



**Exhibitor Application  
Terms and Conditions  
McLean Day Festival**

Produced by the McLean Community Center  
Saturday, May 18, 2024, 11 a.m. - 5 p.m.  
Festival held at Lewinsville Park, McLean, VA



**Registration runs for In-district McLean residents, businesses, and organizations until January 17, 2024. After this date, registration opens to the general public on January 18, 2024 until filled. Registration is on a first come, first served basis.**

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

**List a suggested 5-word teaser for your tent to be shown on the event map (not the name of your business).**  
 Example: For All Your Travel Needs!

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**Exhibitors are Limited to ONE of the Following Space Options:**

**\*\*Completed applications must be submitted to [exhibitor@mcleancenter.org](mailto:exhibitor@mcleancenter.org). After approved, payment instructions will be emailed within 7 business days**

**Exhibitor Tent:** Individual 10'x10' tent with back wall and common side walls. **(2305.324)**

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). Maximum of 4 booth workers allowed in tent per shift.	<b>\$295.00</b>	<b>\$ FULL</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). Maximum of 4 booth workers allowed in tent per shift.	<b>\$175.00</b>	<b>\$ FULL</b>

**Marketplace:** Under several long, 10' deep common tents with back wall only (no side walls). **(2304.324)**

<b>Marketplace Booth</b> - 10'x10' space with back wall (Includes one (1) 3'x8'table and 2 chairs). Maximum of 4 booth workers allowed in tent per shift.	<b>\$245.00</b>	<b>\$</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). Maximum of 4 booth workers allowed in tent per shift.	<b>\$125.00</b>	<b>\$</b>

**\*Non-profit organizations may be required to submit proof of 501(c)(3) non-profit status**





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### EVENT DETAILS

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#### McLean Day is produced by the McLean Community Center (MCC)

**Date:** Saturday, May 18, 2024

**Location:** Lewinsville Park, 1659 Chain Bridge Rd., McLean, VA 22101

**Exhibitor Load-in Hours:** 6:30am – 9:30am

**Exhibitor and Event Show Hours:** 11:00am – 5:00pm

**Exhibitor Breakdown/Load-out Hours:** 5:20pm – 7:00pm

**Please Note:**

McLean Day is an outdoor event held rain or shine. Load-in packets will be sent in early May.

**Application Process:** Submission of the application and payment information does not guarantee an Exhibitor the right to booth space at McLean Day. All Exhibitor Applications will be reviewed by MCC staff prior to acceptance into the event and reservation of booth space. McLean Community Center reserves the right to refuse any Exhibitor that it deems unsuitable for this event. Once MCC staff makes a determination as to the acceptance or rejection of the Exhibitor Application, the individual and/or organization will be notified via the email address provided. If the application is accepted, and the Exhibitor has been notified, the payment will be processed.

**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. Exhibitors are solely responsible for the security of their booths. Exhibitor must be an adult 18 years or older and must be present in assigned booth space at all times during the entirety of the event hours.

**Health & Safety:** All Exhibitor representatives, including staff and volunteers, must abide by all County, State, and Federal Health and Safety requirements including guidelines set for COVID-19. Furthermore, Exhibitors agree to indemnify and hold harmless Fairfax County, the McLean Community Center, and its Governing Board, employees, officers, volunteers, and staff from any liability resulting from their failure to adhere to these regulations or other related reasons.

**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 May 1, 2024, to schedule rental equipment or material deliveries to the park on Friday, May 17, 2024 or Saturday, May 18, 2024. 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. To secure a delivery truck pass contact Special Events at [events@mcleancenter.org](mailto:events@mcleancenter.org) by May 1, 2024.





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**Load-in:** Load-in information is 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. sharp! Exhibitor must be ready for the public by 10:30 a.m.** Exhibitor may open for business earlier if ready.

**Electricity/Water:** There is no electricity/power or water available at the park. Generators are NOT allowed. It is advised that exhibitors bring bottled water if needed.

**Occupancy/Equipment/Clean-Up:** Tent/booth occupancy is limited to four (4) people maximum per shift. Exhibitor tent space is approximately 10'x10'. Professionally installed tent supplied by MCC, personal tents are not permitted. Exhibitors must keep their entire display inside their tent space, keep their tent/booth space in good order and clear of debris and trash at all times. Boxes must remain out of sight and within the confines of Exhibitor tent. **Tablecloths should be draped to the ground.** Trash must be removed as it accumulates. Exhibitors will not leave their tent space unattended and must exhibit until the closing of the event. Neither the MCC, Fairfax County nor the Fairfax County Park Authority will assume responsibility for Exhibitor belongings. Tents/booths may not be reassigned, shared or sublet.

**Signage:** Exhibitors should provide their own professional-quality identification signs *within* Exhibitor booth space. Signs must be large enough and high enough to be seen but must not stand outside Exhibitor's tent space nor obstruct other tents/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 tent/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 tent/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.

### **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 bottom of the MCC home page link directly to Facebook, Twitter, Instagram and YouTube. Please like our Facebook page and invite fans to McLean Day from the McLean Day event page.

**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.





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**Exhibitor/Applicant certifies: "I have read and understand these Terms and Conditions. As authorized 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 or more."**

**Contract Ratification:**

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

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

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