSC vendor policies and procedures, as well as the event-specific requirements and deadline. Failure to comply with the guidelines may result in a loss of opportunity to participate as a vendor at FLSC events.

EVENT REGISTRATION

- Event invitations will be sent approximately six (6) weeks prior to the event.
- VENDORS ARE NOT ALLOWED TO FORWARD ANY INVITES THEY RECEIVE. Vendors must be registered, agreeing with the FLSC vendor policy before they receive an invitation.
- All reservations and cancellations will be confirmed by email from the Vendor Coordinator to the vendor.
- A “yes” response to an event invitation is a commitment to attend and pay your bill promptly.
- Vendors will be accepted in the order they are received. Vendors will be notified by email on their status as a vendor.
- All reservations are on a first-come, first-serve basis and the online Jotform must be completed from the invite to be accepted for each event.
- This registration does not guarantee a spot for each and every event but it does put you on our list to receive invites to our events in order to participate.
- Vendors agree to arrive on time to events, to provide their own promotional material, and to remove all materials at the conclusion of the event.
- Events that take place during meal times will not have meals provided. Monthly events will have an option to purchase the meal and full-day events will have light refreshments. If you cancel your reservation after the stated deadline, you are still responsible for the payment for the meal(s) that you ordered.
- Vendors, under franchise, are welcome to sell their products as long as sales are in accordance with franchise guidelines. FLSC will not be liable for vendors violating franchise agreements.

VENDOR RESPONSIBILITIES

- Vendors are required to secure child care for the entire duration of the event.
- Vendors cannot sell alcohol products per post policy.

- Vendors are responsible for providing an opportunity gift valued at \$20 to be used as prize giveaways during the event (non-profits are exempt).
- Vendors selling food products must adhere to the requirements provided by Fort Leavenworth Veterinary and Preventive Medicine Units and obtain a Memorandum of Approval to submit with vendor application before approval can be granted to sell food items.
- All taxes need to be collected by the vendor and reported as instructed by the Kansas Department of Revenue. The vendor name and information will be submitted to KDOR as a participant in each event you attend.
- The vendor shall in no way hold FLSC responsible for broken, lost, stolen, or damaged items due to fire, water, or any other causes.

PAYMENT AND INVOICING

- Home-based and commercial businesses are permitted to be vendors only if they have an approved Solicitation Request Form on file with FLSC and FMWR. FMWR forms can be found at <https://leavenworth.armymwr.com/programs/fundraising-and-solicitation>.
- Payment must be made at the time of registration for each event through JotForm. If due to space limitations, we are unable to have you attend as a vendor, your payment will be 100% refunded. If you cancel your reservation after the stated deadline, you are still responsible for the payment and it will not be refunded.
- Your vendor spot at an event is not secured until payment has cleared. Failure to pay will result in losing your space to participate, and future invites will be suspended until payment has cleared.
- If a vendor invites an additional person to assist as a vendor, the registered vendor is responsible for that guest's payment if one is required.
- The Fort Leavenworth Spouses' Club may take any measures available to them to collect any debt owed to them.

**The information you filled out in the Jotform will be submitted to Fort Leavenworth Family Morale Welfare and Recreation (FMWR) in order to receive permission to participate as a vendor in FLSC events. All vendors, even those who have already obtained an on-post solicitation permit, must submit this form. This form entitles you to participate in FLSC events ONLY and will not be accepted as an on-post solicitation permit for other events on Fort Leavenworth.*

No party shall be responsible for events that are unforeseeable and beyond their reasonable control such as acts of God, weather delays, government restrictions, or unforeseen commercial delays. If the event is postponed due to inclement weather or other conditions beyond FLSC's control, they may be rescheduled for another time. FLSC agrees to give all vendors all of the rights set forth herein.

All concerns or questions regarding FLSC vendor policy or management are to be addressed to the Vendor Coordinator who is to respond in a timely manner to all correspondence. If you have a question about your application, please email the Vendor Coordinator at vendorflsc@gmail.com