



FORT STEWART
CAIR **AND BACK TO SCHOOL** ***fair***
COMMUNITY ACTIVITIES • INFORMATION • REGISTRATION

Fort Stewart and Hunter Army Airfield's Family and Morale, Welfare and Recreation Directorate would like to invite you to the upcoming 2018 Back to School and Community Activities, Information and Registration (C.A.I.R.) Fair! This event will take place on Tuesday, July 24, 2018 from 10 a.m. until 2:00 p.m. at the Newman Physical Fitness Center, Bldg 439 on Fort Stewart, GA.

In order for this event to be successful, we need you. The 2018 Back to School and C.A.I.R. Fair will be heavily advertised in multiple formats including newspaper, radio, TV and electronic billboards as well as via flyers, posters, banners, etc. We hope that you will join us by signing up for a booth space to exhibit your products and/or services. This event will give you the opportunity to meet the residents of the Fort Stewart community and the surrounding areas as well as advertise and promote your business or organizations in a fun and engaging manner.

Attached you will find details about the Event and an application for you to reserve a booth space. We welcome all types of vendors offering various products, services and organizations that are available to the Fort Stewart community. Space is limited so sign up early. What better way to meet and greet the Fort Stewart Community and give them the opportunity to learn first-hand about what YOU have to offer. You can promote your business, products and services; additionally, you can register prospects or participants for clubs, organizations, and activities.

Booths will be assigned on a first-come, first-served basis, so please be sure to send your application as soon as possible. Previous Back to School and C.A.I.R. Fair Events have attracted over 2000 Soldiers and Family Members.

We look forward to seeing you on July 24th. Thank you in advance for your participation in our event. If you have any questions, please Kristy Adams at kristina.k.adams.naf@mail.mil.

Sincerely,

Mark Germonprez, Director
Directorate of Family and Morale, Welfare
and Recreation



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In order for this event to be a great success, we are looking for great exhibitors like YOU! You are invited to exhibit your products or services during our C.A.I.R Day Event. C.A.I.R Day is designed to expose the Fort Stewart Community to events, business, organizations, clubs, schools, businesses, recreation opportunities and activities in the local community and surrounding areas.

Admission and parking to the event will be free. The event will feature informational booths from local school districts; FREE school supplies for Military Families; opportunities for individuals to learn about and register for clubs, organizations, classes, recreational and cultural opportunities; learn about local businesses and restaurants and about what the local community has to offer Soldiers and Families while stationed at Fort Stewart/Hunter AAF.

Participants will receive a passport as they enter the facility, vendors will stamp their passports as they visit their booth and as the customers exit the event they will be entered into a drawing for some great door prizes. Participants must have received 65% of the vendor stamps to be eligible for door prizes.

This is YOUR opportunity to strut your stuff to the Fort Stewart/Hunter AAF Military Communities.

Where: Newman Physical Fitness Center, Bldg 439

When: Tuesday, 24 July 2018, from 10 am to 2 pm

Fees: Vendor fees are attached. Standard booth space is 10' wide X 10' deep. Booth space will be assigned on a first-come, first-served basis.

Product Sales: While promoting products and services is allowed, the actual selling of products will not be allowed. Vendors may provide coupons and store discounts. It is the responsibility of each vendor to make sure they have the necessary solicitation permits for Fort Stewart/Hunter AAF. A one-day solicitation permit will be easily obtained by calling 912-767-5139. Vendors are encouraged to provide giveaways to participants who visit their booth.

Food Vendors: Samples are encouraged. All food handlers must attend a free, one hour food handler's course at Fort Stewart in order to give away food at the event. Attendees will receive a food handler's certificate that must be displayed at your booth. Certificate is valid for one year.

Tents: Vendors must supply their own tents if cover is preferred. The main event site will be inside the Newman Physical Fitness Center with overflow space outside.

Electricity: Limited electrical outlets will be available. Outdoor booths may bring their own generators. Vendors must ground their generators and have a fire extinguisher on site.

Tables/Chairs: One 6ft table and two chairs will be provided for each 10x10 space. Table covers are highly recommended but will not be provided.

Questions: If you have any questions, please contact Kristy Adams at Kristina.k.adams.naf@mail.mil



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APPLICATION DEADLINE – Tuesday, 18 JULY 2018

Exhibitor Application

Company/Organization Name _____

Type of Business _____

Contact Name _____

Address _____

Phone # _____ Fax # _____

Email _____

Short description of what service/event/product you will be promoting:

Check Status: (status will be verified)

- | | |
|------------------------------------------------------|-----------|
| <input type="radio"/> Fort Stewart/Hunter AAF Agency | No Charge |
| <input type="radio"/> Non Profit Organization | \$ 25 |
| <input type="radio"/> Business/Organization | |
| <input type="radio"/> Small (<50 employees) | \$ 50 |
| <input type="radio"/> Medium (50 to 250 employees) | \$100 |
| <input type="radio"/> Large (>250 employees) | \$200 |

Booth Space Requested:

- ☐ Number of 10' X 10' spaces you are requesting _____ @ \$_____.
- ☐ Additional space available at half price

Rules and Regulations:

1. Acceptance of Exhibitors/Vendors to attend the Community Activities, Information Registration Day Event is at the sole discretion of the event planning committee. If your application to exhibit has been denied for any reason, your registration fee will be returned.
2. There are no refunds for Exhibitors/Vendors who submit their application and registration fee and do not attend.
3. Vendors/Exhibitors can only unload and set up during designated times, 23 July from 1 pm to 5 pm and from 7 am to 9 am on 24 July. No set up or delivery after 9 am on 24 July.
4. Exhibitors must park in designated parking area.
5. Exhibitors may not remove displays until after 2 pm on 24 July. All displays must be removed NLT 3 pm on 24 July.
6. Any and all hosts and/or sponsors of the event will not be held responsible for any injury, loss or damage of any nature.

I accept the Rules and Regulations _____ Date: _____

Please drop off or mail this application along with your appropriate Reservation Fee and copies of any permits needed as soon as possible to: **ATTN: CAIR Event, Family and Morale, Welfare and Recreation, PO Box 3597, Fort Stewart, GA 31315.** Make checks payable to: FMWR CAIR Event

Thank you again for your willingness to reach out to the Families at Fort Stewart and surrounding communities!! Your services are invaluable.