



FOR INTERNAL USE:

New Vendor _____	Returning Vendor _____
MCC Initials _____	Date _____

General Exhibitor Application
McLean Day 2027 Festival
Produced by the McLean Community Center
Saturday, May 15, 2027, 11 a.m. - 5 p.m.
Lewinsville Park, McLean, VA

GENERAL EXHIBITORS

The General Exhibitor Area is designed for local and non-local organizations that wish to promote information about their programs, services, or community offerings. This space is ideal for nonprofits, civic groups, educational organizations, service providers, and businesses looking to connect with festival attendees, raise awareness, and engage with the community.

Exhibitor Information (please print):

Organization/Business Name: _____
Contact Name: _____
Mailing Address: _____
City: _____ St: _____ Zip: _____
Phone: _____ Cell: _____
Email (Required): _____
Website: _____

Tell us about you! What would your exhibitor space feature?

Please provide photos when submitting your application to exhibitor@mcleancenter.org.



McLean Community Center, Special Events, 1234 Ingleside Ave., McLean VA 22101
Email: exhibitor@mcleancenter.org



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APPLICATION FEES

Early Bird August 24 – September 30	
	Fee
For Profit	\$275.00
Non-Profit	\$150.00

Regular October 1 – February 28	
	Fee
For Profit	\$325.00
Non-Profit	\$200.00

Late March 1 – April 15	
	Fee
For Profit	\$375.00
Non-Profit	\$250.00

Note:

- Non-profit organizations must submit proof of 501(c)(3) non-profit status when submitting their application.
- Exhibitor applications will not be accepted past April 15, 2027.**

PAYMENT

Application fees may be paid via credit card or check. Cash will not be accepted. Please make all checks out to "McLean Community Center" and send to MCC Special Events Dept, 1234 Ingleside Avenue, McLean, VA 22101.

IMPORTANT: Please check one of each:

Payment will be made via: ☐ Credit Card ☐ Check

I am applying as a: ☐ For Profit Exhibitor ☐ Non-Profit Exhibitor





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WHAT'S INCLUDED WITH A GENERAL EXHIBITOR BOOTH?

- One 10'x10' professional installed tent with a back wall and 2 side walls
 - One 3' x 8' folding table
 - Two folding chairs
- Tent sign with Exhibitor Name
- Exhibitor included in event brochure

NEXT STEPS

After carefully reviewing the application, please sign and return the application with the required documents via email to exhibitor@mcleancenter.org.

After MCC has reviewed your application fully, if approved, payment instructions will be emailed within 7 business days. Booth spaces are reserved on a first come, first serve basis. Booth spaces are not reserved until an application fee has been received by MCC.





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EVENT DETAILS

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

Date: Saturday, May 15, 2027

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

Exhibitor Load-in Hours: 6:30 a.m. – 9:30 a.m.

Exhibitor and Event Show Hours: 11:00 a.m. – 5:00 p.m.

Exhibitor Breakdown/Load-out Hours: 5:20 p.m. – 7:00 p.m.

Please Note:

McLean Day is an outdoor event held rain or shine. Load-in packets will be emailed the first week in May.

Application Process: Submission of the application and payment information does not guarantee an Exhibitor the right to a 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 make 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. Exhibitor booths are not reserved until the application fee has been paid. Exhibitors that do not pay the required application fee within 2 months of their application submission will have their application removed from consideration for the event. The exhibitor application deadline is April 15, 2027 at 5:30 p.m.

Location: The festival is located at Lewinsville Park, 1659 Chain Bridge Road, McLean, VA 22101. Held rain or shine. Exhibitors are expected to remain in the park for the entirety of the event.

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. Booths must be attended at all times during the entirety of the event hours by an adult 18 years or older.

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.





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Commercial Deliveries: Please contact Special Events by May 1, 2027, to schedule rental equipment or material deliveries to the park on Friday, May 14, 2027, or Saturday, May 15, 2027. 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 request a delivery truck pass, contact Special Events at exhibitor@mcleancenter.org by May 1, 2027.

Load-in: Load-in information is emailed 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. Exhibitors must be ready for the public by 10:45 a.m.** Exhibitors may open for patrons 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. Professionally installed Exhibitor tent space is a tent approximately 10'x10', 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. MCC also provides one 8' x 30" table and two chairs. Exhibitor must bring a tablecloth that drapes 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 at 5:00 p.m.** 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. MCC will document any exhibitors who do not show up for the event or who leave early. Please note that exhibitors who fail to attend the event or depart early will be recorded by MCC and may be ineligible to participate in future McLean Days.

Signage: Exhibitors must 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 assigned exhibitor booth. Signage placed outside the park will be removed by Fairfax County.

Prohibited Items: Prohibited items include, but are not limited to: weapons, knives, box cutters, flammable liquids, fireworks, highly combustible items including gas grills, explosives, pornography, tobacco, cigarettes, vapor cigarettes, alcohol and silly string.

Consumables: Food, body products, etc. intended for human consumption or use, open or sealed, must have all ingredients listed on the product(s) and products must be disclosed by the exhibitor prior to the event and approved by McLean Community Center. Management reserves the right to ask an exhibitor to remove any item deemed hazardous or inappropriate to the family environment of this event.

Generators, Mascots, Balloons and Compressed Gas Tanks (propane, helium) are Prohibited!

Solicitation/Pamphleting: Exhibitors, their staff and/or volunteers may only solicit or distribute their business-related giveaway items *within* the confines of their assigned tent/booth space. 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.

Advertising: Exhibitors are required to submit a media packet with their exhibitor application that contains at least one high resolution copy of the company logo and 2 pictures that accurately describe what they will be promoting in their booth. This event is advertised widely in local publications, the MCC Program Guide, MCC website, newsletter, and social media, etc. 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.





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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 become dangerous, 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 on the MCC website, social media platforms, and other promotional platforms.

Exhibitor/Applicant certifies: "I have read, understand and agree to 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 _____

Print Name _____

Date _____ Federal ID Number _____

Please review Next Steps section on page 3 once signature has been applied.

