

VENDOR DISPLAY PROGRAM

If your company is interested in renting space at our facility, the Cafeteria located in building 121 is available. This facility has adequate electrical outlets, tables, and chairs. Basic room charges are \$100 for a space (approximately 8' X 20'), \$200 for a conference room and \$400 for all three conference rooms. Fees are to be paid on the day of display. Checks should be made out to "CMWR Fund".

The description of the supplies or services you provide will be printed in our bulletin to base employees prior to date of display. We reserve the right to edit this description.

Please complete this application and return to the address below for arrangements **at least 30 days prior to the date required.**

CONTRACTING OFFICER
NAVSURFWARCENDIV
BUILDING 64, CODE 056P
300 HWY 361
CRANE, IN 47522-5001

Or Fax to 812-854-3184
Attn: Vendor Display
or email CRAN_VENDOR_DISPLAY@navy.mil

The following is a list of rules that vendors must comply with while visiting the installation:

1. Must be a U.S. Citizen (Cannot be a Foreign National)
2. Smoking is permitted in designated areas only.
3. Door prizes and games of chance are prohibited.
4. Weapons must be checked at the Center's entrance gate.
5. This program is intended to promote NSWC Crane's awareness of vendors, products, and services that support Crane's mission, and is not to provide an opportunity for vendors to market products and services for the personal use of NSWC Crane employees.
6. A vendor may provide written materials which are a normal part of their advertisement program but may not use "Crane" logo or that of the Navy.
7. Pick-ups such as ink pens, letter openers, etc. with a value of under \$10 may be provided to those attending.
8. Vendors must comply with all other State and Federal laws while visiting NAVSURFWARCENDIV Crane, IN.
9. Vendors are responsible for clean up upon completion of their display program.
10. Vendor displays are allowed between the hours of 9:00 AM and 2:00 PM.

Any questions or changes pertaining to the facility requirements should be addressed to 812-854-3290. All other changes pertaining to the application should be sent to CRAN_VENDOR_DISPLAY@navy.mil.

VENDOR DISPLAY PROGRAM APPLICATION

This application must be filled out and returned **at least 30 days prior to the date required.**

Please type or print the following and fax to 812-854-3184 ATTN: Vendor Display or email to CRAN_VENDOR_DISPLAY@navy.mil:

Company Name: _____

Address: _____

City and State: _____

Telephone: _____

POC name and email address: _____

Cage Code: _____

(**Must** have a Cage Code and be registered with the Central Contractor Registry (CCR) @ www.ccr.gov)

List the last and first name(s) of person(s) that will participate in the display (limit of five people). List only legal names, no first initials or nicknames:

There are two gates that you may enter the day of your display. The Bloomington gate is accessible from highway 45 and the Crane gate is accessible from highway 231. Which gate will you enter the day of your display?

Bloomington Gate _____ Crane Gate _____

What display date(s) (Month and day) are you interested in (Tuesdays, Wednesdays or Thursdays only)?

Date _____

Brief description of products/services you provide. (This description will be printed in our bulletin.)

Indicate Space Required: 8' X 20' space (\$100) _____ Conference Room (\$200) _____
All three Conference Rooms (\$400) _____

The above information will be reviewed and edited prior to being forwarded to the Food and Beverage Director. You will be contacted to confirm vendor display date(s), time(s), location and other requirements.

I understand and agree to all the terms and conditions set forth and I agree to accept all risk of loss or damage to my Property while at NAVSURFWARCENDIV Crane, IN.

Signed: _____

Date: _____

Print Name: _____

Position in company: _____