

# Santa's Market 2025 - Vendor Application

The 17th Force Support Squadron Arts & Crafts Center and Goodfellow Air Force Base cordially invite you to participate in the 43rd annual Santa's Market Craft Fair at the Goodfellow Fire Training Academy on Saturday, 22 November 2025. Please read the following policies, procedures, and information, which apply to all vendors and their associated personnel:

## Critical Dates/Times

**Applications/Payment Due:** No later than 31 October 2025

### Vendor Set-up:

- Friday, 21 November 3:00 pm - 8:00 pm\*
- Saturday, 22 November 7:00 am - 9:00 am

**Event (Open to public):** Saturday, 22 November 10:00 am - 4:00 pm

\*Staggered entry will be accomplished using assigned time slots - detailed procedures will be provided to approved vendors prior to event

## Policies and Procedures

### Permitted Goods

Only hand-made arts and crafts items are approved for sale at the event; prefabricated and direct sale items are prohibited. The sale of weapons, including knives, is strictly prohibited.

### Food Sales

Vendors selling food must have a current Texas Department of State Health Services (DSHS) permit issued. A copy of the certificate must be included with the submitted application. All food must be prepared under DSHS permit guidelines. All food must be precooked, prepackaged, and have a room temperature shelf life. Vendors must display a copy of their DSHS permit at the event; Air Force Public Health personnel will inspect food vendors during the event and have the authority to prohibit the sale of any food items not in compliance with DSHS requirements or which they deem unsafe.

### Special Requests

Returning vendors are not guaranteed a booth space, nor can we guarantee the same space/location assigned in previous years. Any requests indicated will be considered in the order in which the applications are received.

### Electricity

Electrical outlets are limited; vendors who require electricity at their booth during the event must indicate the request on their application, **including a description of the items/equipment to be powered**. Power supply in the facility is limited; as such, event staff and Air Force Fire/Safety personnel reserve the right to restrict power supply to items/equipment at their discretion. Vendors are advised to supply their own extension cords, as outlet placement within the facility is limited. Total item/equipment power requirements must not exceed the rating of any extension cord or surge protector in use. Daisy-chaining extension cords or surge protectors is prohibited.

## **Powered Equipment**

Heat-producing equipment and other equipment with high power draw are prohibited; this includes coffee pots, hot glue guns, and heat presses.

## **Prohibition of Pets on Federal Property**

Per 41 CFR 102-74.425, "No person may bring dogs or other animals on Federal property for other than official purposes. However, a disabled person may bring a seeing-eye dog, a guide dog, or other animal assisting or being trained to assist that individual." This policy, along with 40 USC Section 3103 and GSA policy, applies to Goodfellow AFB, as it is Federal property. Feel free to contact us with any questions/concerns.

## **Safeguarding of Belongings**

Vendors are responsible for the safeguarding of their items and resources prior to, during, and after the event; the 17th Force Support Squadron, Department of Defense, and its agents/employees are not responsible for any theft, loss, or damage of/to property associated with the event.

## **Base Access Requirements**

Individuals whose information is not entered at the bottom of the application form will NOT be permitted entry to Goodfellow AFB during vendor setup times. By providing us with this information, you agree to allow us to provide it to state and/or federal law enforcement agencies for the purposes of conducting background checks. Air Force Security Forces personnel have the final say in permitting or denying access to the installation by any individual. While we will do our best to inform vendors if any of their associated personnel are missing information or have been denied access, we are ultimately not responsible for such occurrences. Sensitive information provided in this form will be safeguarded according to federal law.

## **Vehicle Operation on Goodfellow AFB**

Only properly licensed individuals, appropriately covered by vehicle insurance, will operate a vehicle on Goodfellow AFB. Authorized vehicle operators will have in their possession a valid driver's license, current vehicle registration, and a valid insurance certificate at all times when operating a vehicle on Goodfellow AFB. Vehicles and personnel will be subject to search by Air Force Security Forces personnel and military working dogs.

## **Forbidden Items**

The following items are prohibited and subject to confiscation by Goodfellow AFB personnel:

- Illegal drugs
- Weapons, ammunition, and explosives
- Stolen personal/government property
- Drones
- Knives with blades 4 inches or longer
- Any other item/substance which Air Force Security Forces personnel may deem to violate local, state, or federal policy/law

## **Compliance With Goodfellow AFB Policy and Personnel**

Vendors and their associated personnel are required to adhere to all local, state, and federal policy/law while on Goodfellow AFB. This includes adhering to the directions or instructions of personnel from the 17th Force Support Squadron, 17th Security Forces Squadron, and 17th Training Wing. All signage, including that which prohibits access to certain hallways/areas of the facility, are to be adhered to at all times.

