



**Exhibitor Application, Terms and Conditions**  
**McLean Day Festival**  
*Produced by the McLean Community Center*  
 Saturday, May 20, 2017, 11 a.m. - 5 p.m.  
 Festival held at Lewinsville Park, McLean, VA



*In-district resident, business and organization registration runs now through January 10th, 2017, then opens to the general public January 11, 2017 until filled. Registration is first come, first served.*

Organization/Business Name: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 City: \_\_\_\_\_ St: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Cell: \_\_\_\_\_  
 Email (Required): \_\_\_\_\_  
 Website: \_\_\_\_\_ Auto Plate(s) (State and Number): \_\_\_\_\_

List a suggested 5 word teaser here (not the name of your business):

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(Example: For All Your Travel Needs!)



**Exhibitor Tent Pricing:**

TYPE	COST	TOTAL COST
<b>General Exhibitor Booth</b> - 10'x10' tent with adjustable back wall and common side walls (Includes one (1) 3'x8'table and 2 chairs): 4 booth workers maximum allowed per shift	<b>\$295.00</b>	<b>\$ Sold Out</b>
<b>Non-Profit Exhibitor Booth</b> - 10'x10' tent with adjustable back wall and common side walls (Includes one (1) 3'x8'table and 2 chairs): 4 booth workers maximum allowed per shift. <i>(IRS letter required 501C3 status)</i>	<b>\$175.00</b>	<b>\$ Sold Out</b>



**Newly Designed Marketplace!**

**Under several long, 10' deep common tents (no walls):**

<b>Marketplace General Exhibitor Booth</b> - 10'x10' space (Includes one (1) 3'x8'table and 2 chairs): 4 booth workers maximum allowed per shift	<b>\$245.00</b>	<b>\$</b>
<b>Marketplace Non-Profit Exhibitor Booth</b> - 10'x10' space (Includes one (1) 3'x8'table and 2 chairs): 4 booth workers maximum allowed per shift. <i>(IRS letter required 501C3 status)</i>	<b>\$125.00</b>	<b>\$</b>



**Exhibitors are Limited to One Space** of any type per business or organization

**Payment Information:** Pay by check (made payable to: McLean Community Center), money order or credit card.

MC  VISA  AMEX Card #: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Exp. Date: \_\_\_\_\_ Name as it appears on Card (PRINT): \_\_\_\_\_

Billing Address: \_\_\_\_\_

Signature: \_\_\_\_\_





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### McLean Day 2017

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Saturday, May 20, 2017 11 a.m. - 5 p.m.

Festival held at Lewinsville Park, McLean, VA



**Date**  
Saturday, May 20, 2017

**Exhibitor Hours**  
7:00 a.m. – 7:00 p.m.

**Festival Hours**  
11:00 a.m. – 5:00 p.m.

**Location:** The festival is located at Lewinsville Park, 1659 Chain Bridge Road, McLean, VA 22101.

**Exhibitor Responsibilities:** The exhibitor including, but not limited to its employees, agents and/or volunteers will be responsible for its operations and every part thereof, and for all materials, tools, equipment, appliances, and property of any and all descriptions used in connection therewith whether owned or leased by the exhibitor or owned or leased by the McLean Community Center and the County of Fairfax. The exhibitor assumes all risks of direct and indirect damages or injury to person or property wherever located, resulting from any action, omission, commission or operation under the contract, or in connection in any way whatsoever with the contracted work.

**Indemnity:** By participating in this event, the exhibitor agrees to have Commercial General Liability Insurance, indemnify and hold harmless the County of Fairfax, the McLean Community Center and its Governing Board, employees, officers, volunteers and staff from any and all liability for damages, county health or fire code violations, injury or loss to any person or property for any reason. The exhibitor understands that they are an independent party and is solely responsible for their tent space and operation, and that the McLean Community Center is just providing a place for the party to conduct their business.

**Commercial Deliveries:** Please contact Special Events at 703-790-0123 by Monday, May 1st, 2017 if exhibitor plans to have rental equipment or materials delivered to the park on Friday, May 19 or Saturday, May 20. Saturday, deliveries must be made between 7:00 a.m. and 9:30 a.m. Saturday deliveries to exhibitor booths will not be available after 9:30 a.m. Delivery vehicles must be removed by 10:00 a.m. sharp.

