



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND HEADQUARTERS
UNITED STATES ARMY GARRISON, FORT LEAVENWORTH
SOLDIER FOR LIFE – TRANSITION ASSISTANCE PROGRAM
600 THOMAS AVENUE
FORT LEAVENWORTH, KANSAS 66027-1417

February 9, 2018

Dear Friends, Sponsors, and Vendors:

The next Fort Leavenworth Job and Education Fair is scheduled for April 10, 2018 from 10:00 a.m. to 2:00 p.m. at the Frontier Conference Center, 350 Biddle Blvd., Fort Leavenworth. To build additional excitement and drive participation, vendors are encouraged to display and distribute complimentary product samples, provide literature, and engage the attendees who will be visiting. The intent is for you to show prospective employees what your organization has to offer, and for potential employees to demonstrate what they can bring to your organization.

The target market for this event is Military (active and reserve), Retirees, Veterans, DoD Civilians and Family Members in the surrounding community. However, anyone seeking employment may attend the Job and Education Fair free of charge. The Fort Leavenworth community encompasses over 15,000 Military, Family Members, Civilian Employees and Contractors, plus over 27,000 Retirees. This is an audience interested in job and education opportunities in the local and regional area, as well as national or international opportunities.

The cost for early registration by 3 April is \$100 and allows the additional purchase of advertising in the job fair directory. The cost after 3 April is \$125 and does not allow for the additional purchase of advertising in the job fair directory. The attached registration form has more information.

Those that confirm attendance by 4:00 p.m. 26 March will have the option of completing an installation pass form (enclosed) and have their name placed on a list that will expedite the gate entry process. Approved vendors can pick up their gate pass at Sherman Gate (entry nearest Missouri River) and proceed through the main gate on Grant Avenue. Every occupant of the vehicle must complete the form and have a state or federal issued picture ID. Filling out the installation access pass is not mandated, however it is required if a non-military ID card holder wishes to expedite the entry process. The access form must be received prior to **4:00 p.m. 26 March** to allow time for processing and approval. For more information on gate access visit <https://garrison.leavenworth.army.mil/index.php/my-fort/all-services/gate-information>.

There are additional procedures for schools to be granted access for events on Department of Defense installations. I attached the guidance and procedures for schools to this email. If there are any questions on these procedures please call the Education Services Officer at 913-684-7345.

I look forward to seeing you and your organization represented on 10 April.

Sincerely,

//original signed//
BRETT L. ROSENE
Transition Services Manager
Soldier for Life - Transition Assistance Program
Fort Leavenworth, Kansas 66027



Fort Leavenworth Job and Education Fair

JOB AND EDUCATION FAIR LOCATION:

Frontier Conference Center
350 Biddle Blvd.
Fort Leavenworth, KS 66027



TRANSITION ASSISTANCE PROGRAM
Start Strong • Serve Strong • Reintegrate Strong • Remain Strong

Booth Information

- Private interview space will be available.
- Wireless Internet connection available.
- The Job and Education Fair is open to the public from 10:00 a.m. - 2:00 p.m. on April 10, 2018.
- Vendor set up is between 8:00 a.m. and 10:00 a.m. on April 10, 2018
- Vendor tear down starts after 2:00 p.m. on April 10, 2018
- Total space per vendor is 6' x 6'. You will be provided (per space) one six-foot table, tablecloth, and two vendor chairs. If you have a self-contained display and do not require use of the table and/or chairs, please let us know.

Marketing

- Fair event information publicized in the Ft Leavenworth Lamp newspaper and other local papers.
- Event publicity mailed to over 1900 installation residents.
- Posters placed at conspicuous locations on the installation.
- E-mail publicity to over 2500 subscribers.

Advance shipment of your Fair materials/displays may be shipped VIA FedEx or UPS (not USPS) to:

Frontier Conference Center
ATTN: SFL-TAP Job Fair
350 Biddle Blvd.
Fort Leavenworth, KS 66027

Refreshments

- Courtesy refreshments will be available.
- Complimentary snacks will be available throughout the event.
- Reasonably priced buffet meals will be available at the Solarium Buffet in lower level of the conference center.

