



McLean Day 2010

Saturday, May 15, 2010

11 a.m.–5 p.m.

Lewinsville Park

An Invitation To McLean Chamber Members

Dear Chamber Member,

The Governing Board and staff of the McLean Community Center cordially invite you to participate in **McLean Day 2010 on Saturday, May 15**, at Lewinsville Park.

McLean Day is the most anticipated community-wide event of the year and attracts approximately 14,000 people who look forward to the rides, food, Center Governing Board election, entertainment, displays, crafts, amusements, festive atmosphere and just "Celebrating Our Hometown." It Is the Place to Be!



McLean business and non-profit groups are invited to participate by registering for a booth space. This is the best way to promote your organization or sell your wares.

Participants generally use their booth spaces to provide displays, provide literature, and make sales. The most popular booths are those that attract customers by providing games or some sort of give-away such as water bottles, magnets and key chains, raffles for free dinners, makeovers, photographs, etc. Some groups have done new product displays, demonstrating the latest design and technology. We invite you to be creative and we are happy to help!



Don't miss out . . . McLean Day it truly *is* the place to be! **Spaces sell out very quickly!** An application and the terms and conditions are on the following pages. *Please note the in-district Early Bird deadline of Feb 12 for a discounted price.*



The staff at the McLean Community Center is committed to making McLean Day 2010 the best ever and we sincerely hope you will join us.

Please contact sam.roberts@fairfaxcounty.gov or peggy.moore@fairfaxcounty.gov 703-790-0123/TTY: 711 if you have any questions. We look forward to working with you again this year!



Sam Roberts, Special Events Director



EXHIBITOR APPLICATION

MCLEAN DAY FESTIVAL

SATURDAY, MAY 15, 2010

SEE APPLICATION DEADLINES BELOW

New! \$25 Early Bird Discount
and Pre-Registration for
McLean Tax District
Residents, Businesses and

The MCLEAN DAY FESTIVAL, Celebrating our Hometown, is the McLean community's largest event. It's the place to be! All spaces are located outdoors at Lewinsville Park, 1659 Chain Bridge Rd, McLean, VA. Exhibitor spaces are 10x10. Spaces do not include tent, table, chairs, water or electricity. Applications and space assignments are considered in the order in which they are received. Applications must be received by the dates below. A short waitlist will be retained after the deadline.

See cancellation, weather and event policies under Terms and Conditions.

\$25 MCLEAN TAX DISTRICT EARLY BIRD DISCOUNT AND PRE-REGISTRATION NOW THRU FEBRUARY 12, 2010

NON-TAX DISTRICT VENDORS AND ORGANIZATIONS REGISTER FEBRUARY 13-MARCH 12, 2010

BOOTH CLASSIFICATION: This information will be used for placement of your booth. Please circle ONE. A limit on the number of booths of any single category will be enforced to ensure all exhibitors receive maximum visibility.

Retail Apparel	Crafter/Artisan	Health Products	Travel/Tourism	Education
Political	Imported Crafts	Home Décor	Media	Religious
Real Estate	Telecommunications	Home Improvement/Builder	Medical	Senior Care
Children's goods	Financial/Banking	Home Products Retail	Non-Profit	Other list below:
Children's Services	Gourmet Food	Imported or Resale Jewelry	Personal Fitness	
Skin Care /Beauty	Government	Jewelry handcrafted by you	Pet-Related	

CONTACT INFORMATION:

NAME: _____

ORGANIZATION/BUSINESS NAME: _____

MAILING ADDRESS: _____

CITY: _____ ST: _____ ZIP: _____

PHONE: _____ FAX: _____ CELL: _____

EMAIL: (required for credit card receipt) _____ WEBSITE _____

PROGRAM WILL LIST YOUR BUSINESS AND A 5 WORD TEASER TO ENTICE THE PUBLIC TO YOUR BOOTH. LIST TEASER BELOW:

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(eg.; For All Your Travel Needs!)

