



# County of Fairfax, Virginia

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

## 2025 RESTON MULTICULTURAL FESTIVAL COMMUNITY ORGANIZATION GUIDELINES & APPLICATION

### FESTIVAL DESCRIPTION

The Reston Multicultural Festival is a celebration of the wealth of diversity and cultures found within Reston and the region. The day features artistic performances, storytelling, demonstrations of cultural traditions and the selling of quality wares unique to a culture. 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: Saturday, September 20, 2025 (Rain or Shine)  
Operating Hours: 11:00 a.m. to 6:00 p.m.  
Festival Location: Reston Town Center, 11900 Market St., Reston, VA 20190

### APPLICATION SUBMISSION

Completed application and any support materials:

By Mail: 2025 Reston Multicultural Festival  
c/o Asjah Heiligh  
Reston Community Center  
2310 Colts Neck Road  
Reston, VA 20191

By Email via DocuSign:

RCCOFFSITE@fairfaxcounty.gov

*\*Application must be postmarked no later than June 6, 2025.*

### SELECTION AND NOTIFICATION

Application Deadline  
**Friday, June 6, 2025**

Notification of Selection  
**Monday, June 23, 2025**

**The Community Organization is expected to provide a hands-on activity for Festival attendee participation.**

**Reston Community Center**  
2310 Colts Neck Road  
Reston, Virginia 20191  
703-476-4500 phone, TTY 711 • 703-476-8617 fax  
[www.restoncommunitycenter.com](http://www.restoncommunitycenter.com)



Details of Community Organization			
Organization:			
Contact Person:		Country/Culture:	
Address:			
City:	State:	Zip:	Phone:
Website:		Email:	

Details of Activity (attach another sheet if needed)		
Social Media – please provide social media handles. If selected to participate, your organization may be tagged in RCC posts.		
Facebook:	X:	Instagram:

## FESTIVAL GUIDELINES

- Booth spaces will be available for set up beginning at 7:30 a.m. All vehicles must be off the festival grounds by 10:00 a.m. Booths must open promptly at 11:00 a.m. and **must remain open until 6:00 p.m.** 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.
- Community Organizations will set up inside a designated 10' x 10' tent, which will include two 6' by 2.5' tables and four chairs for use for their activity and materials. Community Organizations may extend up to 10' straight out from their tent.
- Community Organizations are responsible for delivery, handling, and set up and take down of their own displays.
- Community Organization booths must not interfere with or obstruct from view any adjacent exhibit spaces or aisles.
- Community Organizations agree to keep their space clean during and after Festival hours. Storage beneath draped tables is permissible.
- Community Organizations 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 Festival Director.
- Community Organizations 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.
- Organizations 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.



## AGREEMENT TO TERMS AND INDEMNIFICATION

The Reston Community Center Community Events Director will be onsite 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.

An Organization's (and/or its employees/operators of the booth assigned) failure to comply with any of Festival Guidelines 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 Reston Town Center Association, 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 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.

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

\_\_\_\_\_  
Signature of principal contact

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

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

\_\_\_\_\_  
Date

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