Lodging:

- **On Post – Holiday Inn Express** is available on the installation. Visit <http://www.ihgarmyhotels.com/pal/en/us/home> or call 1-877-711-TEAM (8326)
- **Off Post –**
 - Fairfield Inn and Suites**, 1101 N. 4th St., Leavenworth, KS, 913-758-9303
 - Hampton Inn**, 405 Choctaw St., Leavenworth, KS, 913-680-1501
 - Home2 Suites by Hilton**, 250 Delaware St., Leavenworth, KS, 913-651-8600
 - Super 8 Motel**, 303 Montana Ct., Leavenworth, KS, 913-682-0744
 - Econo Lodge**, 504 N Main St., Lansing, KS, 913-727-2777, 800-356-0689
 - Holiday Inn Express**, 120 Express Ln., Lansing, KS, 913-250-1000
 - Embassy Suites Hotel**, 7640 NW Tiffany Springs Parkway, Kansas City, MO, 800-EMBASSY
 - Hilton Kansas City Airport**, 8801 NW 112th St., Kansas City, MO, 816-891-8900
 - Homewood Suites**, 1-800-CALLHOME
 - Marriott Kansas City Airport**, 775 Brasilia Ave., Kansas City, MO 816-464-2200
 - Chase Suites**, 9900 NW Prairie View Rd., Kansas City, MO, 816-891-9900
 - Clarion Hotel**, 11832 Plaza Cir., Kansas City, MO, 816-464-2543

FORT LEAVENWORTH JOB AND EDUCATION FAIR – April 10, 2018 REGISTRATION FORM

This agreement is between Family and Morale, Welfare and Recreation (FMWR), 600 Thomas Avenue Fort Leavenworth, Kansas 66027-1417 and vendor listed on this form. To reserve your booth space and/or advertisement, complete this signed agreement, full payment and advertisement artwork must be received no later than **April 3, 2018** to guarantee space. Booth space and advertising must be paid in full in advance. Call (913) 684-1830 for more information.

COMPANY NAME: _____

CONTACT: _____

ADDRESS: _____ CITY: _____ ST: _____ ZIP: _____

PH: _____ E-MAIL: _____

BOOTH SPACE(S)

****Early Registration for the Job and Education Fair Reservation and Payment received NLT April 3, 2018**

Booth space(s) \$100 per booth space X _____

(One 6' x 6' space includes one 6' table, tablecloth and 2 chairs)

Late Registration for the Job and Education Fair must be received NLT April 9, 2018

Booth space(s) \$125 per booth space X _____

(One 6' x 6' space includes one 6' table, tablecloth and 2 chairs)

****Advertising in Job and Education Fair Directory - \$50
Only available to Early Registration Vendors**

Electricity required: ☐ YES ☐ NO

(No electricity at booths unless requested in advance.)

Do you have a self-contained display? ☐ YES ☐ NO

PAYMENT TOTAL \$ _____

CHANGES TO REGISTRATION FORM, SIGNED CONTRACT AND ALL PAYMENT MUST BE RECEIVED NOT LATER THAN 3 April 2018 FOR EARLY REGISTRATION AND NLT 9 April 2018 FOR LATE REGISTRATION.

Make checks payable to "FMWR" for the total cost due for booth space(s) and advertisement.

Fax contracts to: Sun Rodgers (913) 684-1831

Mail contracts to: Sun Rodgers, Job and Education Fair, P.O. Box 3430, Fort Leavenworth, KS 66027.

Email contracts to: Sun.P.Rodgers.NAF@Mail.Mil

Registration questions: Sun Rodgers (913) 684-1830, Sun.P.Rodgers.NAF@Mail.Mil

Credit card payments accepted by returning this form with the information completed below.

PAYMENT METHOD: ☐ Check or money order enclosed ☐ Charge my Credit Card

☐ Visa ☐ MC ☐ AMEX

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Signature: _____ CC Expiration Date (mm/yy): _____ Code: _____



**COMMERCIAL SPONSORSHIP AGREEMENT
FORT LEAVENWORTH, KANSAS**

Log # JOB 18-_____

This agreement is between Family and Morale, Welfare and Recreation (FMWR), 600 Thomas Avenue, Unit 2, Fort Leavenworth, Kansas 66027-1417 and (vendor):

FMWR seeks to promote a positive, healthy lifestyle, which includes proper nutrition, leisure skills, entertainment and active participation in recreational programs for Soldiers, their Families and other eligible persons through the conduct of the following FMWR or community event:

Location of Event:

Frontier Conference Center
350 Biddle Blvd.
Fort Leavenworth, KS 66027

In consideration of the premises and mutual promises set forth herein below, the parties, intending to be legally bound, hereby agree to the following:

