



MCAS MIRAMAR AIR SHOW

Squadron Memorabilia Booth Contract

This contract constitutes a request to sell Unit Memorabilia at the MCAS Miramar Air Show September 22 - 24, 2023 on consignment through S-3 Department and agreement to abide by the terms and conditions established by MCAS Miramar Air Show Director. Your Squadron Row POC is: Maj. Campbell; justin.campbell@usmc.mil / 858-307-1925

UNIT NAME: BASE:

P.O.C: PHONE #: POC E-MAIL:

- Check all that apply:
- | | | |
|--------------------------------------------------------------------------------------------------|--------------------------------------------|------------------------------------------------------------------------------|
| <input type="checkbox"/> Static Display near booth
(UNIT WILL PROVIDE ON SQUADRON ROW) | <input type="checkbox"/> Booth only | <input type="checkbox"/> MAGTF Static
(BOOTH PLACED IN MAGTF AREA) |
| <input type="checkbox"/> Miramar Tenant Unit | <input type="checkbox"/> MAGTF demo | <input type="checkbox"/> 3D MAW Non-Tenant Unit |
| <input type="checkbox"/> Other (PLEASE SPECIFY) | | |

Terms and conditions:

- Only items with unit logo/insignia may be sold.
- All units to provide their own booth, tables, and chairs. A Booth consists of one (1) 10'x 10' canopy, two (2) tables and four (4) chairs. Please contact your higher headquarter for procurement of the canopies/tables/chairs. **Units shall refrain from contacting MCCS, Parc, and station S-4 for supplies. All assets from these areas are already tasked for the air show.**
- **A list of all of the items and their prices must be submitted along with the application form for approval. (See page 2)**
- There is a limit of one booth space per unit.
- Applications from units based at MCAS Miramar will have priority over units from other bases.
- **Units may not sell at any location other than the designated unit memorabilia sales area.**
- **Use of commercial entities for the sale of any items is specifically prohibited.**
- **DO NOT SELL FOOD, BEVERAGES, OR WATER. (Vendors are paying MCAS Miramar to sell these items).**
- Per Station Order 5340.1 all profits must be turned into unit MCCS NAFI account.
- All booth space contents must be removed from the flightline on Sunday at the completion of the Air Show (approx. 1700).
- **Applications may be submitted beginning 1 June and no later than 10 September.**
- Applications are to be emailed to Maj. Campbell; justin.campbell@usmc.mil / 858-307-1925
- **UNITS FOUND TO BE NON-COMPLIANT ARE SUBJECT TO BOOTH CLOSURE.**

The Unit Commanding Officer has read, understands and will ensure that all unit representatives will comply with the Terms and Conditions listed and the Policy and Procedures.

Signature of Commanding Officer

Print Name

Email address

MCAS Miramar Air Show Unit Memorabilia Price List

Only items with the squadron/unit logo or insignia may be sold.

Unit:

Item Description (including price):

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

**MCAS MIRAMAR AIR SHOW
MILITARY UNIT MEMORABILIA SALES BOOTH SPACE
POLICIES AND GUIDELINES**

Please familiarize yourself and your unit members with the following policies and procedures:

PARKING:

- Parking passes are not provided.
- Unit volunteers working at the memorabilia sales booth space should plan on coming on base before the gates are open to the public at 0800 in order to find parking closer to the flight line.
- One vehicle per unit will be allowed access on the flight line to drop off merchandise. Requests for a Vendor pass must be made in advance.
- Designated merchandise vehicles are required to enter through the “Vendor Gate” at the Camp Elliott entry, off of Kearny Villa Road. After the vehicle is inspected a “Vendor Parking Pass” will be issued.
- The Vendor Parking Pass will allow the vehicle to drive on the flight line prior to **0730, 22-24 September**. After that time vehicles must park in the Vendor Parking Lot. Vehicles in this parking lot may not be removed until after the Air Show has ended for the day.

CHECK IN:

- Squadron booth spaces are located South of the ARFF Building, on the ramp.
- Check-in and booth space assignment begin at **0700 on Friday, 22 September**, with the Squadron Row Supervisor at the Volunteer Check-In area which is located between by the VAL building.
- Unit POC **must** turn in the price list if there are any new/updated items on the price list.
- For units that have requested a static display, every effort will be made to have the unit memorabilia booth space near the static display.
- Gates open to the public at 0800, plan your shifts and inventory accordingly.
- The booth space assigned is to be used by your unit and your unit only from the duration of the Air Show. Pass that on to other volunteers for your unit.
- Units that do not check in by **0700 on Friday, 22 September** will forfeit their booth to a unit on the waiting list.

