



County of Fairfax, Virginia

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

18th ANNUAL RESTON MULTICULTURAL FESTIVAL

2018 ARTS & CRAFTS VENDOR 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 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 must 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 22, 2018 (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: 2018 Reston Multicultural Festival
c/o Kevin Danaher
Reston Community Center
2310 Colts Neck Road
Reston, VA 20190

By Email: kevin.danaher@fairfaxcounty.gov
Do not include a credit card number in email
Call or mail it in.
By Fax: 703-476-8617 Attn: Kevin Danaher

Support Materials:

1. Up to 3 samples or 3 photos (printed or electronic) of your current work and one photo of your display, labeled with your name at the top.
2. A self-addressed stamped envelope for the return of your samples or photos. Photos of accepted exhibitors may be used for publicity and will be returned at the Festival. Please be detailed in your description of the items that you wish to display.
3. Booth Fee of \$100.00. This may be paid by Cash, Check (payable to the Reston Community Center), Money Order or MasterCard or Visa. Do not email the credit card number. Call or mail it in.
4. All applications must be submitted completely, including payment. Once an applicant is accepted in the Festival, the payment will be processed.
5. Written cancellation requests received by September 1, 2018 will receive a full refund less a 20% processing fee. Cancellation requests received after September 1, 2018 will not be refunded.

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



SELECTION AND NOTIFICATION

Application Deadline

Friday, July 6, 2018

Notification of Selection

Monday, July 30, 2018

The Multicultural Festival Arts & Crafts Committee reserves the right to determine if items sold meet stated criteria and will not allow the sale of items outside the scope and intent of the Festival. More consideration will be given to vendors that are selling items personally handcrafted; items of high artistic quality and craftsmanship; and items that are sold for reasonable prices. However, the Festival Arts & Crafts Committee will not automatically exclude a vendor from consideration for not meeting all of these desired attributes.

AT THE FESTIVAL

- Booth spaces will be available for set-up beginning at 7:30 a.m., all vehicles must be off the festival grounds by 10 a.m., open promptly at 11 a.m., and **must remain open until 6 p.m.**
- Vendors will set up inside a designated 10' x 10' tent, which will include one 6' by 2.5' table and 2 chairs for use for their activity and materials. Vendors may extend up to 10' straight out from their tent.
- 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 a 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 Festival Director approval.
- 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 Vendor Tent 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. Exhibitors are encouraged and advised to obtain their own insurance, at their own cost.
- Booth space is limited to the Vendors and members to whom it is assigned. Vendors may not sublet space to anyone else.
- Vendors **must be present for the duration of the Festival** and not leave their booth unattended. Vendors 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.

PLEASE NOTE: Please do not make changes to this paragraph. Participation in RCC programs is contingent on all the following conditions. I recognize that there may be risks in participating in programs and activities being offered by Reston Community Center ("RCC"), and I understand that RCC strongly recommends that any person participating in any such program or activity should be covered by insurance while participating in any such program. By my signature below, I acknowledge and agree that RCC, the Governing Board of RCC, the Board of Supervisors of Fairfax County, the employees of RCC and Fairfax County, together with the volunteers assisting RCC and the County, are protected against claims for liability by the doctrine of sovereign immunity, and I agree to hold such entities and persons harmless from any and all property damage or bodily injury that may result from my participation. I also agree to hold the volunteers, employees and governing boards of event host Lake Anne of Reston, A Condominium and event co-sponsor Reston Association harmless from any and all liability for property damage, harm or bodily injury which may result from my participation. I recognize that employees of RCC and/or the County may take and edit photographs and/or video tapes of RCC programs for either archival or public relations purposes. By my signature below, I acknowledge and agree that any such photographs and/or videos are the property of RCC and/or the County, that any such photos and/or videos may be used in the publications of RCC and/or the County without compensation to me, and that any such photos and/or videos may be subject to the Virginia Freedom of Information Act and other applicable laws. Finally, by my signature below, I acknowledge and agree to the RCC refund and cancellation policy for the festival.

Reston Community Center shall be under no liability for failure to perform the requirements of this Agreement in the event that such failure is caused by, or due to, acts or regulations of public authorities, civil tumult, strike, epidemics, or other acts of God.

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 principal contact

Organization/Business Name

Printed name of above

Date

Please keep a copy for your records and return a signed copy no later than July 6, 2018 to:

Reston Multicultural Festival 2018/RCC,
Attn: Community Events Director
2310 Colts Neck Road
Reston, Virginia 20191
Inquiries: 703-390-6166 or kevin.danaher@fairfaxcounty.gov

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