1. Event: Job and Education Fair, April 10, 2018 10:00 a.m. to 2:00 p.m.
2. Understandings, agreements, support and resource needs.
 - a. FMWR Responsibilities.
 - (1) Provide the logistical support and requirements to conduct event.
 - (2) Provide adequate staff to plan, organize, promote and conduct the event.
 - (3) Provide space (6' X 6'), one six-foot table, tablecloth, and two chairs for display.
 - (4) Provide a vendor courtesy area with refreshments.
 - (5) Coordinate development and distribution of advertising materials.
 - b. Vendor Responsibilities.
 - (1) Return signed registration along with payment for each table and any advertising. Checks made payable to FMWR no later than the close of business (COB) **April 9, 2018**
 - (2) Provide required Job and Education Fair promotional material, provided that all publicity or promotional materials shall be submitted to FMWR for approval before they are printed or distributed and that all promotional materials shall include the disclaimer "Sponsorship does not imply endorsement".
 - (3) Set up display area in the space provided and remove those materials at the conclusion of the event.
 - (4) Display may be set up between the hours of 8:00 a.m. and 10:00 a.m., April 10, 2018
 - (5) Vendor cost will not be chargeable in any way to any part of the Federal Government.
3. Force Majeure. No party shall be responsible for events that are unforeseeable and beyond its reasonable control, such as acts of God, weather delays, government restrictions, or unforeseen commercial delays. If any of the event(s) is postponed due to inclement weather or other conditions beyond the FMWR's control, they may be rescheduled for another time. Sponsor/Co-Sponsor(s) shall then be entitled to, and the FMWR agrees to give to Sponsor/ Co-Sponsor(s), all of the advertising and sponsorship rights set forth herein at no additional charge.
4. Terms and Termination. The term of this agreement shall commence as of April 10, 2018 and shall continue until close of business April 10, 2018. Any party may terminate this agreement upon a material breach of any term or condition set forth herein. The non-breaching party will provide written notice (at least two weeks prior to the event) to the breaching party that the agreement is terminated and the basis for the termination.
5. Notices. All notices required or permitted hereunder shall be deemed duly given if sent by certified mail, postage prepaid, addressed to the parties as follows:

If to Vendor: Same as page one.

If to FMWR: FMWR
Attn: Sun Rodgers
P.O. Box 3430
Fort Leavenworth KS. 66027-1417
6. Assignment. This agreement is not assignable in whole or part by any party hereto in the absence of the prior written consent of the parties.
7. Entire Agreement. This agreement contains the entire understanding between the parties hereto relating to the subject matter contained herein and supersedes any and all prior agreements, arrangements, communications, or representations, whether oral or written. The agreement may not be amended, altered, modified, or changed except by an addendum signed by all parties hereto.

IN WITNESS WHEREOF, the parties hereto have caused this agreement to be executed.

Vendor:

FMWR:

Signature _____

Title:

Glenn Hewitt

Director DF&MWR

DATE: _____

DATE: _____



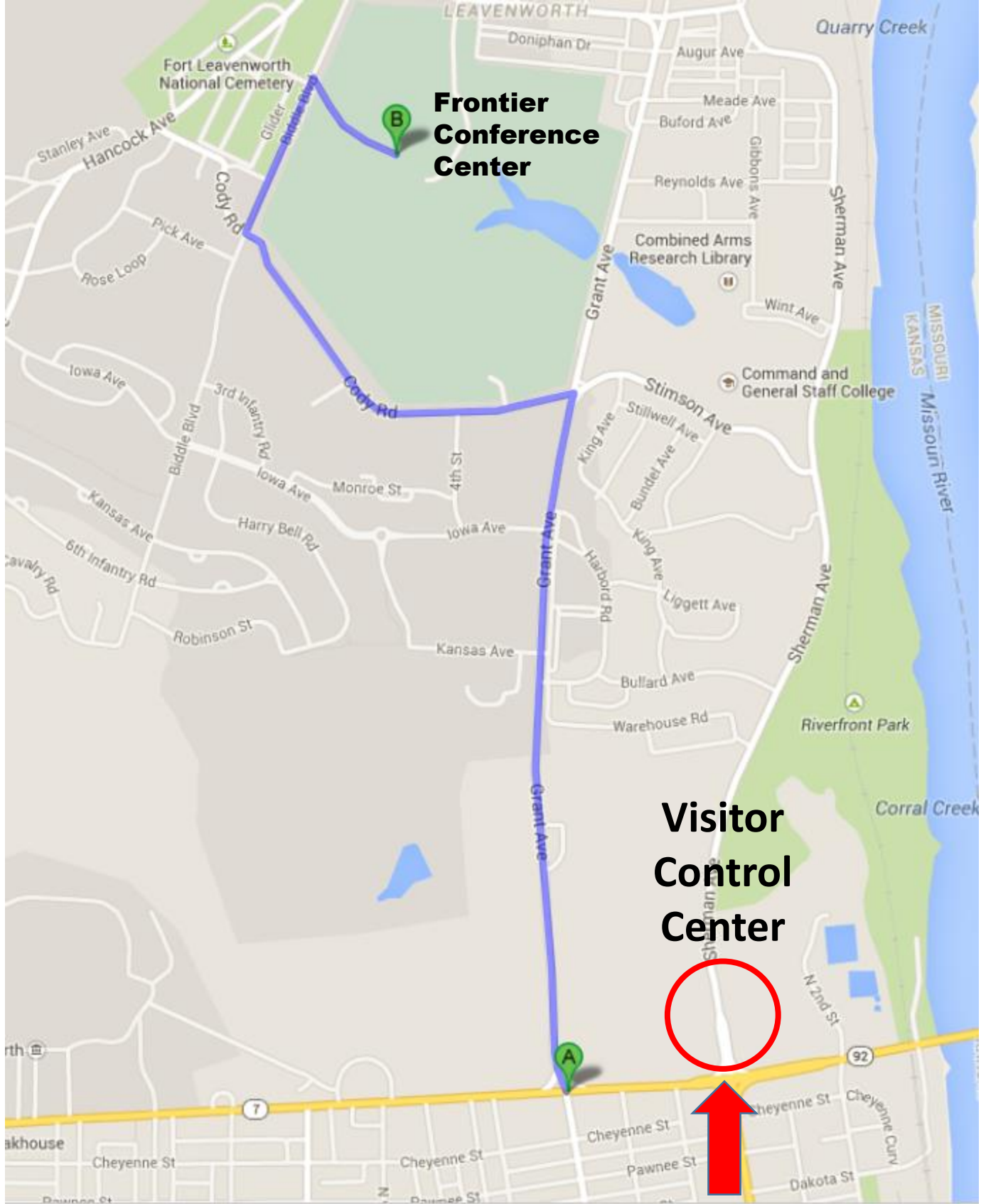
LOCAL ACCESS CREDENTIAL (LAC) APPLICATION
DIRECTORATE OF EMERGENCY SERVICES (DES)
FORT LEAVENWORTH, KS
(Please Print Legibly)

