



DEPARTMENT OF THE ARMY
UNITED STATES ARMY WAR COLLEGE AND CARLISLE BARRACKS
CARLISLE, PENNSYLVANIA 17013

REPLY TO
ATTENTION OF

23 April 2019

TO WHOM IT MAY CONCERN:

It's that time of year again to sign up for the Carlisle Barracks Welcome Expo. You are cordially invited to attend this year's event which will take place on August 7, 2019 from 9 a.m. – 1 p.m. The event will take place at the Letort View Community Center (LVCC), Thorpe Hall Fitness Center and the surrounding areas outside.

This is an information expo only. No sales will be permitted and there will be no preparation of food on the premises. All food must be brought fully prepared. Use of a heating lamp or other heating devices is permitted. Businesses are permitted and encouraged to give away samples of their products and services. An average of 1,500 soldiers, civilians and family members pass through the expo

For those interested in participating, registration runs through July 26, 2019. In an effort, to increase efficiency we're utilizing online registration platform. Please visit the Welcome Expo page at carlisle.armymwr.com to register online. In addition, a registration form is attached with event details. If you are unable to register online, please fill out the registration form, attach a check, or money order and mail it to the address listed on the form. This is a rain or shine event. I have also attached a boxed lunch menu for those desiring to purchase a meal. There are no refunds after July 12, 2019. Registrations received after July 12, 2019 pay the late registration fee of \$55 as noted on the registration form. Registration cut-off is July 26, 2019.

Due to Installation Force Protection requirements, each Non-Department of Defense (DOD) ID card participant attending the Welcome Expo must fill out the attached Access Control Application. Please remember that each member of your group that is 18 or older must fill out the form and return it with your vendor registration form. If you have any questions about this form, please contact 717-961-2431. Remember to pick up your visitor's pass before the event from the Visitors Center located at Claremont Gate. Their hours of operation are Monday-Friday, 7 a.m. – 5 p.m.

We are looking forward to another successful event with you. If you have any questions, please contact me at events@carlislearmwr.com or call 717-961-2431.

Sincerely,

Chris Bennett
Event Coordinator



Vendor Registration Form

Carlisle Barracks Welcome Expo

August 7, 2019 • 9 am - 1 pm

Business Name: _____ Point of Contact: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Contact Phone: _____ Contact Email: _____

Nature of Display / Business: _____

Name of Attendee (s): _____

IMPORTANT GUIDELINES - PLEASE READ CAREFULLY!

- **\$45 for 6 ft. of table space and two (2) chairs**
- Select your own space for an additional fee. See details below.
- **Late Registration (After July 12) - \$55**
- **NO REFUNDS after July 12**
- **Registration cutoff date July 26**
- Payment must be made at time of registration. **Checks and/or money orders should be made payable to "IMWRF Carlisle Barracks."**
- **Set-Up Evening Before Event (recommended):** August 6 / noon-7 pm. **Day of Event:** August 7 / 7-8:45 am.
- The Welcome Expo begins August 7 at 9 am. Latecomers will not be permitted to set-up due to safety concerns.
- In addition to your booth set up please allow at least 45 minutes for security checks, unloading and parking.
- Businesses will park in designated areas. Follow signage to the parking lots.
- All non-DoD ID Card carrying vendors 18 and older must complete the attached Access Control Application (one (1) per person attending) and submit it with registration. For security reasons, only those listed will be granted entry onto the installation. Passes must be picked up at the Visitor Center located at 870 Jim Thorpe Road, Carlisle, PA 17013 prior to the event.
- Only one (1) vendor per space is permitted. Each vendor must purchase their own space.
- Final instructions will be sent no later than August 2, 2019 via email.
- *DFMWR is not responsible for or liable for any lost, damaged or stolen items. All vendors' supplies will be their own liability. Registrants and participants of the "Welcome Expo" at the USAG Carlisle Barracks hereby release all parties involved, including but not limited to the FMWR, from any and all liabilities arising from this event. Any vendor not abiding by the guidelines and regulations of the event will not be invited to return. No party shall be responsible for unforeseeable events. If the event is postponed due to inclement weather or for reasons beyond control, it will be canceled.*

I have read all instructions and hereby agree to all the stated conditions

Vendor Signature: _____ Date: _____

FEES

Registration (Includes 6' of table space and 2 chairs) \$45 per space x _____ = \$ _____

Late Registration (After July 12) \$55 per space x _____ = \$ _____

Additional Optional Charges: (spaces are not guaranteed)

Select Your Top 3 Space Choices: _____ \$20 = \$ _____

Extra Tables \$5 per table x _____ = \$ _____

Black Table Cloths \$5 per table x _____ = \$ _____

Extra Chairs \$3 per chair x _____ = \$ _____

Electricity \$25 = \$ _____

Note: You will be responsible to provide your own extension cord. Series circuit extension cords are not permitted per Post Safety Officer

Lunch (from lunch form) \$10 per lunch x _____ = \$ _____

TOTAL = \$ _____

Total Amount Enclosed: = \$ _____

METHOD OF PAYMENT (CHECK ONE)

- Check
- Money Order

ADDITIONAL INFORMATION

I have a DoD ID Card

Please remember that all non-DoD ID Card carrying vendors 18 and older must complete an Access Control Application.