## **Application/Payment**

The application on the next page must be received by Goodfellow Arts & Crafts, via mail or email (per the contact information below), no later than 31 October 2025. Applications received after this date may not be considered.

Unfortunately, due to Payment Card Industry Digital Security Standard (PCI DSS) policy, we are currently unable to accept credit card payments over the phone. As such, the following options are available for payment:

### **Check via mail:**

- Made payable to **GAFB ARTS & CRAFTS CENTER**
- The following information **MUST** be written on the check:
  - Date of Birth
  - Driver's License State of Issue
  - Driver's License Number
  - (DoD Personnel/Dependants/Retirees may provide their Date of Birth and DoD ID Number)

### **Cash via mail:**

- In the exact amount only - no change will be issued. We are not responsible for mail that is lost in transit.

Persons with normal access to Goodfellow AFB only:

- Payment in-person via credit card, check, or cash.

## **Application Submission**

Applications must be submitted either by mail (along with payment) or email. Applications received without payment are placed on hold until payment is received. Applications are considered processed as of the date on which the associated payment is received; this date is used to determine priority consideration of special requests.

Applications must be complete and legible. Checks, if applicable, must be annotated with the information described above in a legible format. A confirmation email will be sent to the email address provided when we have processed the application and payment. Additional information will be sent to all approved vendors in the weeks prior to the event, with details including access instructions, setup time slots, and additional procedures. If you have any issues submitting your application/payment using the above methods, please contact us and we will try our best to accommodate your needs.

## **Mailing Address / Contact Information**

Make checks payable to **GAFB ARTS & CRAFTS CENTER**

Mail to:

**Goodfellow Arts & Crafts**  
**17 FSS/FSWT**  
**162 Mitchell St Bldg 109**  
**Goodfellow AFB, TX 76908**

**Phone: (325) 654-3237**

**Email: [joshua.driskell.2@us.af.mil](mailto:joshua.driskell.2@us.af.mil)**

# Vendor Application / Hold Harmless Agreement

P DATE	NO.
_____	_____

I, \_\_\_\_\_, in consideration for this Hold Harmless Agreement (hereinafter referred to as Agreement) have received permission from the United States through its officers and agents to occupy the premises known as the Fire Training Facility, Building 3453, at Goodfellow AFB, Tom Green County, Texas, on November 21-22, 2025. I am occupying such premises upon my own initiative, risk and responsibility. I FULLY UNDERSTAND THAT THE PROBABILITY EXISTS THAT I COULD RECEIVE PERSONAL INJURY OR DAMAGE TO MY PERSONAL PROPERTY while I am on these premises. I hereby release, hold harmless, and covenant not to sue The United States of America and any of its agencies and employees or their heirs, successors and assignees of said agencies and employees, on any claim, suit or cause of action arising from my being on the above mentioned property. I execute this Agreement after reading it in its entirety and I fully understand its effect. I am over eighteen (18) years of age, and I am not suffering from any mental or emotional deficiency which would inhibit my ability to fully understand this Agreement, I intend it to be binding not only on me, but also my heirs, successors and assignees.

\_\_\_\_\_  
PRINTED NAME OF VENDOR

\_\_\_\_\_  
SIGNATURE OF VENDOR

\_\_\_\_\_  
PRINTED NAME OF WITNESS

\_\_\_\_\_  
SIGNATURE OF WITNESS

NAME _____	
PHONE _____	EMAIL _____
ADDRESS _____	
DESCRIPTION OF ITEMS FOR SALE _____	

### Space/Equipment Reservation

Each booth space is 10'x10'. Vendors requiring more space must reserve an additional booth (up to a MAXIMUM OF 3).

	Qty.		Price (\$)
Booth Space:	<input type="text"/>	@ \$75	<input type="text"/>
Table:	<input type="text"/>	@ \$10	<input type="text"/>
Chair:	<input type="text"/>	@ \$1	<input type="text"/>
	TOTAL:		<input type="text"/>

### Additional Requests

Please list requests for electricity, booth locations, etc. below. Please note that requests are filled on a first-come, first-served basis, and there is no guarantee that they will be fulfilled.

Information must be provided below for every individual requiring base access for the event, including the vendor and their associated personnel. Security Forces will conduct background checks on each individual to ensure safety and security during the event. Any individual not listed below will be denied access to the base on 21 and 22 November - there is no exception to this policy. Information for any and all individuals must be provided no later than 31 October for processing.

Last, First, Middle Initial (Legal Name)	Date of Birth	Driver's License Number / <b>State of Issue</b>	Last 4 of SSN