

Community Organization Vendor Guidelines

Failure of Applicant to comply with any of the terms, conditions, rules or regulations of this Application/Agreement shall constitute an automatic termination of this Agreement whereupon Applicant immediately shall remove its exhibit and articles from the premises and, at its own expense, restore the premises used by Applicant.

CONTACT INFORMATION:

If you have any questions, call the Reston Festival Hotline at 703-435-7989 or E-mail info@restonfestival.com

CHECK-IN:

You will be sent notification of acceptance and day of check-in information by July 3, 2010. Booth assignments will be given on the day of the event.

ASSIGNMENT AND USE BY OTHERS:

Merchant space is restricted to one Merchant per space. The Merchant may not assign its space or permit to any other merchant, person, firm or organization to use any part of such space without the express written permission of Reston Festival, Inc. You must remain at your booth location for the duration of the event as provided for in your contract.

PAYMENT/DEADLINES FOR APPLICATIONS:

Space for booths is limited and we reserve the right to limit the number of exhibitors in any category. All Applications are due by May 14, 2010. A \$50 late fee will be added after May 14th. No refunds will be processed after May 14th for any reason. A \$100 Late Fee must be added after June 11th and only cashier's check or money order will be accepted. . Credit Card and Application can be transmitted online or mailed with a check to Reston Festival / PO Box 2631 / Reston, VA 20195.

SIGNAGE:

The Reston Festival will not provide booth identification signs.

BOOTH SET-UP AND BREAK-DOWN:

Set up time is from 9am to 11:30am on Saturday and Sunday. Note: you should be set up and ready 30 minutes prior to the scheduled opening time. All booths must be staffed from Noon to 8pm on Saturday and Sunday. **No vehicles will be permitted in the Main Event Area of the Festival after 11:30am on Saturday or before 7pm on Sunday.** Reston Festival is not responsible for vendor or rental items lost, stolen or damaged.

BOOTH CONTENT:

Tables must be covered to the ground and no boxes or packing items should be visible. Each approved organization may rent tables, chairs and a space / canopy on the application. Each booth permit holder is responsible to obtain any required licenses, permits, etc. Reston Festival reserves the right to prohibit the display and/or distribution of materials it alone deems illegal, obscene or otherwise offensive. Exclusivity of items is not guaranteed. All Reston Festival decisions are final.

BALLOONS:

Helium balloons may not be present at the Reston Festival due to their harmful environmental effect on our community. We appreciate your understanding and cooperation on this issue.

SECURITY:

Security will be present during the operating hours of the Reston Festival as well as overnight, however, Reston Festival is not responsible for items lost, stolen, or damaged.

VEHICLES:

No vehicles will be permitted in the Main Event Area of the Festival after 11:30am on Saturday or before 7pm on Sunday.

UTILITIES & ELECTRICITY:

No phone or water will be available at the booths. Electricity may be provided for an additional fee of \$40, subject to availability. You must request electricity in advance with exact volts and watts needed. No personal generators are allowed. The Reston Festival cannot be held liable for a loss of power.

CANCELLATION OF RESTON FESTIVAL 2010:

Each participating vendor or sponsor hereby acknowledges and agrees that the Reston Festival event may be interfered with, prevented by and/or terminated as a result of inclement weather, acts of God, civil commotion, fire, earthquake, flood, action or interference of governmental authorities or agents, lockouts or other causes beyond the reasonable control of Reston Festival whether similar or dissimilar to the forgoing. Neither Reston Festival including, but not limited to Reston Association and Reston Community Center nor any of the officers, directors, owners, employees, or agents of any of them shall be liable to any vendor or sponsor as a result of any such interference, prevention or termination, and no refunds of the registration fee or sponsor contributions will be given.

LOCATION OF BOOTHS:

A completed Application/Agreement and full payment must be received before you can be considered a confirmed participant. The Reston Festival 2010 Steering Committee will assign the specific locations of the booths. Changes to the locations may be made at the sole discretion of the Steering Committee. Factors such as the need for electricity or renting a tent will influence your location. Sponsors are always given premium locations based on their level of contribution.

SPONSORSHIP OPPORTUNITIES:

Businesses have the opportunity to be a Sponsor of the Festival and receive priority location and services. In addition, businesses may sponsor prizes for the kid's activities that can carry your company's logo. For more information about being a Festival Sponsor go to <http://www.restonfestival.com> or e-mail sponsorship@restonfestival.com.

SALES TAX AND LICENSES:

It will be the responsibility of each Merchant to comply with all Federal, State and County tax ordinances and licensing requirements. Merchant represents that it has in effect or will have as of July 9, 2010 all necessary and required licenses and permits, and certifications, from all applicable government agencies.

PRIVACY POLICY:

The Reston Festival will provide your organization's name, phone number and address to customers, if asked. We will not sell this or any information in bulk. We will only accept written requests for information on an individual vendor and only if the requestor has specific knowledge, such as a purchase they made, a location or an individual they may have communicated with the day of the Festival.

PARKING:

Free parking is available at any of the on-site garages. Storage vehicles must be parked in approved areas and must be pre-approved by the Reston Festival.

CLEAN-UP AND TRASH REMOVAL:

Dumpsters will be provided. Applicant must make arrangements to dispose of trash properly. Applicant will not be allowed to dump grease or any other substance anywhere other than the designated trash collection area. Applicant must clean booth space and leave it in the same condition it was received. A cleanup crew will periodically collect trash from public trash receptacles and off the ground.