



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 FOOD 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 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 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 credit card number in email
Call or mail it in.
By Fax: 703-476-8617 Attn: Kevin Danaher

SELECTION AND NOTIFICATION

Application Deadline

Fri., July 13, 2018

Notification of Selection

Fri., August 3, 2018

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



GENERAL GUIDELINES

Booth Contents Provided by the Festival:

You are provided a 10 'x 10' tent, 2 six-foot banquet tables with disposable table cloths, one trash box with replacement liners, a sign with your booth name on it, and listing on the Festival map and in the event program. Tents and tables will be set up by the Festival vendor supplying them; porters will periodically pull trash throughout the day.

Insurance Requirements:

By executing the application, the applicant warrants that they have and shall maintain in full force and effect through the dates of the Reston Multicultural Festival comprehensive general liability insurance, with coverage including personal injury, property damage, contractual liability, operations hazard, and product liability in a limits of not less than \$1,000,000.00, which insurance specifically covers Applicants activities related to the Reston Multicultural Festival in all aspects.

Applicant must provide a Certificate of Insurance to Reston Community Center naming Reston Community Center, Reston Association, and Lake Anne of Reston, A Condominium, as additionally insured on the above prior to the event. The issuer of the policy must be authorized to do business in Virginia. Without proof/receipt of this insurance coverage on file, the vendor will not be able to set up their Global Food Court booth.

Booth Location

Your booth location will be assigned by the Reston Multicultural Festival and shall be final.

Booth Occupant

Booth space is to be occupied solely by the Festival approved vendor. Only one occupant per space will be permitted. No reassignment may take place without the express permission of the Reston Multicultural Festival Committee representative to the Global Food Court.

Sale Transactions and Pricing

Items must be priced in **whole dollars**, between \$1.00 and \$20.00 maximum. **All prices must include Virginia sales tax.** Applicant is solely liable for collection of all and any applicable Federal, State and County taxes. Acceptance of credit card or personal check transactions shall be at the discretion of the vendor.

Ordinances and Licenses

It will be the vendor's responsibility to comply with all Federal, State and Local ordinances, law, and licensing requirements. Applicants must have in effect now or by September 1, 2018, all necessary and required licenses and permits, certifications, and be able to produce such documentation upon request.

Cancellation/No Show Policy

Any cancellation request must be received in writing. Written cancellation requests received by September 1, 2018 will receive a full refund less a 20% processing fee. No refunds of the vendor fee will be made for cancellation requests received after September 1, 2018. Failure to show up on the day of the Festival will result in forfeiture of the vendor fee in its entirety.

Cancellation of Food Vending due to Inclement Weather

Should inclement weather prevent vendors from being able to operate in the Global Food Court, the vendor payment will be reduced by half and refunded within 15 days of day of the Festival.

Reston Community Center
2310 Colts Neck Road
Reston, Virginia 20191

703-476-4500 phone, TTY 711 • 703-476-8617 fax
www.restoncommunitycenter.com



Alcoholic Beverages

Alcohol sales are permitted in the Lake Anne Plaza restaurants only. No alcoholic beverages may be sold or distributed by Global Food Court vendors. Consumption of alcohol is limited to the premises of these restaurants.

Food Booth Set Up

Each food vendor must set up between 7:30 a.m. and 10:00 a.m. on the day of the Festival. The fire marshal and health inspector visits will occur at or near 10:00 a.m. and vendors failing either will not be permitted to operate nor will they receive any refund. Any vendor not present will automatically fail the inspections and not be able to participate in the Festival.

Staffing

All food vendors must staff their booths from 10:00 a.m. to completion of clean-up activity. All vendors must keep their booth open until the Festival ends at 6:00 p.m. and no sooner.

Booth Arrangement

Each booth must be setup in accordance with Fire Marshal and Health Department regulations. All cooking equipment will be safely sectioned off from patrons and properly set up on a stable surface whenever in operation. All food preparation and service areas must remain in compliance with rules and regulations of the Fairfax County Government Department of Health at all times.

Grills, Cooking and Heating Equipment

Vendors must provide their own grilling and cooking equipment. Only commercial grade grilling units and/or frying equipment, which use propane gas and protective covers, will be permitted. All cooking equipment will be reviewed and approved by the Fairfax County Government Fire Marshal prior to its use during the Festival.

No open flame cooking is permitted under the tent area. The use of sterno dishes is permitted within an individual booth, provided they are deemed safe by the Fire Marshal during the on-site inspection. All vendors must have a fire extinguisher available within their booth in accordance with County Fire Marshal requirements for use throughout the event.

Menu

You are free to select your menu items; the Festival is designed to provide culturally or ethnically diverse food items at the Global Food Court. You must list your food items on the County and the Festival applications. Your menu selections will be reviewed by the Fairfax County Government Health Department prior to the on-site inspection.

Electricity

The Festival will provide electrical power distribution and capabilities. You MUST notify the Festival of your need for power on your application or you may not have any available. NO PORTABLE GAS GENERATORS OR HOUSEHOLD EXTENSION CORDS ARE PERMITTED.

Water

Water is available in the kitchen at RCC Lake Anne only. Vendors are advised to provide a limited source of contained water for use within their individual booths.

Booth Break Down

Each vendor must break down and be clear of their booth between 6:00 p.m. and 7:00 p.m. All booths must be returned to the original condition and be free of trash, debris, cooking items, perishables, and solid or liquid waste. ANY ATTEMPT TO OR ACTUAL DISPOSAL OF LIQUID WASTE ON THE PREMISES WILL RESULT IN A FINE. The kitchen sink at the RCC Lake

Reston Community Center

2310 Colts Neck Road

Reston, Virginia 20191

703-476-4500 phone, TTY 711 • 703-476-8617 fax

www.restoncommunitycenter.com



Anne may be used, but it must be cleaned after use. Signage for booths remains the property of the Reston Multicultural Festival and will be removed and taken by a Festival representative.

Trash

Porters will remove trash periodically through the event. Trash dumpsters are located on the loading dock at Lake Anne Plaza and must be used in compliance with their requirements/signage there. Vendors will be provided with trash receptacle liners at their booths. Any vendor who does not leave their booth in the condition it was offered will not be permitted to participate in any future Multicultural Festival Events, nor will they be permitted to operate in conjunction with other Reston Community Center events.

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.**
- Vendors will set up inside a designated 10' x 10' tent, which will include two 6' by 2.5' tables and 2 chairs for use for their activity and materials.
- 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. Tables may not be moved outside of the tents.
- 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 Demo 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. Food vendors must obtain their own insurance, at their own cost, detailed above.
- 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.

(continued)

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.

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.

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 13, 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

