



# County of Fairfax, Virginia

To protect and enrich the quality of life for the people, neighborhoods and diverse communities of Fairfax County

## 17<sup>th</sup> ANNUAL RESTON MULTICULTURAL FESTIVAL



## 2017 COMMUNITY ORGANIZATION GUIDELINES

### FESTIVAL DESCRIPTION

The Reston Multicultural Festival is a celebration of the diversity and community spirit that is found in Reston. This annual event brings together the people of Reston to celebrate our rich medley of cultures. It should be understood by the Applicant that Performances, Arts & Crafts items, Food Vendor items and Community Organization activities should reflect authentic traditions and forms of a specific country or culture. These can include performance styles, items or activities specific to a particular religious orientation but should not be used to proselytize or overtly promote any one faith over another. It should also be understood by the Applicant that the Reston Multicultural Festival is a family-oriented event and any material performed, sold or presented will be suitable for all ages and free of any content that would be inappropriate for a diverse, multicultural and multigenerational audience.

### FESTIVAL INFORMATION

Date & Operating Hours: Saturday, September 23, 2017 (Rain or Shine)  
11:00 a.m. to 6:00 p.m.  
Festival Location: Lake Anne Plaza  
1609-A Washington Plaza  
Reston, VA 20190

### APPLICATION PROCEDURE

Send completed application and any support materials:

By Mail: 2017 Reston Multicultural Festival c/o Kevin Danaher  
Reston Community Center  
2310 Colts Neck Road  
Reston, VA 20190  
By Email: kevin.danaher@fairfaxcounty.gov  
By Fax: 703-476-8617 Attn: Kevin Danaher

### SELECTION AND NOTIFICATION

Application Deadline

**Fri., July 28, 2017**

Notification of Selection

**Fri., August 11, 2017**

The Organization is expected to provide a hands-on activity for Festival attendants to participate in.

(continued)

**Reston Community Center**  
2310 Colts Neck Road  
Reston, Virginia 20191  
703-476-4500 phone, TTY 711 • 703-476-8617 fax  
www.restoncommunitycenter.com



## AT THE FESTIVAL

- Booth spaces will be available for set up beginning at 7:30 a.m. and **must remain open until 6 p.m.**
- Community Organizations will set up inside a designated 10' x 10' tent, which will include two 6' by 2.5' tables and 4 chairs for use for their activity and materials. Community Organizations in the parking lot may extend up to 10' straight out from their tent. Community Organizations on the Plaza or near the water must set up inside the tent due to space limitations.
- Vendors are responsible for delivery, handling, and set up and take down of their own displays. A very limited number of hand trucks will be available for use on first-come, first-serve basis.
- Vendors booths must not interfere with or obstruct from view any adjacent exhibit spaces or aisles
- Vendors agree to keep their space clean during and after Festival hours. Storage beneath draped tables is permissible.
- Vendors shall not anchor or affix anything to tent walls, pavement or any other part of the plaza. Signs and banners are allowed on a case by case basis with the approval of the attendant.
- Vendors shall observe all fire and safety regulations. All booth materials shall comply with local fire regulations.
- No alcohol, smoking, or vendor-owned pets are permitted in the Booth area. An exception is made for service animals.
- Any items that could be construed as weapons, by design or misuse, are not permitted.
- Collecting donations or fundraising is not allowed. Campaigning or politicking is not allowed.
- Vendors and their members agree to exhibit professional behavior at all times during the Festival and bear all expenses due to damages caused by their actions. Failure to comply with these rules and agreement terms, or to cooperate with the Festival staff and exhibitors, may be grounds for removal from the Festival and may jeopardize future participation.
- The Reston Multicultural Festival Planning Committee, their representatives, agents and/or staff will not assume responsibility for any booth or organization materials. Organizations are encouraged and advised to obtain their own insurance, at their own cost.
- Booth space is limited to the Organizations and members to whom it is assigned. Organizations may not sublet space to anyone else.
- Organizations **must be present for the duration of the Festival** and not leave their booth unattended. Organizations or groups that leave early will not be allowed to return for future festivals.

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**AGREEMENT TO TERMS AND INDEMNIFICATION**

Kevin Danaher, Reston Community Center Community Events Director, will be on site and available throughout the Festival. Should an emergency situation occur during the Festival, you will receive instructions appropriate to the situation as to proper procedures in suspending and/or evacuating your booth operations.

A vendor's (and/or its employees/operators of the booth assigned) failure to comply with any of the terms and conditions stated above shall constitute an automatic termination of this agreement, whereupon the vendor will immediately remove all equipment and items from the Festival site and, at their own expense, restore the booth premises to its original condition.

The organization recognizes that there are some inherent risks to participating in certain programs/activities and, accordingly, agrees to hold the Fairfax County Board of Supervisors, Reston Community Center, Reston Association, and Lake Anne of Reston Condo Association volunteers, employees, and governing Boards harmless from any and all liability for property damage, harm, or bodily injury which may result from participation in the Multicultural Festival. The organization acknowledges that they have been advised to carry their own insurance while participating in this program.

I am authorized to sign on behalf of the vendor business below, and by my signature attest that I have read, understand and agree to all terms above:

\_\_\_\_\_  
Signature of principle contact

\_\_\_\_\_  
Organization Name

\_\_\_\_\_  
Printed name of above

\_\_\_\_\_  
Date

Please keep a copy for your records and return a signed copy no later than July 28, 2017 to:

2017 Reston Multicultural Festival/RCC, Attn: Community Events Director  
2310 Colts Neck Road  
Reston, Virginia 20191  
Inquiries: 703-390-6166 or kevin.danaher@fairfaxcounty.gov

