



## Exhibitor Application & Terms and Conditions

**\*\* Exhibitor space is limited and is filled on a first come, first served basis.**

Organization/Business Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ St.: \_\_\_\_\_ Zip: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email (Required): \_\_\_\_\_

Website: \_\_\_\_\_

**List a suggested 5-word teaser here (not the name of your business)** Example: For All Your Pet Needs!

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### Exhibitor Space:

TYPE	COST	SELECT	DEADLINE
<b>Exhibitor Booth</b> - 10'x10' tent with back wall and common side walls (Includes one (1) 3'x8'table and 2 chairs). <a href="#">Activity NO. 2004.225</a>	<b>\$150</b>		<b>Oct 1 Deadline*</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). <a href="#">Activity NO. 2005.225</a>	<b>\$50</b>		<b>Oct 1 Deadline*</b>

**\*NOTE:** Please return completed application to [exhibitor@mcleancenter.org](mailto:exhibitor@mcleancenter.org).

After application is accepted, the MCC Registrar will reach out regarding payment within five business days.

Applications will not be accepted after the noted deadlines unless approved by MCC Special Events management.

### EVENT DETAILS

**McLean Pet Fest** is produced by the McLean Community Center (MCC)

**Date:** Sunday, October 12, 2025

**Location:** McLean Central Park (enter at Dolley Madison Library, 1244 Oak Ridge Ave., McLean, VA)

**Exhibitor Load-in Hours:** 7:30 AM – 9:30 AM

**Event/Show Hours:** 11:00 AM – 4:00 PM

**Exhibitor Breakdown/load-out Hours:** 4:15 PM – 6:00 PM

### Please Note

- The McLean Pet Fest 2025 is an outdoor event held rain or shine.
- The sale of animals at this event is strictly prohibited.





# McLean Pet Fest 2025

Produced by the McLean Community Center  
Sunday, October 12, 2025  
11:00 a.m. – 4:00 p.m.  
McLean Central Park, McLean, VA



## Exhibitor Application & Terms and Conditions

### Application Process:

Submission of the application and payment information does not guarantee an Exhibitor the right to booth space at the McLean Pet Fest. Exhibitor applications will be reviewed by MCC event management 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 event management has determined 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, payment will then be processed.

**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 MCC and the County of Fairfax. The Exhibitor assumes all risks of direct and indirect damages or injury to persons or property wherever located, resulting from any action, omission, commission, or operation under this agreement, or in connection in any way whatsoever with this event. Exhibitors are solely responsible for the security of their booth space and contents. Booth space must be attended at all times by Exhibitor during event 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 booth/tent space and operation, and that McLean Community Center is just providing a place for Exhibitor to conduct their business.

**Load-in:** Load-in information will be emailed prior to the event in early October with Exhibitor's required load-in time, procedures, parking information and booth space number. **Once loaded in, exhibitors must park in the MCC parking lot to leave room for event patrons. Exhibitors must be show-ready for the public by 10:30 AM.**

**PLEASE NOTE:** All vehicles must load-in via the parking lot at Dolley Madison Library. All equipment must be carted or carried into the park. Staffed carts may be available to assist with Exhibitor load-in. No vehicles are allowed to drive in McLean Central Park. Exhibitors are responsible for bringing all their equipment into, and out of, the park. Exhibitors must park in the MCC parking lot to leave room for event patrons.

**Commercial Deliveries:** Please contact MCC Special Events by Wednesday, October 1, 2025, to schedule commercial rental equipment or material deliveries requiring special assistance to the park. Deliveries can be scheduled between 7:30 AM and 9:30 AM on October 12, 2025, with prior approval. All deliveries must be completed, and vehicles removed by 9:30 AM. Please contact Special Events at [exhibitor@mcleancenter.org](mailto:exhibitor@mcleancenter.org) with any questions you may have.

**Electricity/Water:** There is limited electricity, and no water available at the park. Generators are not permitted. It is advised that exhibitors bring bottled water if needed.





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**Occupancy/Equipment/Clean-Up:** Booth space occupancy is limited to four (4) people maximum per shift unless state and local regulations deem otherwise with social distancing regulations. Exhibitor booth space is approximately 10'x10'. Exhibitors must keep their entire display inside their booth space, keep their booth space in good order and professionally presented, and clear of debris. Boxes must remain out of sight and within the confines of the booth. All Exhibitor provided tablecloths must drape to the ground. Trash must be removed as it accumulates. Exhibitors may not leave their booth space unattended. Booth space must be attended at all times during event by an adult 18 years or older. 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 to another person/organization. Mask wearing, adherence to social distancing guidelines, and compliance with Fairfax County and the state of Virginia are required if applicable.

**Signage:** Exhibitors should provide their own professional-quality identification signage. Exhibitor signage may not stand outside Exhibitor's booth space nor obstruct other booths. Exhibitor signage may not be posted anywhere else within the boundaries of the park. Signage placed outside the park may be removed by authorities.

**Solicitation/Pamphleting:** Exhibitors, their staff and/or volunteers and associates may only solicit or distribute giveaway items within the confines of their contracted booth space. Exhibitor may only solicit or distribute giveaway items related to their business, organization, or cause. No canvassing is allowed inside the park. 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.

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

**Advertising:** This event is advertised in the MCC Program Guide (reaching 30,000+ residents), local publications, the MCC website and email lists, as well as through various social media channels. Advertising is a joint effort. Exhibitors are encouraged to promote McLean Pet Fest on their website, social media channels, newsletters and are encouraged to contact their local customer base and link to the MCC website at [www.mcleancenter.org/special-events](http://www.mcleancenter.org/special-events) for this event.

**Animal Welfare:** McLean Pet Fest promotes responsible pet ownership and animal welfare. MCC requires that all animals on-site comply to relevant local, state and federal laws and ordinances. Animals brought onsite must have up to date vaccinations and/or medical documents. All animals onsite must be treated and managed in a way that a reasonable person would consider humane and caring. MCC staff reserves the right to restrict and/or evict any exhibitor who they deem is not acting in accordance with the best interest of the animal, or in a way that is deemed inhumane or cruel.

**Sale of Animals:** The McLean Community Center expressly prohibits the sale of all animals at this event.





**McLean Pet Fest 2025**  
Produced by the McLean Community Center  
Sunday, October 12, 2025  
11:00 a.m. – 4:00 p.m.  
McLean Central Park, McLean, VA



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**State Tax:** Exhibitors are responsible for collecting and reporting Virginia State Sales Tax (6%)

**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 and all liability.

**Cancellation Policy/Rain or Shine:** Festival is held rain or shine. However, if weather or other conditions including health and safety restrictions are determined to be unfavorable, event officials operating together with Fairfax County officials reserve the right to cancel all activities. Refunds will be issued in this instance. There is no rain date scheduled for the event.

**Written Requests for Refunds:** 50% cancellation fee if postmarked 30 business days prior to event date. This paragraph supersedes any other McLean Community Center refund policies.

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

**Exhibitor/Applicant/Authorized Representative 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."

Name \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_

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

