

**Capital Area Military Spouses
Vendor Policy and Agreement
September 2018 – May 2019**

The purpose of this form is to document the vendor policy and agreement between Capital Area Military Spouses (CAMS) and vendors for general membership meetings, or luncheons.

Policy

Luncheons are held at Patton Hall, 214 Jackson Avenue, Fort Myer, VA 22211, on the second Wednesday of the month, at 11:00 am. A six-foot table with tablecloth is provided for each vendor. Set-up begins at 9:30am, and should be completed by 10:45am. Our program is scheduled to end at 1:00pm. Guests may remain longer to shop; however, the room must be vacated by 2:00, so plan tear down accordingly.

Vendors must represent a home-based business. Alcohol is not permitted to be offered for sale. Vendors are responsible for their own set-up and clean-up.

There is a fee of \$10.00 per luncheon, in addition to a donated item from the vendor's store.

This agreement should be submitted as soon as possible, but no later than two weeks prior to the desired luncheon. This will give the Vendor Coordinator time to contact the vendor, discuss arrangements, and confirm attendance.

If, after being confirmed for a specific date, a vendor needs to cancel, the Vendor Coordinator must be notified no later than two weeks before the day of the event. This will allow time for another vendor to take advantage of the opening. If proper notification is not received, the event fees apply and must be paid before the next event. Failure to do so will forfeit future reservations.

Capital Area Military Spouses will do its best to match vendors with their desired dates, but cannot guarantee this. We are currently inviting no more than four vendors per luncheon.

While not required, it is strongly suggested that vendors offer some sort of credit card payment ability, as that seems to be the preferred method of payment for most of our luncheon attendees.

****Please note that Joint Base Myer-Henderson Hall restricts access to those without appropriate credentials and identification cards. Please visit the following site if you are unsure about your ability to enter the base.**

<http://www.jbmhh.army.mil/WEB/JBMHH/JBMHH%20Regulations/JBM-HH%20190-16.pdf>

If you require assistance with this process, please contact our Vendor Coordinators at CAMSclubvendor@gmail.com.

Thank you for your interest in being a vendor for CAMS!

CAMS Club Vendor Agreement

I, _____, have read, understand, and agree to comply with Capital Area Military Spouses Vendor Policy for October 2018 through May 2019.

Name of Vendor: _____

Name of Business: _____

Brief Description of Items to be Offered for Sale and price Range: _____

Telephone Number: _____

Address: _____

City, State, ZIP Code: _____

Email: _____

Please check all events you would be interested in attending as a vendor:

Super Signup, September 12, 2018 10:30-1:00 _____

October 17, 2018 _____ February 13, 2019 _____

November 14, 2018 _____ March 13, 2019 _____

December 12, 2018 _____ April 10, 2019 _____

January 9, 2019 _____ May 8, 2019 _____

**Do you wish to be considered as a sub in the event of a last-minute opening? Y / N

**Do you wish to be on a wait list for a specific month if spots have been filled? Y / N

Signature of Vendor: _____ Date: _____

Where to submit Vendor Agreement:

By mail: CAMS, Attn: Vendor Coordinator, P. O. Box 1743, Fort Myer, VA 22211.

By email: CAMSclubvendor@gmail.com