

## **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).
  - Food vendors must adhere to the requirements provided by the Fort Leavenworth Veterinary/Preventive Medicine Units and obtain a Memorandum of Approval. This form will need to be submitted with the vendor application before approval can be granted to sell food items.
- 

### **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.
- 

### **Payment & Invoicing**

- Vendors must have a valid Solicitation Request Form on file with FLSC and FMWR. [Solicitation Request Form](#)
  - Payment is due at registration. If space is unavailable, payment will be refunded.
  - Late cancellations are non-refundable.
  - 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.
- 

### **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.
- 

### **Contact:**

Any questions or concerns regarding the FLSC vendor policy or management can be emailed to the Vendor Coordinator at **[vendorflsc@gmail.com](mailto:vendorflsc@gmail.com)**