



County of Fairfax, Virginia

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

17th ANNUAL RESTON MULTICULTURAL FESTIVAL



2017 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 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

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:

All food vendors hereby assume responsibility for and agree to hold harmless Fairfax County, the Reston Community Center, Reston Association and Lake Anne of Reston Condominium Association, and their respective officers, directors, owners, employees, volunteers, and agents from any liability or expense in connection with any and all claims, demands, causes of action including but not limited to those for bodily injury, death or property damage, created by or arising from; 1) applicant's installation, removal and maintenance of space and supplies, 2) any goods, products, samples or souvenirs, 3) applicant activities at the Reston Multicultural Festival and occupancy or use of the facilities thereof. **By executing the application, the applicant warrants that it has 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 Condominium Association 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, 2017, 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, 2017 will receive a full refund less a 20% processing fee. No refunds of the

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vendor fee will be made for cancellation requests received after September 1, 2017. 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.

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 sectioned off with the use of clearly marked caution tape 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.

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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 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 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.
- 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.

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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 Vendor recognizes that there are some inherent risks to participating in certain programs/activities and, accordingly, agree to hold Fairfax County, Reston Community Center, Reston Association, Lake Anne of Reston Condominium Association, and all of their Boards, Directors, staff members and volunteers, harmless from any and all liability for property damage, harm or bodily injury which may result from participation. The Food Vendor acknowledges that they are required 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/Business 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:

Reston Multicultural Festival 2017/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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