CHOOSE TYPE OF BOOTH SPACE: (EARLY BIRD TAX DISTRICT DISCOUNT \$25)

Type Limited to ONE 10X10 SPACE per business or organization	COST	Discount if eligible	Total Cost
Premium Booth: Premium exposure to attendees. Special highlighted listing in festival program. Limited number available.	\$250.00		\$.
General Exhibit Booth: Spaces located in the General Exhibit Area of the park and are adjacent to each other.	\$150.00		\$.
Non-Profit Booth: Spaces located in the General Exhibit Area with special pricing for Non-Profit groups. Will need proof of non-profit status sent with application (IRS Approval Letter) to be approved for this fee.	\$100.00		\$.

Food Concessions: Exhibit Booths may NOT sell any food or drink for consumption on site. There is a special area for these booths. If you would like to apply to be a Food Vendor at McLean Day you may download a Food Vendor Application from our website: www.mcleancenter.org/special-events.

SORRY NO VEHICLES OR TRAILERS ALLOWED ONSITE AT YOUR BOOTHSPACE DUE TO SPACE LIMITATIONS DURING FESTIVAL HOURS

By submitting this application you agree to the Terms and Conditions.

Sponsorships: If you are interested in being a sponsor at McLean Day please contact Sam Roberts – 703-790-0123.

PAYMENT INFORMATION: Pay by check (made payable to: McLean Community Center), money order or credit card.

MC VISA AMEX Card #: _____ Amount: \$ _____

Exp. Date: _____ Name as it appears on Card (PRINT): _____

Billing Address: _____

Signature: _____

EXHIBITOR TERMS & CONDITIONS

MCLEAN DAY FESTIVAL

Produced by the McLean Community Center

EVENT DATE

Saturday, May 15, 2010

HOURS: OPEN TO EXHIBITORS

7:00 a.m. – 7:00 p.m.

HOURS: OPEN TO PUBLIC

11:00 a.m. – 5:00 p.m.

