

**Octoberfest  
Fall Market Application  
Iron Mike Conference Center  
Fort Bragg, North Carolina**

**OFFICE USE ONLY**

Date Rec: \_\_\_\_\_  
Payment Info: \_\_\_\_\_  
Amount: \_\_\_\_\_  
Received By: \_\_\_\_\_

E-Mail to:

Fort Bragg, NC 28307  
Phone: 910-907-0739

**Vendor Application**

**PRINT OR TYPE**

**Company Name:**

\_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:**

\_\_\_\_\_

**Telephone:** (\_\_\_\_\_) \_\_\_\_\_ **Fax:** (\_\_\_\_\_) \_\_\_\_\_

**Contact:** \_\_\_\_\_ **E-mail:**

\_\_\_\_\_

**DUNS number:** \_\_\_\_\_

**Please note completion of this application does not guarantee acceptance. Iron Mike Conference Center will process all approved applications and you will receive an e-mail from our contracting office with further instructions.**

**Space Fee: \$150 per 8x10 space. Each space includes a 8" table and 2 chairs.**

**Your application is due no later than 05 Sept 2025.**

## **Designated Space :**

**How many and what size space(s) do you require?**

10x10 \_\_\_\_\_

**Do you need electricity: YES\_\_\_ NO \_\_\_**

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## **Vendor Details:**

1. Total payment must be made prior to the event.
2. Vendors cannot sell food, drinks or alcohol. No outside food or beverage authorized in the facility.
3. IMCC does not provide internet. All vendors are responsible for their own Wi-Fi.
4. Vendors may begin setup on October 4, 2025 at 0900.
5. All goods sold will be paid for in cash or credit card. Vendors will receive 100% of all sales and shall be responsible for controlling and safeguarding their individual receipts.
6. There will be no more than one of each brand direct sales company. Spaces are issued on a first come first serve basis.
7. Spaces will be kept clean at all times. Trash receptacles will be available. Please breakdown ALL boxes before properly disposing them. Prior to departure, your space must be clean of all trash. Violators will be charged a clean-up fee and may not be considered for future events.
8. The IMCC staff will not be responsible for any loss or thefts incurred during event. Vendor will take full responsibility for the security of their items.
9. All sales are between the vendor and buyer. The IMCC staff will not assume any responsibility for dissatisfaction resulting from sales. There will be no refunds issued by IMCC.
10. If the above details are not observed, vendor may be requested to vacate his/her booth under these circumstances, no refunds will be given.
11. As a vendor, you are responsible for providing a tax exempt number or social security number and a UEI number which has taken place of the DUNS number for issuance of a short term contract for dates of the event. Contracts are prepared and issued by the contracting office, not Iron Mike Conference Center.
12. All vendors must complete an 889 form version 5.

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**Pricing:** Please attach a copy of your items and pricing per item.

**DD2970:** Please fill out and attach along with application.

If selected as a vendor, you will be responsible for providing a tax exempt number or social security number for issuance of a short term contract for dates of the event. Contracts are prepared and issued by the contracting office, not Iron Mike Conference Center. The fund retains the right to inspect the operation to include sanitation and food preparation throughout the duration of the contract period. Failure to maintain acceptable sanitary standards and/or correct noted deficiencies will be cause for termination without further notice.

**\*\*NOTICE\*\* SUBMITTAL OF APPLICATION DOES NOT CONSTITUTE APPROVAL FOR PARTICIPATION. IF APPLICATION IS APPROVED, FMWR CONTRACTING OFFICE WILL NOTIFY APPLICANT FOR COMPLETION OF CONTRACT. \*\***

NAME: \_\_\_\_\_

STAFF \_\_\_\_\_

SIGNATURE \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

DATE \_\_\_\_\_