

Date/Time \_\_\_\_\_

Type \_\_\_\_\_ Initial \_\_\_\_\_ Date \_\_\_\_\_



### Exhibitor Application Terms and Conditions McLean Day Festival

Produced by the McLean Community Center  
Saturday, May 19, 2018, 11 a.m. - 5 p.m.  
Festival held at Lewinsville Park, McLean, VA



**Exhibitor registration runs for In-district residents, businesses and organizations until January 16th, 2018 and after this date it is opened to the general public January 17, 2018 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) Example: For All Your Travel Needs!

_____	_____	_____	_____	_____
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#### Exhibitor Tent:

**Exhibitors are Limited to One Space**

TYPE	COST	TOTAL COST
<b>Exhibitor Booth</b> - 10'x10' tent with back wall and common side walls (Includes one (1) 3'x8'table and 2 chairs). 4 booth workers maximum allowed per shift.	\$295.00	\$ <b>Wait list</b>
<b>Non-Profit 501(c)3 Exhibitor Booth</b> - 10'x10' tent with back wall and common side walls (Includes one (1) 3'x8'table and 2 chairs). 4 booth workers maximum allowed per shift.	\$175.00	\$ <b>Wait list</b>

#### Marketplace: Under several long, 10' deep common tents with back wall only.

<b>Marketplace Booth</b> - 10'x10' space with back wall (Includes one (1) 3'x8'table and 2 chairs). 4 booth workers maximum allowed per shift.	\$245.00	\$ <b>Wait list</b>
<b>Non-Profit 501(c)3 Marketplace Booth</b> - 10'x10' space with back wall (Includes one (1) 3'x8'table and 2 chairs). 4 booth workers maximum allowed per shift.	\$125.00	\$ <b>Wait list</b>

Check 1<sup>st</sup>, 2<sup>nd</sup> Load-in Time Preference (not guaranteed)  6:30am-7:30am  7:30am-8:30am  8:30am-9:30am

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

MC  VISA  AMEX  DISCOVER Card #: \_\_\_\_\_ Amount: \$ \_\_\_\_\_  
Exp. Date: \_\_\_\_\_ Name as it appears on Card (PRINT): \_\_\_\_\_  
Billing Address: \_\_\_\_\_  
Signature: \_\_\_\_\_



New Address: McLean Community Center, Special Events, 6631 Old Dominion Dr., McLean VA 22101  
Email: [events@mcleancenter.org](mailto:events@mcleancenter.org)



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**Date**  
Saturday, May 19, 2018

**Exhibitor Hours**  
6:30 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. Held rain or shine.

**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 used in connection therewith whether owned or leased by the Exhibitor or owned or leased by the McLean Community Center (MCC) 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 this agreement, or in connection in any way whatsoever with the contracted work. Exhibitors are solely responsible for the security of their booths. Booths must be attended during event at all times by an adult 18 years or older.

**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 liability for damages, county health and fire code violations, injury or loss to any person or property for any reason. The Exhibitor understands they are an independent party and are solely responsible for their tent space and operation, and that McLean Community Center is just providing a place for Exhibitor to conduct their business.

**Commercial Deliveries:** Please contact Special Events by Tuesday, May 1st, 2018 to schedule rental equipment or material deliveries to the park on Friday, May 18 or Saturday, May 19. Saturday deliveries may be made between 6:30 a.m. and 9:30 a.m. only. Saturday delivery vehicles must be removed by 9:30 a.m. sharp. Vehicles larger than a pick-up truck may not enter or exit the park via Nathaniel Lane. Trucks must enter the park via Chain Bridge Rd. Please call 703-744-9345 to secure a delivery truck pass or contact Special Events at [events@mcleancenter.org](mailto:events@mcleancenter.org) by Tuesday, May 1st.

**Load-in:** Load-in passes are mailed the first week in May with Exhibitor's required load-in time, procedures, parking information and booth number. **Gates are closed to vehicle entry at 9:30 a.m.** Exhibitor must be ready for the public by 10:30 a.m. Exhibitor may sell earlier if ready!

**Electricity/Water:** There is no electricity/power or water available at the park. No generators are allowed. It is advised that exhibitors bring bottled water if needed.

**Occupancy/Equipment/Clean-Up:** Booth occupancy is limited to four (4) people maximum per shift. Exhibitor booth space is approximately 10'x10'. Exhibitors must keep their entire display inside their tent space, keep their booth space in good order and clear of debris. Boxes must remain out of sight and within the confines of the booth. 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, Fairfax County nor the Fairfax County Park Authority will assume responsibility for Exhibitor belongings. Booths may not be reassigned, shared or sublet.

**Signage:** Exhibitors should 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 tent space nor obstruct other booths. No signage may be posted anywhere else within the confines of the park. Signage placed outside the park will be removed by Fairfax County Police if considered a safety hindrance.

**Solicitation/Pamphleting:** Exhibitors, their staff and/or volunteers may only solicit or distribute giveaway items *within* the confines of their contracted booth 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 booth space may not serve as a restocking and/or supply station for roving bands of supporters or staff who independently canvass inside or outside the park grounds.



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**Mascots, Balloons and Compressed Gas Tanks (propane, helium) 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 YouTube. 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.

**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 refund policies.

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

**Exhibitor/Applicant certifies: "I have read and understand these Terms and Conditions. As signatory, I guarantee that all members and participants of my organization and/or business will be informed of, and abide by each of these Terms and Conditions. I understand that by not adhering to these Terms and Conditions my organization and/or business may 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 \_\_\_\_\_

