



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

March 16, 2018

REPLY TO  
ATTENTION OF

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 8, 2018 from 9 a.m. – 1 p.m. For businesses as in the past years, the event will take place at the Letort View Community Center (LVCC). A registration form is attached with event details. I have also attached a boxed lunch menu for those desiring to purchase a meal. Plus 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). This cook out will include burgers, hot dogs, chicken sandwiches, brats, chips and beverages.

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 are permitted. Businesses are permitted and encouraged to give away samples of their products and services. An average of 1,100 soldiers, civilians and family members pass through the expo

For those interested in participating, registration runs through July 11, 2018. Please fill out the registration form, attach cash, check, or money order and mail it to the address listed on the form. This is a rain or shine event. There are no refunds after July 11, 2018. Registrations received after July 11, 2018 pay the late registration fee of \$55 as noted on the registration form. Registration cut-off is July 25, 2018.

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 entourage must fill out the form and return it with your vendor registration form. If you have any questions about this form, please contact 717-245-4332. 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 us at [specialevents@carlislemwr.com](mailto:specialevents@carlislemwr.com) or call 717-245-4533.

Sincerely,

A handwritten signature in black ink, appearing to read "George Rubio".

George Rubio  
Event Coordinator



# 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!

- \$45 for one (1) 6'x6' (approximate) space (**Spaces include: 6 ft. of table space and two (2) chairs**)
- Select your own location for an additional fee. See details below.
- **Late Registration (After July 11) - \$55**
- **NO REFUNDS after July 11**
- **Registration cutoff date July 25**
- 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 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 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-ID card carrying vendors 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 before 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 3, 2018 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: \_\_\_\_\_

### FEES

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

Late Registration (After July 11) \$55 per space x \_\_\_\_\_ = \$ \_\_\_\_\_

#### Additional Optional Charges: (spaces are not guaranteed)

Select Your Top 3 Location Choices: \_\_\_\_\_ \$20 = \$ \_\_\_\_\_

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

Table Cloths (Circle One): Black or White \$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)

- Cash
- Check
- Money Order

### REGISTRATION QUESTIONS?

Call 717-245-4533 or email [specialevents@carlislearmwr.com](mailto:specialevents@carlislearmwr.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 Exp

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: \_\_\_\_\_

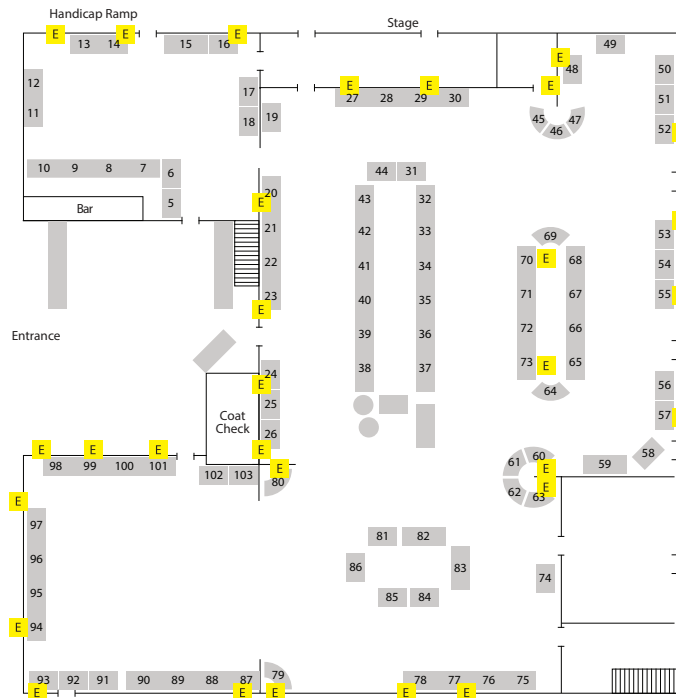


# Table Layout

## Carlisle Barracks Welcome Expo

August 8, 2018 • 9 am - 1 pm

Below is the table layout for the Carlisle Barracks Welcome Expo. If you would like to choose your table location, 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:<br>_____<br><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: _____<br><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: _____  |                                       |  |       |
| <b>LAW ENFORCEMENT USE BELOW THIS LINE ONLY</b>  |                                       |  |       |
| <input type="checkbox"/> No adverse information found.<br><input type="checkbox"/> Adverse information found Installation Access Control is cleared by this office.<br><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# |
| <b>DATA REQUIRED BY THE PRIVACY ACT OF 1974</b>  |                                       |  |       |
| AUTHORITY: 5 USC 552a(b), 10 USC 3013, Title 10 United States Code, Section 3012(g), E.O. 9397<br>PRINCIPLE PURPOSE: To provide law enforcement officials with means by which information may be accurately identified in order to enforce security provisions.<br>ROUTINE USE: Your social security number is used as an additional/alternate means of identification to facilitate filing and retrieval.<br>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. |                                       |  |       |