1. **LOCATION:** The event is located at Lewinsville Park, 1659 Chain Bridge Road, McLean, VA 22101. This is an outdoor event.
2. **REFUNDS:** No refunds 45 days prior to the event. Refunds under this paragraph will *only be considered if requested in writing*. Full refunds will be made only if the event is not held. Please note that this paragraph supersedes any other Center refund policies.
3. **SET-UP TIME:** DETERMINED BY YOUR BOOTH LOCATION. ALL VENDORS WILL BE SENT A PASS WITH YOUR LOAD-IN TIME AND BOOTH #. You must be ready for the public no later than 11:00 a.m. However; if you are ready earlier than that and would like to open up to sell items to other vendors and staff you are welcome to do so whenever you are ready! **NO VEHICLES OR TRAILERS WILL BE ALLOWED IN THE PARK AFTER 10:00 A.M. THE GATES WILL BE CLOSED AT 10:00!** Arrivals at the gate at 10:00 will have to carry their items inside the Park (no exceptions!). Friday setup is authorized and must be approved and scheduled by Wednesday of the week prior to the event. It is understood that the McLean Community Center does not provide security at the park for vendors who set up on Friday. Vendors are responsible for securing their booth space and any items left at the park until Saturday morning.
4. **SETUP/LOAD OUT:** A designated member of our staff will assist you in finding your space location. That person will be identifiable at the setup entrance. All setup vehicles, except food vending vehicles must be removed from the park **by 10:00 a.m.!** You may not park inside the park, on Nathaniel Lane, or in the park parking lot after setup. A map, directions to the park and a LOAD-IN PASS which may not be duplicated will be sent to you in a load-in packet if you are accepted into the festival. No porter service is available. Vendors may NOT begin packing up before 5:00 p.m. on the day of the festival. Booths must be removed by 7:00 p.m. Gates for load-out will open at the discretion of park and festival officials when safe to do so.
5. **PARKING:** You cannot park anywhere inside the park or on Nathaniel Lane after setup. The only exception is a support vehicle for food concessions behind their stands. Parking is available at the Fairfax County Lewinsville Senior Center and Day Care (1609 Great Falls Street). Passenger carts will be provided to take you into the park. There will be pickup behind the center, through the back fence on Evers Drive. If you prefer satellite parking at the McLean Community Center shuttle bus service will start at 9:30am and drop off at the front of the Park. Please plan ahead.
6. **COMMERCIAL DELIVERIES:** Deliveries must be made between 7:00 a.m. and 10:00 a.m. Deliveries to your booth location will not be available after 10 a.m. Delivery vehicles must be removed by 10:00 a.m. We will have utility carts to load deliveries from the Chain Bridge Road and Nathaniel Lane entrances after 10:00 a.m. and throughout the festival. Please advise an official at the Event Information tent and they will request a cart for you. Please notify Sam or Peggy by Wednesday, May 12 if you plan to have rental equipment or materials delivered to the Park on Friday or Saturday. We will direct deliveries to your booth.
7. **ELECTRICITY/WATER:** There is no power available at the park. Only whisper-quiet generators are allowed. We reserve the right to ask you to turn off generators that are too loud. There is a water spigot on the side of the main house at the park. This is the only source of water. It is advised that you bring your own bottled water if needed.
8. **BOOTH/EQUIPMENT/CLEAN-UP:** Booth spaces are 10x10 unless contracted otherwise. We will assign your space. Once set up, your booth shall not block the view of another or encroach upon any other booth space. Be prepared for the weather. **Exhibitors will supply their own tents, tables, chairs, and displays.** Tents must have a fire-rated seal visible. Any tent without a fire-rated seal must be taken down. You are expected to keep the space in good order and clean up and remove ALL trash before leaving. Exhibitors will not leave the booth unattended and should understand that the Center and the Fairfax County Park Authority will not assume responsibility for the booth. Tents with long tie-down lines are prohibited as they cause trip hazards for festival attendees.
9. **SOLICITATION/PAMPHLETING:** You may not solicit or pamphlet anywhere inside Lewinsville Park outside of your 10x10 booth space on behalf of your business, organization, political or social cause.
10. **SIGNAGE:** Exhibitors provide their own professional quality identification signs. They must be large enough and high enough to be seen.
11. **CANCELLATION POLICY/RAIN OR SHINE:** Festival is held rain or shine, but if weather conditions are extremely unfavorable, festival officials may cancel all activities. There is no rain date for the festival. See refund policy # 2. Call the Center for the latest information.
12. **STATE TAX & HEALTH:** Exhibitors are agreeing that they are responsible for collecting and reporting Virginia State Sales Tax (5%) and abiding by all County, State, and Federal Health requirements. Further, they agree to indemnify and hold harmless Fairfax County, the McLean Community Center, and its Governing Board from any liability resulting from their failure to do so.
13. **ADVERTISING:** This event is advertised widely in local publications, the MCC program guide and through internet and email advertising. Advertising is a joint venture. List the event on your websites, contact your local customer base and let people know where we are.
14. **FIRE/SAFETY:** All canopy tents must be fire-rated displaying a visible CPAI-84 Fire Rated seal. NO PROPANE TANKS will be permitted under or near exhibitor tents.
15. **INDEMNITY:** By participating in this event, the exhibitor agrees to indemnify and hold harmless the County of Fairfax and the McLean Community Center and its Governing Board from any and all liability for damage, County Health code violations, injury, or loss to any person or goods for any reason. The exhibitor understands that he/she is an independent party and is solely responsible for their booth space and operation, and that the McLean Community Center is just providing a place for the party to conduct their business.

RETAIN THESE TERMS AND CONDITIONS FOR YOUR REFERENCE AND READ THOROUGHLY.

Questions? Call Peggy Moore at 703-790-0123 or email peggy.moore@fairfaxcounty.gov Fax: 703-556-0547
McLean Community Center, 1234 Ingleside Ave, McLean, VA 22101 www.mcleancenter.org/special-events