



VENDOR APPLICATION

THE FIFTH ANNUAL POTOMAC SHORES JUNETEENTH CELEBRATION

1801 POTOMAC SHORES PKWY, DUMFRIES, VA 22026

JUNE 20th, 2026, 1:00 PM-4:00 PM

Business Name: _____

Address: _____

Contact Phone: _____

E-mail: _____

Website: _____

Business Description:

Products to be Sold:

EXHIBIT SPACE:

Booth Size: 10'x10' raw space

Set-up: 11:00 a.m.

Breakdown: 4:00 p.m.

SUBMISSION INFORMATION

Please submit application to: aallen@cmc-management.com by June 12th.

Please know submission of this application does not guarantee you have been chosen to be a vendor at the event. There are limited spots available, and vendors will be chosen on a first come-first serve basis. You will be notified via email if you have been chosen as a vendor.

I agree to abide by all rules and regulations governing the event as printed on the following pages hereof and which are a part of this application. Acceptance of this application constitutes a contract.

Print Name: _____ Date: _____

Signature: _____



POTOMAC SHORES JUNETEENTH VENDOR CONTRACT ADDENDUM

By signing the contract, the Exhibitor/Vendor agrees to indemnify and save harmless Potomac Shores Residential Association and all liability of every nature which may be asserted against them for any accident, condition, happening or event of any kind whatsoever which may arise from, or may in anyway be related to exhibitors/vendors attendance at the Juneteenth Event described herein. Exhibitors/Vendors can begin set up at 11:00 am. Set up must be completed by 12:30 p.m. on Saturday, June 20th. Vendors are not allowed to transport equipment from and to the site after 12:30pm and can begin tearing down at 4:00 p.m. after the event ends. Upon conclusion of the event, Exhibitor/Vendor must check out by notifying a member of the event committee. All exhibits/displays must be removed from the site by 5:00 pm on Saturday, June 20th. Tables and chairs are not provided, that is the sole responsibility of the exhibitor. Parking for oversized vehicles is not available. Tent stakes, spikes or ground anchors are not permitted. All decorations must have prior approval.

1. **COMMUNITY EVENT.** This is a private community event open only to Potomac Shores Residents. Exhibitors/Vendors may not advertise their participation in this event on social media or any other outlets that are viewable by the public.
2. **ELECTRICITY.** Electricity will not be available to Exhibitors/Vendors.
3. **USE OF SPACE, SUBLETTING OF SPACE AND ASSIGNMENT OF LOCATION.** All spaces will be pre-assigned prior to the start of the event. Vendors will be directed to their assigned table space via a number upon arrival. No Exhibitor/Vendor shall assign, sublet, or share the space allotted with another business or firm unless approval has been obtained in writing from the Potomac Shores Social Committee. Exhibitors/Vendors are not permitted to feature names or advertisements of non-exhibiting manufacturers, distributors or agents in the exhibitor/vendor display, parent or subsidiary companies excepted. Exhibitors/Vendors must show only products and/or services or dealt in by them in the regular course of business. Should an article of non-exhibiting firm be required for operation or demonstration in an exhibitor/vendors display, identification of such article shall be limited to the usual and regular nameplate, imprint, or trademark under which the same is sold in the general course of business. No firm or organization not assigned exhibit/vendor space will be permitted to solicit business within the vendor/exhibitor area.
4. **PRODUCTS.** All vendors agree to only bring and sell the items that were approved during the registration process. We reserve the right to ask to have non-approved items removed from your table if brought the day of the event OR deny your participation in the event all together. Violation of this rule will lead to exemption from all future Potomac Shores Events.
5. **FREIGHT HANDLING.** All work involved in the loading and unloading of all trucks, trailers, and common and contract carriers, as well as the handling of empty crates and the operation of material handling equipment, is under Potomac Shores jurisdiction. By signing the front of this application, Exhibitor/Vendor acknowledges that they have read, understands, and will abide by the terms and conditions of this agreement. Exhibitor/Vendor understands a space is reserved only with delivery of this contract and is subject to availability of space. Both Potomac Shores and the exhibitor agree to use their best efforts to resolve any disagreement arising out of, or under the terms of this agreement through discussion and negotiation to their mutual satisfaction. Failing a negotiated resolution between the parties, Potomac Shores and the exhibitor agree to participate in voluntary mediation (selecting a mediator by mutual agreement of the parties), before pursuing any litigation to resolve their disagreement. This agreement shall be governed by, construed, and enforced in accordance with the laws of the State of Virginia and the proper venue for any action brought hereunder or arising here from shall be in Prince Williams County, VA.



This agreement constitutes the entire understanding between Potomac Shores and the exhibitor with respect to Juneteenth and the exhibitor's event thereat. This agreement supersedes and replaces any previous documents, correspondence, conversations, and other written or oral understandings related to this agreement, and this agreement may only be amended or supplemented in a writing signed by Potomac Shores and the exhibitor.

I acknowledge that I have read and understand the rules and regulations stated above and agree to the same. Any violation of these results may result in exemption from future Potomac Shores events. Further, I understand that any exceptions must be pre-approved in writing by the Potomac Shores Social Committee and attached to this Agreement.