REC'D	
NOTIFIED	
ISSUED	

LAC ELIGIBILITY: This application must be endorsed by an individual approved as a sponsor for Fort Leavenworth. The applicant must demonstrate the need for a valid, recurring need to access Fort Leavenworth. For the purposes of this document, recurring is defined as at least 1 day per week. LACs will not be issued for a duration less than 90 days. **THE ORIGINAL OF THIS COMPLETED FORM MUST BE SUBMITTED BY THE SPONSOR.**

NOTE: All fields must be filled in completely. The sponsor will be notified when the application has been approved. The applicant will have 30 days after notification to receive the ID. **After 30 days the process must be restarted.**

APPLICANT INFORMATION										(Completed by Applicant)
LAST NAME		FIRST NAME			MIDDLE					
Date of Birth (DD/MM/YY)		SS #		DL #		DL State				
ADDRESS			CITY		STATE		ZIP			
PLACE OF BIRTH							GENDER			
EMPLOYER		PHONE		EMAIL						
CRIMINAL HISTORY										(Completed by Applicant)
Have you ever been ARRESTED, CONVICTED , sent through DIVERSION , etc for any offense other than parking/moving violations? YES NO				If yes, please explain: _____ _____ _____						
PURPOSE INFORMATION										(Completed by Sponsor)
TYPE OF ACCESS <small>(you may select more than one)</small>		DUTY DAY (M-F 0500 -1800)		WEEKENDS (S-S 0500-1800)		FULL ACCESS (24/7)				
PURPOSE		DESTINATION/ CONTRACT #								
VISIT DURATION		FROM _10 APR 18_ TO _10 APR 18_		CONTRACT EXPIRATION DATE		___/___/___				
SPONSOR INFORMATION										(Completed by Sponsor)
LAST NAME		FIRST NAME			MIDDLE					
CAC ID #		EXPIRATION		EMAIL						
ORGANIZATION / UNIT										
SPONSOR CERTIFICATION: I certify that the applicant meets the justification requirements above for access privileges. Furthermore, I certify that the applicant requires an access control credential as indicated above in order to visit, perform assigned duties or conduct official business on Fort Leavenworth.										
Sponsor Signature / Date (Invalid if incomplete)					Printed Name and Telephone Number (Invalid if incomplete)					
DATA REQUIRED BY THE PRIVACY ACT OF 1974 (5 U.S.C. 552a)										
AUTHORITY: 10 U.S.C. Section 3012										
PRINCIPLE PURPOSE(S): To provide the name, SSN, home address and telephone number to Fort Leavenworth security personnel who have the need to know in the performance of their official duties.										
ROUTINE USES: To Federal, State, and local activities for use in security background checks.										
DISCLOSURE: Mandatory. If not provided, the individual would not be approved for a LAC or pass.										
FOR OFFICE USE ONLY										
NCIC-III (Y/N)		WANTS/WARRANTS (Y/N)		KANSAS HOT FILES (Y/N)		BAR LIST (Y/N)				
NOTES:						OPERATOR INITIALS				
APPROVED _____					DISAPPROVED _____					
Issuing Official Printed Name					Issuing Official Signature / Date					



- First, receive an access pass at the Visitor Control Center located at Sherman Gate
- After that, proceed to the Main Gate (Grant), continue on Grant until light at Cody, take left
- Turn right on Biddle at stop sign, take next right into the Frontier Conference Center