

# EGGSTRAVAGANZA

## PRIVATE ORGANIZATION FOOD BOOTH APPLICATION

11 April 2020 |1000-1300

**Name of Organization:** Please print full organization name; no abbreviations or acronyms.

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The above organization and its members hereby acknowledge NASSIG as the sponsor of this event and will comply with its delegated authority to MWR and its requests and regulations as stated in the following:

1. MWR Eggstravaganza Event Guidelines (Page 2)
2. Reference CNICINST 11000.1, Paragraph 3 b (1) (e)
3. NASSIGINST11000.1 through NASSIG Legal.

(Organization must be in current good standing and compliance with NASSIGINST11000.1 through Naval Air Station Sigonella Legal Office.)

**Organization Points-of-Contact:** (Names, telephone numbers, and e-mail addresses are all required.)

<b>Primary POC Name:</b>			
<b>Primary Phone Office Number:</b>		<b>Cell Phone Number:</b>	
<b>Email Address:</b>			

<b>Alternate POC Name:</b>			
<b>Primary Phone Office Number:</b>		<b>Cell Phone Number:</b>	
<b>Email Address:</b>			

1. Return this application to Ms. Marissa Johnson via e-mail before the close of business on **Wednesday, 11 March**. Please call 624-5187 or e-mail [marissa.johnson@eu.navy.mil](mailto:marissa.johnson@eu.navy.mil) with any questions.
2. All organizations will be reviewed by NASSIG Legal to ensure NFEs are meeting the guidelines listed in Reference CNICINST 11000.1. Organizations must be in current good standing through Naval Air Station Sigonella Legal Office.
3. The Primary or Alternate POC must attend the mandatory organizational meeting at **1300** on **Friday, 13 March** at the Liberty Center on NAS II. All regulations and procedures will be explained to you at this time.
4. If selected, a non-refundable payment of **\$50** will be made to the Community Recreation (ITT) Office no later than **Friday, 13 March**. Cash, credit, debit, and command checks are accepted. Checks should be made payable to "MWR Sigonella."
5. Organizations that do not comply with NASSIG and its delegated authority to MWR may not be permitted to participate in another NASSIG-sponsored event as a concessionaire until 2021.

**Specifically list what you plan to sell at your booth.**  
(Food, non-alcoholic beverages and logo items are allowed)

1. _____	6. _____
2. _____	7. _____
3. _____	8. _____
4. _____	9. _____
5. _____	10. _____

Please check if you plan on using charcoal or gas to prepare your food? ☐ Charcoal ☐ Gas ☐ N/A

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By signing this application, your private organization agrees to comply with the following and any other event rules set forth by MWR. Violation may result in immediate suspension from future MWR Event fund raising and a letter sent to your command. Furthermore, your private organization understands that Egstravaganza is subject to change or cancellation.

- This is a one day event. Commands are expected to participate from start to finish of the event. Must be onsite NLT 0900 for inspections and ready to sell by 1000.
- The Primary or Alternate POC must attend the vendor meeting with Marissa Johnson on **Friday, March 13 @ 1300**. All regulations and procedures will be explained to you at this time.
- Concessionaires may begin setting up their booths on **Saturday, April 11 at 0800**. Items may not be dropped off earlier or secured to the tent the day before.
- Supplies, equipment, food, ice, charcoal, grills, fire extinguishers, etc. are the responsibility of the concessionaire. Some of these items may be rented from Community Recreation on your own. Please contact them directly at 624-4777 to make equipment reservations PRIOR to event day.
- MWR will provide one 10' x 10' space tent, two eight-foot tables, and two chairs. **There will be no access to power outlets and generators are not permitted.**
- Spouses, children, animals and alcohol are not allowed in the vendor booth or cooking areas. Only personnel allowed in the food preparation area, are certified food handlers supporting the event.
- You will be able to sell items bearing a command logo including t-shirts, coins, ball caps, lighters, and mugs.
- Glass bottles/containers and all alcohol sales by private organizations are prohibited.
- Preventative Medicine & Food Inspector requirements are the responsibility of the concessionaire. More information can be obtained by calling the U.S. Naval Hospital Preventative Medicine Dept. at 624-6231 to set up food handler's certification.
- All on-base locations are approved/safe vendors from which to source any food items or consumables. If you wish to purchase any consumable, food item, or cooking product off-base please reference the approved sources available from the Army Vet/Food Inspector Office at 624-4399.
- Organizations planning to use charcoal or gas must indicate this on their application so that MWR can notify the Fire Department. All grills must be operated outside of tents. All on-site cooking requires a fire extinguisher provided by the vendor and approved Burn Permit by the Fire Department, which is the responsibility of the concessionaire to obtain from the Fire Department.
- Vendors are to stay within eight feet of the front of their own booth; sales may only be made from inside the front of a booth. Booth Space is defined as the eight feet in front of and the eight feet behind your assigned tent. Please do not encroach on empty side spaces, sidewalks, or other areas. These are vacant by design.
- Private organizations are responsible for the disposal/clean-up of all of their trash including all spilled oil/food items in their booth space during and at the end of the night. Before leaving, vendors must check out with MWR staff to ensure booth has been cleaned. Failure to properly clean up your tent will result in forfeiture of any future fund raising opportunities with MWR.
- All vendors must be recognized as an eligible NASSIG private organization in accordance with NASSIGINST11000.1

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Organization POC Signature

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Date