Checks should be made payable to "IMWRF Carlisle Barracks" and mailed to Welcome Expo 2019
46 Ashburn Drive
Carlisle, PA 17013
717-961-2431 | events@carlisle-mwr.com

DFMWR EMPLOYEE USE ONLY:
Staff Signature: _____ Date: _____



Boxed Lunch Order Form

Carlisle Barracks Welcome Expo/County Fair

August 7, 2019 • 9 am - 1 pm

Dear Welcome Expo Participant,

On the day of the event, for your convenience, we will have boxed lunches available at the cost of \$10 per lunch. If you desire to order, please include your boxed lunch order form and payment along with your Welcome Expo Registration form and payment.

Your box lunch will be delivered to you between 11 am and noon on the day of the event.

BOXED LUNCHES - \$10 (check type and quantity)

Each Boxed Lunch includes: Chips, Apple, Cookie, and Water.

Business Name: _____ Point of Contact: _____

Ham and Cheese Sandwich (comes with mustard) Qty _____ x \$10 = \$ _____

Turkey and Cheese Sandwich (comes with mayo) Qty _____ x \$10 = \$ _____

BOXED LUNCH TOTAL = \$ _____

DFMWR EMPLOYEE USE ONLY:
 Staff Signature: _____ Date: _____

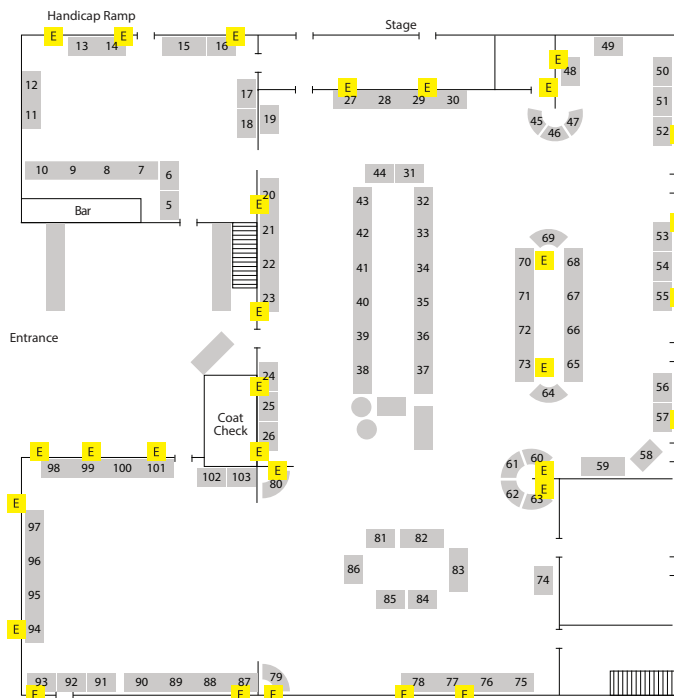


Table Layout

Carlisle Barracks Welcome Expo

August 7, 2019 • 9 am - 1 pm

Below is the table layout for the Carlisle Barracks Welcome Expo. If you would like to choose your table space, please write your top three choices on the Vendor Registration Form under the Additional Optional Charges section.



CARLISLE BARRACKS INSTALLATION ACCESS CONTROL APPLICATION

Please provide the following information for completion of a National Crime Information Center (NCIC) and Army Law Enforcement Reporting and Tracking System (ALERTS) Installation access check.			
NAME: _____		_____	
Last, First, Middle		Maiden (If applicable)	
SSN#: _____	DRIVERS LICENSE # / STATE ID #: _____	STATE: _____	
DOB: _____	PRIMARY PHONE: _____	SEX: _____	
(Date of Birth) YYYY/MM/DD			
HOME ADDRESS: _____			
Street		City	State
Zip			
REASON FOR VISIT:			
<input type="checkbox"/> GOVERNMENT SPONSOR INFORMATION: _____ <div style="text-align: center;">(NAME/AGENCY/PHONE #)</div>			
END DATE OF PASS REQUESTED: _____		_____	
(NOT TO EXCEED ONE YEAR)		GOVERNMENT SPONSOR SIGNATURE	
<input type="checkbox"/> NO GOVERNMENT SPONSOR		REQUESTED END DATE OF PASS: _____ <div style="text-align: right;">NOT TO EXCEED 30 DAYS</div>	
I have been advised that my gaining access to the Carlisle Barracks Installation is contingent upon successful completion of a criminal history background check. I understand that the background check includes accessing information within the NCIC and ALERTS. I have been advised that all information received from these checks will be maintained within the Directorate of Emergency Services and properly destroyed at the completion of the purpose of request.			
SIGNATURE OF APPLICANT: _____			
LAW ENFORCEMENT USE BELOW THIS LINE ONLY			
<input type="checkbox"/> No adverse information found. <input type="checkbox"/> Adverse information found Installation Access Control is cleared by this office. <input type="checkbox"/> Adverse information found Installation Access Control is NOT cleared by this office.			
PRINT NAME / SIGNATURE / DATE _____			
INITIALS & DATE OF CHECK ONLY			
DL	NCIC	ALERTS	PASS#
DATA REQUIRED BY THE PRIVACY ACT OF 1974			
<small>AUTHORITY: 5 USC 552a(b), 10 USC 3013, Title 10 United States Code, Section 3012(g), E.O. 9397 PRINCIPLE PURPOSE: To provide law enforcement officials with means by which information may be accurately identified in order to enforce security provisions. ROUTINE USE: Your social security number is used as an additional/alternate means of identification to facilitate filing and retrieval. DISCLOSURE: Disclosure of your social security number is voluntary. Failure to disclose the information requested precludes consideration of an application for access to the Carlisle Barracks Installation through the use of a temporary pass or as part of an event list. Personnel not submitting to a background check will be denied unescorted access to the Carlisle Barracks Installation.</small>			