*Vehicles larger than a pick-up truck may not, at any time, enter or exit the park via Nathaniel Lane. These vehicles must enter the park via Chain Bridge Rd. A request to secure a delivery truck pass from MCC must be submitted to Special Events at [events@fairfaxcounty.gov](mailto:events@fairfaxcounty.gov) by May 1<sup>st</sup>.*

**Set-Up Time:** In early May, exhibitors will be sent a load-in pass with set-up time, procedures, parking info, and booth number. Exhibitor must be ready for the public by 11:00 a.m. Exhibitor may sell earlier if ready! **Gates are closed to vehicle entry at 9:30 a.m.** After 9:30 a.m. arrivals at the gate will have to hand-carry their items inside the park. Exhibitors are solely responsible for the security of their booths.

**Electricity/Water:** There is no electricity/power or water available at the park. Only whisper-quiet generators are allowed. MCC reserves the right to ask exhibitors to turn off generators that are too loud. It is advised that exhibitors bring bottled water if needed.

**Occupancy/Equipment/Clean-Up:** Occupancy: Four (4) people maximum per contracted tent space. Exhibitor tent spaces are approximately 10'x10'. Exhibitors are expected to keep their materials inside their tent space and keep their tent space in good order and clear of debris at all times; boxes are to remain out of sight and within the confines of exhibitor tent. Tables draped to the ground are encouraged. Trash must be removed as it accumulates. Exhibitors will not leave their tent space unattended. Neither the MCC nor the Fairfax County Park Authority will assume responsibility for exhibitor belongings. Additional supporters or staff may not canvass the park or stand in front of exhibitor tent space. Exhibitor tent space may not serve as a restocking and supply station for off-site canvassing.

**Signage:** Exhibitors provide their own professional-quality identification signs. Signs must be large enough and high enough to be seen, but must not stand outside exhibitor's booth nor obstruct other booths. No signage may be posted anywhere else within the confines of the park. Signage placed on the main streets outside the park will be removed by Fairfax County Police if considered a safety hindrance.





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**Solicitation/Pamphleting:** Exhibitors, their employees and/or volunteers may only solicit or distribute giveaway items within the confines of the contracted exhibitor tent space on behalf of any business, organization, political or social cause. No canvassing is allowed inside the park except by MCC Governing Board candidates. Exhibitor tent space may not serve as a restocking and supply station for roving bands of supporters or employees who independently canvass inside or outside the park grounds. Violators of these rules will be issued a written warning and may be denied participation in McLean Day for a period of 1 year.

**Mascots And Balloons Are Prohibited!**

**Advertising:** This event is advertised widely in local publications, the MCC program guide and through internet, MCC website, e-flyers and social media. Advertising is a joint venture. Exhibitors are encouraged to list McLean Day on their website, contact their local customer base and link to the MCC website at [www.mcleancenter.org](http://www.mcleancenter.org). Social media buttons at the top of the MCC home page link directly to Facebook, Twitter, Flickr and You Tube. Please like our Facebook page and invite fans to McLean Day from the McLean Day event page. Follow MCC on Twitter and see photos from McLean Day 2016 on Flickr. A short You Tube video compilation of McLean Day 2015 may be found on MCC's website.

**State Tax & Health:** Exhibitors are responsible for collecting and reporting Virginia State Sales Tax (6%) and abiding by all County, State, and Federal Health and Safety requirements. Furthermore, Exhibitors agree to indemnify and hold harmless Fairfax County, the McLean Community Center, and its Governing Board, employees, officers and staff from any liability resulting from their failure to adhere to these regulations.

**No Compressed Gas Tanks (propane, helium)** allowed at McLean Day.

**Cancellation Policy/Rain or Shine:** Festival is held rain or shine, but if weather or other conditions are extremely unfavorable, festival officials operating together with Police and Fire Officials reserve the right to cancel all activities. No refunds will be issued in this instance. There is no rain date for the festival.

**Written Requests for Refunds:** \$50.00 cancellation fee if postmarked 90 days prior to event date, \$100.00 cancellation fee if postmarked 60 days prior to event date. No refunds if postmarked after 60 days prior to event date. This paragraph supersedes any other McLean Community Center (MCC) refund policies.

**Use of Photos:** All photos taken during any MCC event may be used for promotional purposes by MCC in the future. In participating in McLean Day the Exhibitor, employees and subcontractors authorize the use of all photos obtained.

**Exhibitor/Applicant certifies:** "I have read the terms and conditions of this contract. As signatory, I guarantee that all members of my organization or employees of my business will be informed of each of these conditions. I hereby promise we will abide by them or face written warning of infraction and/or denial from participation at McLean Day for period of (1) year."

**Contract Ratification:**

Signature \_\_\_\_\_ Title \_\_\_\_\_

Date \_\_\_\_\_ Federal ID Number \_\_\_\_\_

