

Event Information

EVENT: AmericaFest	ESTIMATED ATTENDANCE: Approximately 60k																												
WHEN: Saturday, 24 April & Sunday, 25 April 2023	FUNDRAISING FEE: \$400 Total for both days <i>*Must participate both days*</i>																												
WHERE: Kadena Flight Line	FEE INCLUDES: Tent space, 1 Table, 1 Chair																												
EVENT DESCRIPTION: AmericaFest 2023 – Open house event with static display, entertainment, and food. This will be an open gate event allowing locals and families to attend. This is the first time in 8 years that this event is taking place. We highly recommend accepting USD & Yen.																													
CATEGORIES OF ITEMS TO BE SOLD BY PRIVATE ORGANIZATIONS: Vendors will be approved to sell only one (1) Category of items: Food or Craft Activities. Vendors may sell a maximum of five (5) styles/varieties in the approved Category. <i>Ex. Category: French Fries. Styles: Garlic Fries, Nacho Cheese Fries, Chili Fries</i> <table border="1" data-bbox="203 1071 1412 1360"> <thead> <tr> <th colspan="3">Food</th> <th>Crafts</th> </tr> </thead> <tbody> <tr> <td>Baked Goods</td> <td>Deep Fried Desserts</td> <td>Meatballs</td> <td>Face Painting</td> </tr> <tr> <td>Candied Apples</td> <td>Deep Fried Food (No raw meat)</td> <td>Nachos</td> <td>Balloon Animals</td> </tr> <tr> <td>Chili</td> <td>Desserts</td> <td>Popcorn</td> <td>Slime making</td> </tr> <tr> <td>Coffee Station</td> <td>Hamburgers</td> <td>Smoothies</td> <td>Photobooth</td> </tr> <tr> <td>Corn on the Cob</td> <td>Hot dogs</td> <td>Snow cones</td> <td></td> </tr> <tr> <td>Cotton Candy</td> <td>Mac N Cheese</td> <td>Tacos</td> <td></td> </tr> </tbody> </table>		Food			Crafts	Baked Goods	Deep Fried Desserts	Meatballs	Face Painting	Candied Apples	Deep Fried Food (No raw meat)	Nachos	Balloon Animals	Chili	Desserts	Popcorn	Slime making	Coffee Station	Hamburgers	Smoothies	Photobooth	Corn on the Cob	Hot dogs	Snow cones		Cotton Candy	Mac N Cheese	Tacos	
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IF SELECTED, THE PRIMARY POC IS REQUIRED TO ATTEND THE PRE-EVENT VENDOR BRIEFING: TUESDAY, APRIL 4, 2023 AT 1100 – SCHILLING COMMUNITY CENTER BALLROOM																													

Fundraising Vendor Agreement

By applying to become a Fundraising Vendor, you agree to:

- Comply with all memoranda, bulletins, and letters issued by 18 FSS .
- Adhere to the rules/regulations set forth by Fire, Public Health, Safety, and Security Offices.
- Sell only items that have been approved.
- The Primary POC must be physically present during both the pre-event briefing and throughout the duration of the event. Additionally, a minimum of two (2) Representatives must be present at your booth during the event—booths may not be left unattended at any time.
- Tear down the tables/chairs provided to you and leave them how you found them.

For questions regarding the event, please call the Schilling CC Event Coordinator, DSN: 634-0694.

For questions regarding fundraising procedures, please call Private Organization Office,
DSN: 632-7215 or email: 18FSS.FSRF.KadenaPrivateOrg@us.af.mil

Event Information and Fundraising Procedures

- **Dispose of your own trash. Dumpsters will be on-site.** Keep your booth clean, and sanitary during the event.



Fundraising Procedures

HOW TO BECOME A FUNDRAISING VENDOR FOR THIS EVENT

- 1) Review the Categories provided on the Event Information page
- 2) Complete the following two forms:
 - a) **Fundraiser Request Form**
 - i) Please complete the first 2 pages, do not skip the last page
 - b) **FSS Special Event Fundraising Vendor Application** (Must be completely filled out—changes will not be accepted once the form has been submitted)
 - i) Select and list (2) Categories of items from the list provided that you'd like to sell.
 - ii) List (2) Categories of items NOT on the provided list that you are willing to sell.
 - iii) PO Office will notify you of which Category you are approved to sell.
- 3) Email BOTH forms to the 18 FSS Private Org Office, 18FSS.FSRF.KadenaPrivateOrg@us.af.mil
All emails will be replied to within 72 hours. If you do not receive an email response, your email was not received. Please call for a status update.
 - a) **Application Submission Period: December 1-28, 2022**
- 4) PO Office will validate both forms, as well as the status of your organization.
 - a) PO Office will tentatively accept the application if all the above conditions are met.
 - b) Please do not assume that your request is approved to participate at this time.
 - c) A drawing/lottery will be held to select the vendors that will participate.
- 5) Once the lottery is complete, the PO Office and Schilling Community Center will review menus and select what each applicant is approved to sell. Once menus are finalized, the PO Office will confirm accepted applicants via email.
 - a) **Applicants notified of acceptance: COB Wednesday, 4 January 2023**
- 6) If you are selected to participate, please be prepared to submit the following two forms to the Public Health Office by **COB Wednesday, 11 January 2023**
 - a) Public Health form DD2970
- 7) Attend the Pre-Event Vendor Briefing at Schilling Community Center.
 - a) THE PRIMARY POC IS REQUIRED TO ATTEND THE PRE-EVENT VENDOR BRIEFING.
 - b) Please make sure to bring both approved forms and Fundraising Fee payment.
 - c) Late or No-Show will result in forfeiture of your booth and will be given to the next organization on the waiting list.

18 FSS Private Organization Office
18FSS.FSRF.KadenaPrivateOrg@us.af.mil
632-7215/7206

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