



Vendor Application and Agreement Form

Event Date: Saturday, October 18, 2025

Location: German International School Washington D.C.

Application Deadline: September 15, 2025

Please print clearly
and complete all
sections of this form.

Business Information

Business Name: _____

Contact Name: _____

Phone Number: _____

Email Address: _____

Mailing Address: _____

Website/Social Media: _____

Booth Selection

- ☐ Standard Vendor Booth (10'x10') – \$150
- ☐ Food & Beverage Vendor Booth – \$200 + 10% of sales
- ☐ Optional Tent Rental – \$50

Each booth includes one fold-out table. Vendors may bring their own 10'x10' tent or table(s).

Electricity

Additional Notes: _____

Total Fee

Booth Fee: _____ Tent Rental: _____ Total: _____

Payment Method: Check only (payable to German International School Washington D.C.)



Mailing Instructions

Please mail this completed application form along with your check payment to:

German International School Washington D.C.

8617 Chateau Drive

Potomac, MD 20854

Vendor Agreement

By signing this application, you agree to the following:

1. **Booth Fee:** Standard Vendors pay \$150. Food & Beverage Vendors pay \$200 plus 10% of gross sales.
2. **Tent Rental:** Optional tent rental is available for \$50. Vendors may bring their own 10'x10' tent.
3. **Sales Reporting:** Food & Beverage Vendors must report gross sales within 48 hours and remit 10% within 5 business days. GISW reserves the right to audit sales.
4. **Liability:** Vendor assumes full responsibility for any damage, loss, or injury caused by their operation or employees during the event.
5. **Cancellation:** GISW may cancel participation due to unforeseen circumstances. Refunds are only provided if GISW cancels the event.
6. **Compliance:** Vendors must comply with all federal, state, and local laws, as well as event regulations.
7. **Power Supply:** Limited power is available. Requests must be indicated on this form.

Business Name: _____

Contact Name: _____

Signature: _____