SET UP:

- Booths will be set-up on **Friday morning, 22 September, NLT 0800**.
- Units may start setting-up their display **after** checking in with the Squadron Row Supervisor. Booth spaces **will not** be “claimed” before Friday morning. Booths spaces are assigned to the unit.
- MCAS Miramar Air Show does not provide handcarts, golf carts, or wagons to transport your inventory. Make arrangements before you arrive.

BOOTH SPACE DISPLAYS:

- Squadron Row booth supplies are to be provided by the Unit. Each booth space should consist of: one (1) 10'x 10' canopy, two (2) tables and four (4) folding chairs. These items may be obtained from your local squadron supply and will not be available or provided by the Air Show.
- Units may decorate their booths and are responsible for assembling and disassembling of their own displays. Displays must not come out into the walking paths either in front of or on either side of the booth space.
- No part of the display may interfere in any way with another booth space.
- There will be no alteration of any spaces.
- Storage space, other than within the booth space, is not available.
- Booth's must be manned and maintained until the close of the Air Show each day. No booth may be disassembled, and no squadron may leave earlier than the close time of the Air Show. (approx. 1700 each day)
- All booth spaces must be kept clean and in good order at all times.
- **Trash must be placed in refuse containers (centrally located).**

OPERATIONS:

- Squadron Row booths are operated from 0800 – Show Close Friday thru Sunday. No exceptions.
- Plan your inventory according to the operating hours.
- Electricity, water, and phones are not available or provided inside the booths. Small whisper generators and cellular phones are permitted.
- Booths must be operated by the unit; under no circumstances may their operation be subcontracted or transferred to anyone outside the unit.
- Signage must be provided by the unit. Signs are limited to two (2) 4'x 8' signs/banners. Unit name and items for sale are to be on the sign. No company/business names or company advertising are permitted. No balloons or inflatable items are allowed.
- All items offered for sale must be in good taste and are subject to compliance with Marine Corps rules and regulations.
- No inappropriate or distasteful displays of garments or signs will be allowed.
- All booth space contents must be removed from the flightline no later than 1830 on Sunday, 24 September.
- MCAS Miramar, MCCS and /or the MCAS Miramar Air Show are not responsible for any material left behind.

BOOTH POLICIES:

- In order to avoid competition with vendors who pay a substantial fee to sell their merchandise at the Air Show, only items with unit logo/insignia that are on an approved list may be sold.
- **Merchandise not listed on your application IS NOT AUTHORIZED.**
- Fliers or other promotional materials may not be distributed on the grounds, parking lots, or from the confines of the booth space, nor are there to be solicitations of new customers.
- Voice amplification is permitted, provided the volume is kept at reasonable levels as determined by MCAS Miramar. Complaints received regarding abuse will result in removal of the amplification system.
- Use of "MCAS Miramar Air Show" and Air Show logo is not authorized for use by the Squadron Row.
- **NO TIP JARS!! Raffles, free giveaways, and soliciting for donations are not permitted under any circumstances.**

- **Patrons shall not be charged for photographs in government uniforms, flight gear, or equipment in accordance with SECNAVINST 5720.44B.**

CHANGE:

- Units are responsible for providing their own initial change fund.
- Credit card sales through MCCA will not be authorized or provided.
- If change is needed during the day, it may be obtained through the MCCA Compound.
- Squadron Row Representatives cannot make change for you and instead will direct you to the MCCA Compound for change.

PROTECTION FROM THEFT:

- Booths with inventory should not be left unattended at any time.
- Units should conceal and properly secure all valuable items.
- MCAS Miramar or MCCA do not provide security.
- Do not leave your inventory in the booth space overnight.
- MCAS Miramar or MCCA will not be liable for any loss or damage to any items.

PERSONNEL WORKING THE BOOTH SPACES:

- Units are responsible for the conduct and personal appearance of all personnel in their booths.
- Consumption of alcohol and smoking (of any kind) are not permitted in or around the booths.
- Tickets, lodging, food, and water are not provided for Squadron Row volunteers.