



The Army Spouses' Club
of the Greater Washington Area

2018-2019 Vendor Application

Name _____

Business Name: _____

Address: _____

Phone: _____ Email: _____

Description of Items being sold: _____

Do you need access to an electrical outlet? **Y** **N**

Are you interested in advertising with the ASCGWA in our monthly newsletter, *Backchannels*? If yes, we will have a Backchannels representative email information. **Y** **N**

Are you an ASCGWA Member: **Y** **N**

Please check all events you are interested in attending as a vendor:

Selecting a date DOES NOT Guarantee you a spot

___ September 20 Fall Kickoff

___ February 21

___ October 18

___ March 21

___ November 15

___ April 11

___ December 20

___ May 16

___ January 17

___ November/December Date TBD Holiday Sip and Shop Bazaar. The Bazaar will be a one-day event at Fort Myer.

Date Rec'd _____

Club Approval _____

Elect Outlet _____



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I, _____ have read, understand and agree to comply with the following in order to participate as a Vendor for 2018-2019 ASCGWA.

- Vendors will be invited to attend upcoming events at least 3 weeks prior. I will confirm my attendance a minimum of 2 weeks prior to events, or forfeit my invitation to attend.
- A maximum of 6 vendors will participate in each luncheon, subject to change based on program requirements, and that the ASCGWA will award spots on a rotating basis. No two vendors selling the same product or representing the same company will be permitted at the same event.
- Vendor table fee is \$20 (members)/\$25 (non-members) and is payable on the website. This table fee directly supports the Scholarship Fund.
- Vendors are asked to donate an item (\$25 Value) for each event they attend.
- If I must cancel my attendance, I will contact the Vendor Coordinator at least a week before the event so that a replacement can be found. If I cancel less than 3 days before the event, I am still responsible to the ASCGWA for my table fee, and will not receive a refund.
- ASCGWA will provide one 6-foot skirted table, 2 chairs, and outlets (if requested). I will bring my own promotional materials and display items.
- For Luncheons, Vendors may purchase lunch for \$25 and make reservations and payment on the website prior to the event by the stated deadline.
- Vendors agree to arrive on time to events. Luncheon set up begins at 9:00 am and must be complete by 10:15 am. I understand that if I do not have a DoD ID Card, that I need to allow myself an extra 30-40 minutes to get through security on Fort Myer.
- Sales are allowed before and after the luncheon program. No sales are allowed while the program is in progress and Vendors should not break down tables prior to the end of the luncheon. Events end at approximately 1:00 pm and Vendor area should be cleared by 1:45 pm.
- No alcohol sales are permitted.
- Vendors understand that ASCGWA Luncheons are not intended for the whole family and will make childcare arrangements for children while participating.
- Vendors are responsible for the security of their own items. Vendors shall in no way hold the ASCGWA responsible for items that are damaged, lost or stolen.
- Failure to comply may result in loss of opportunity to participate in future ASCGWA events.

Vendor Signature _____

Vendor Coordinator, ASCGWA Signature _____

Date Rec'd _____

Club Approval _____

Elect Outlet _____