



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

REPLY TO
ATTENTION OF

IMCL-MW

16 March 2018

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Carlisle Barracks Welcome Expo, Community Support Activities

1. The 2018 Carlisle Barracks Welcome Expo will be conducted on 8 August 2018, 0900 to 1300. The purpose of the expo is to provide the new Academic Class of 2018, and newcomers to Carlisle Barracks and their family members with information about the various support activities and agencies at Carlisle Barracks, along with local area Community Support Activities. Based on the past ten years, approximately 1,100+ participants are expected to attend.
2. If your organization is interested in participating this year, please mail your completed registration package to USAG Carlisle Barracks, ATTN: DFMWR, Welcome Expo 2018, 46 Ashburn Drive, Carlisle, PA 17013 no later than 25 July 2018.
3. All participants will receive a 6' x 6' space with 6' of table space and two chairs. The tables will be bare so you can dress them in your own unique way to catch your customers' attention.
4. All non-DOD ID card holders that will be participating are required to fill out and return an Access Control Application no later than 25 July 2018 for processing through the Installation Directorate of Emergency Services. You must pick up your processed Access Control form no later than 3 August 2018.
5. Spaces in Thorpe Hall will be assigned. Once the hall is filled to capacity, tents will be used for overflow. Space assignments will be available the day prior to the event. There will be a large poster board of the floor plan at the entry door to the Thorpe Hall Gymnasium. Those falling into the overflow category will be informed in advance.
6. Set up can be accomplished as follows after which a safety inspection will be done:
 - a. Tuesday, 7 August 2018, 1200-1900 or
 - b. Wednesday, 8 August 2018, 0600-0845
 - c. There will be signage identifying "unloading zones" along Lovell Avenue between Upton and Thorpe Halls.

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d. Approximately a third of the parking lot between buildings 314-315 will be available for parking.

7. Box lunches will be available for \$10 and will be delivered between 1100 and noon. See attached for details. Orders and payment must be received no later than 25 July 2018. Additionally, there will be a pay-as-you-go cook out in front of the LVCC which is provided by Better Opportunities for Single Soldiers (BOSS).

8. Any additional support requirements will be the responsibility of the participating organization to provide, i.e., extension cords, television, easels, etc. There are limited electrical outlets.

9. If you have any questions, please do not hesitate to contact us at 717-245-4533 or email at specialevents@carlislemwr.com. We look forward to hearing from you.

A handwritten signature in black ink, appearing to read "George Rubio". The signature is fluid and cursive, with the first name "George" written in a larger, more prominent script than the last name "Rubio".

GEORGE RUBIO
Event Coordinator

Enclosures

IMCL-MW

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DISTRIBUTION:

USAWC Library

USAWC DCLM (Military Family Program)

USAWC PAO

USAWC APFRI

CDR, DUSAHC

CDR, Vet Clinic

CDR, DENTAC

CDR, AHEC

DIR, DES

DIR, DHR

DIR, DPW

DIR, DRM

DIR, HRD

MGR, AAFES

MGR, Commissary

ILO

Post Chapel

Safety Officer

Balfour-Beatty

EEO

EO

Federal Employed Women (FEW)

Red Cross

ASAP

ROCKS

CPAC

USAWC Alumni Association

Boy Scouts

Cub Scouts

Girl Scouts/Brownies

DECA

AAFES

Carlisle Barracks Spouses' Club

Toastmasters Club

Carlisle H.S. Sports

USAWC Foundation

West Point Society of Central PA

Army Heritage Center Foundation

Armed Forces Benefit Association

Association of the United States Army (AUSA)

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DISTRIBUTION:

Rotary Club

Military Officers Association of America (MOAA)

United Services Automobile Association (USAA)

St. Patricks School

USAWC Cycling Club

ROTC

Grace Baptist

Home Schoolers

Bosler Library



Installation Vendor Registration Form

Carlisle Barracks Welcome Expo

August 8, 2018 • 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!

Spaces include: 6 ft. of table space and two (2) chairs

• **Registration cutoff date July 25**

• **Set-Up Evening Before Event (recommended):** August 7 / 1-7 pm. **Day of Event:** August 8 / 6-8:45 am.

• The Welcome Expo begins August 8 at 9 am. Latecomers will not be permitted to set-up due to safety concerns.

• In addition to set up please allow at least 45 minutes for security checks, unloading and parking.

• Only one (1) vendor per space is permitted.

• Final instructions will be sent no later than August 3, 2017 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 DFMWR, 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 Name: _____ Date: _____

ADDITIONAL OPTIONS

Extra Tables _____

Extra Chairs _____

Electricity _____

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: _____ = \$ _____

REGISTRATION QUESTIONS?

Call 717-245-4533 or email specialevents@carlisle.mwr.com

Address:
USAG Carlisle Barracks
ATTN: DFMWR
Welcome Expo 2018
46 Ashburn Drive
Carlisle, PA 17013

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



Boxed Lunch Order Form

Carlisle Barracks Welcome Expo

August 8, 2018 • 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.

Better Opportunities for Single Soldiers (BOSS) will also have available a BBQ outside the Letort View Community Center that will include burgers, chicken sandwiches, brats, hot dogs, chips and beverages.

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: _____



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

BOXED LUNCH TOTAL = \$ _____

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

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			
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.			